



Regular Council Meeting Agenda

February 1, 2021, 6:00 pm

Location: <https://www.youtube.com/user/EssexOntario>

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

This meeting will be hosted and chaired from the Essex County Civic Centre Council Chambers. Due to the ongoing COVID-19 pandemic and the Essex County Civic Centre building not being open to the public at this time, this meeting can only be viewed by the public electronically via livestream on YouTube at www.youtube.com/EssexOntario

Pages

1. Call to Order

2. National Anthem

3. Closed Meeting Report

4. Declarations of Conflict of Interest

5. Adoption of Published Agenda

5.1. Regular Council Meeting Agenda for February 1, 2021

Moved by Councillor Vander Doelen

Seconded by Councillor Bowman

That the published agenda for the February 1, 2021 Regular Council Meeting be adopted with the following amendment:

1. That Agenda Item 18.2.1 and its By-Law 1985 be amended to reflect an effective date of appointment of February 1, 2021.

6. Adoption of Minutes

6.1. Regular Council Meeting Minutes for January 18, 2021

1

Moved by Deputy Mayor Meloche

Seconded by Councillor Bowman

That the minutes of the Regular Council Meeting held January 18, 2021 be adopted as circulated.

6.2. Special Council Meeting for November 30, 2020

12

Moved by Councillor Garon

Seconded by Councillor Bjorkman

That the minutes of the Special Council Meeting held November 30, 2020 to introduce the 2021 Proposed Budget, be adopted as circulated.

6.3. Special Council Meeting December 14, 2020

15

Moved by Councillor Garon

Seconded by Councillor Bjorkman

That the minutes of the Special Meeting Minutes held on December 14,

2020 to deliberate the 2021 Proposed Budget, be adopted as circulated.

6.4. Special Council Meeting for January 11, 2021 20

Moved by Councillor Verbeek
Seconded by Deputy Mayor Meloche
That the minutes of the Special Council Meeting held January 11, 2021 to deliberate the 2021 Proposed Capital Budget, be adopted as circulated.

6.5. Special Council Meeting for January 13, 2021 24

Moved by Councillor Verbeek
Seconded by Councillor Garon
That the minutes of the Special Council Meeting held on January 13, 2021 to present the 2021 - 2026 Draft Climate Adaptation Plan, be adopted as circulated.

7. Public Presentations

7.1. COVID-19 Impacts on Small Business and Community 76

At its Special Meeting of January 18, 2021 Council for the Town of Essex received presentations from a number of local residents and small business owners to discuss how they have been impacted by the current COVID-19 pandemic and its subsequent restrictions. Council directed Town administration to send correspondence to convey these concerns and ask both levels of government to take immediate steps to mitigate the damage that COVID-19 continues to inflict on both our residents and our business community.

Council also asked the Town to invite representatives from our local Health Unit and our respective members of Federal and Provincial Parliament to attend this evening's Council meeting so that further discussion can take place.

Moved by Councillor Bjorkman
Seconded by Councillor Bowman
That Council add and welcome M.P.P. Rick Nicholls as a delegate at this meeting.

Moved by Councillor Bjorkman
Seconded by Councillor Bowman
That the presentations by the delegations listed in Agenda Item 7.1 be received.

- 7.1.1. Chris Lewis, M.P. Member of Federal Parliament-Essex
- 7.1.2. Taras Natyshak, M.P.P. Member of Provincial Parliament - Essex
- 7.1.3. Dr. Wajid Ahmed, Medical Officer of Health, Windsor-Essex County Health Unit
- 7.1.4. Rick Nicholls, M.P.P. Member of Provincial Parliament, Chatham-Kent/Leamington

8. Unfinished Business

9. Reports from Administration

- 9.1. Fire and Rescue Services-2021-01** 79
- RE: Digital Radio-Communication System Contract
- Moved by Councillor Bjorkman
 Seconded by Councillor Bowman
That Fire and Rescue Services-2021-01 entitled Digital Radio-Communications System Contract Extension prepared by Richard Arnel, Fire Chief, dated February 1, 2021, be received, and
- That** Council approve the Digital Radio-Communication System Contract Extension (Appendix A) with Kelcom Co. Ltd. for an additional three (3) years.
- 9.2. Drainage-2021-01** 89
- RE: Appointment of Engineer for Malden Road West Drain New Culvert
- Moved by Deputy Mayor Meloche
 Seconded by Councillor Bowman
That Drainage-2021-01 entitled Appointment of an Engineer under Section 78 of the Drainage Act to install a new culvert in the Malden Road West Drain prepared by Lindsay Dean, Drainage Superintendent, dated February 1, 2021, be received, and
- That** Council appoint Rood Engineering Incorporated pursuant to Section 78 of the Drainage Act for the project to install a new culvert in the Malden Road West Drain.
- 9.3. Verbal Report, Director, Development Services**
- RE: Year-End Development Update
- Moved by Councillor Garon
 Seconded by Councillor Verbeek
That the verbal report presented by Lori Chadwick, Director, Development Services regarding the Year-End Development Update be received.
- 9.4. Economic Development-2021-02** 94
- RE: Community Improvement Plan 2020 Summary
- Moved by Councillor Verbeek
 Seconded by Councillor Garon
That Economic Development-2021-02 entitled Community Improvement 2020 Summary prepared by Nelson Silveira, Economic Development Officer dated February 1, 2021, be received.
- 9.5. Infrastructure Services-2021-01** 101
- RE: Engineering Services for Essex Centre Streetscape
- Moved by Councillor Bowman
 Seconded by Deputy Mayor Meloche
That Infrastructure Services-2021-01 entitled Engineering Services for Essex Centre Streetscape prepared by Kevin Girard, Director, Infrastructure Services dated February 1, 2021 be received, and
- That** Council appoint Stantec Consulting Ltd. to provide engineering services in the amount of \$347,286.53 (including non-refundable HST)

to design, assist in procurement, and administer project GG-21-0001 - Essex Streetscaping in accordance with the completed request under Section 22 of the Town of Essex Procurement By-Law 1043.

9.6. Legal and Legislative Services-2021-02

108

RE: Relocation of the Rush Drain

Moved by Councillor Vander Doelen

Seconded by Councillor Garon

That the following three (3) members of the Drainage Board: Kirk Carter, Percy Dufour and Felix Weigt-Bienzle be appointed to sit as members of the Court of Revision to be convened for the Relocation of the Rush Drain, Former Township of Colchester North now in the Town of Essex, File No. 19-1023, pursuant to the Report prepared by Tim R. Oliver, Professional Engineer, Dillon Consulting, and dated January 8, 2021 (hereinafter the "Report"), such Court of Revision to be scheduled for 5:00 pm on February 24, 2021, via electronic meeting, and

That By-Law 1987 being a by-law to provide for the Relocation of the Rush Drain, Former Township of Colchester North Now in the Town of Essex, File No. 19-1023, be read a first and second time and be provisionally adopted on February 1, 2021.

9.7. Operations-2021-01

209

RE: Loading Zone Parking Space

Moved by Deputy Mayor Meloche

Seconded by Councillor Verbeek

That Operations-2021-01 entitled Loading Unloading Zone Parking Spaces prepared by Norm Nussio, Manager, Operations dated February 1, 2021, be received, and

That Council direct administration to amend By-Law 224 (the by-law to regulate Parking), as recommended in this report, so as to provide for loading zone parking spaces on Centre Street from approximately 34m west of Talbot Street North to approximately 48m west of Talbot Street North, and on Wilson Avenue from approximately 22m east of Talbot Street North to approximately 30m east of Talbot Street North from Monday to Saturday between 8:30am to 11:30am, holidays excepted.

9.8. Verbal Report, Director, Community Services/Deputy Chief Administrative Officer

RE: Removing Ice at Town Facilities

Moved by Councillor Bondy

Seconded by Councillor Bowman

That the Town of Essex remove ice from two of the three ice pads effective immediately from the Harrow Arena and the Shaheen Rink at the Essex Centre Sports Complex leaving only the main Libro Rink available.

10. Reports from Youth Members

11. County Council Update

12. Correspondence

12.1. Correspondence to be received

Moved by Councillor Bjorkman

Seconded by Councillor Vander Doelen

That all of the correspondence listed in Agenda Item 12.1 be received and, where indicated, to further share such information with the community using suitable methods of communication.

12.1.1. Correspondence relating to COVID-19 Pandemic

12.1.1.1. Province of Ontario 215

RE: Enhancing Public Health and Workplace Safety Measures in the Provincewide Shutdown

12.1.1.2. Province of Ontario 249

RE: Ontario Expands Workplace Enforcement Campaigns

12.1.1.3. Province of Ontario 251

RE: COVID-19 Vaccine Distribution Task Force Update #6

12.1.2. Chris Lewis, MP 260

RE: 2021 Canada Summer Jobs program

12.1.3. Essex Region Conservation Authority 262

RE: 2020 Annual Report

12.1.4. Ministry of Municipal Affairs and Housing 279

RE: Municipal Modernization Program Intake 2

12.2. Correspondence to be considered for receipt and support

12.2.1. Youth Council Member 281

RE: Appointing a Youth Council Member for the remainder of the current term of Council

- Excerpt from Procedural By-law 1926 re: Youth Council Members

Moved by Councillor Verbeek

Seconded by Councillor Garon

That Council appoint Edua Marczinko as Youth Council Member for the remainder of the current term of Council.

12.2.2. Essex Region Conservation Authority 289

RE: Essex Region Source Protection Committee - Municipal Representation

Moved by Councillor Bowman

Seconded by Councillor Vander Doelen

That the correspondence from Essex Region Conservation Authority ("ERCA") dated January 25, 2021, and sent to all of

the Clerks of member municipalities, which correspondence asks for the endorsement of all member municipalities regarding the nomination of Kevin Webb, as the City of Windsor representative to be appointed to the Essex Source Protection Committee, be received and supported; and If supported that a letter advising of the Town of Essex endorsement of said appointment be sent to ERCA no later than March 1, 2021.

13. Committee Meeting Minutes

Moved by Councillor Bjorkman
Seconded by Councillor Vander Doelen
That the Committee Meeting minutes listed in Agenda Item 13 excluding Agenda Item 13.6, together with any recommendations to Council noted therein, be received, approved and adopted as circulated.

Moved by Councillor Bjorkman
Seconded by Councillor Garon
That the Committee Meeting minutes listed in Agenda item 13.6, together with any recommendations to Council noted therein, be received and approved as circulated.

13.1.	Heritage Committee November 26, 2020	291
13.2.	Police Services Board December 3, 2020	295
13.3.	Drainage Board December 9, 2020	301
13.4.	Arts, Culture and Tourism December 10, 2020	308
13.5.	Committee of Adjustment December 15, 2020	313
13.6.	Heritage Committee Special Meeting January 14, 2021	346

EMHC 21-01-05

Moved by: Laurie Brett
Seconded by: Richard Kokovai
Recommendation to Council: That Council promptly revise Bylaw #855 related to the Sale of Surplus Lands to provide special recognition, protections and safeguards for publicly owned property of cultural heritage significance; and that said revised bylaw ensure robust stakeholder involvement by including enhanced public notice requirements with extended periods of public consultation; that all public notices announcing the potential or actual sale of public lands containing cultural heritage assets identify the affected property by legal description as well as familiar and commonly used names, with specific mention of their heritage designation status; and that Schedule A to Bylaw 855 be updated to include a separate list of cultural assets of historical significance.

Carried

EMHC 21-01-06

Moved by: Richard Kokovai
Seconded by: Councillor Steve Bjorkman

Recommendation to Council: That Council defer the sale of 195 Bagot Street until other parties have had an opportunity to bring forward suggestions on possible uses for the property and preservation plans related thereto, including a group provisionally referred to as the Friends of Colchester Schoolhouse.

Carried

EMCH 21-01-07

Moved by: Councillor Steve Bjorkman

Seconded by: Richard Kokovai

Recommendation to Council: That Council initiate the designation process to ensure future protection of 195 Bagot Street also as known as the Colchester Schoolhouse and the preservation of its heritage attributes.

Carried

13.7.	Drainage Board January 21, 2021	352
14.	Financial	
14.1.	Ministry of Municipal Affairs and Housing	361
	RE: Town of Essex 2019 Financial Indicator Review/Profiles	
	Moved by Deputy Mayor Meloche	
	Seconded by Councillor Bjorkman	
	That the Town of Essex 2019 Financial Indicator Review/Profiles from the Ministry of Municipal Affairs and Housing be received.	
14.2.	December 2020 Bank Payments Report	374
	Moved by Councillor Verbeek	
	Seconded by Councillor Garon	
	That the Bank Payments Report, including the December 2020 cheque register, cheque number 52257 to cheque number 52500 inclusive in the amount of \$8,650,483.32, the Preauthorized Payments for the month of December 2020 in the amount of \$305,421.92; and Payroll for the month of December 2020 in the amount of \$636,400.30, be ratified as submitted.	
15.	New Business	
16.	Notices of Motion	
16.1.	The following Notices of Motion was presented at the December 21, 2021 Regular Council Meeting and are being brought forward this evening for Council's consideration:	
16.1.1.	Deputy Mayor Meloche	
	RE: Victoria Avenue in Essex Centre	
	Moved by Deputy Mayor Meloche	
	Seconded by Councillor Garon	
	That in view of the fact that Victoria Avenue in Essex Centre is one of the premier routes in and out of Essex Centre, and that	

this road has been in disrepair for many years, that the Victoria Avenue rehabilitation road project be included as part of the the Downtown Essex Centre Revitalization.

16.1.2. Deputy Mayor Meloche

RE: Drainage Billings

Moved by Deputy Mayor Meloche

Seconded by Councillor Bondy

That in order for Council to be fully aware of outstanding billings for drainage projects, it is hereby requested that a detailed Drainage Billings Report be brought by Administration to Council in February/March 2021 for a full review of the Town's standing on such bills.

16.1.3. Deputy Mayor Meloche

RE: Standards for Property Development

Moved by Deputy Mayor Meloche

Seconded by Councillor Bowman

That with regard to Administration's current review of property development standards, that Council request the following additional change be brought forward to Administration as part of its property development standards review;

Whereas if a builder has been given relief on yard depths, including any side yard, as compared to our standards, that the type of home built on the property be thereby limited to one story meaning no second story and/or no back split; and

As well, the shortened requirement would be inclusive of any allowable additional structure such as a deck that may be permitted as part of the new structure.

This motion was withdrawn by the Mover with support from the Seconder.

16.2. The following Notices of Motion were presented at the January 18, 2021 Regular Council Meeting and are being brought forward this evening for Council's consideration:

16.2.1. Councillor Bondy

RE: Declaring Cultural or Historical Property Surplus

Moved by Councillor Bondy

Seconded by Deputy Mayor Meloche

That in advance of Council designating any public property surplus that is a listed or designated Heritage property that the public is first consulted by means of social media, newspaper, town website, open houses, public meetings etc. and for such properties that the Heritage Committee is also given notice and time to provide a recommendation to Council.

Councillor Bondy requested a recorded vote.

**Recorded
Against**

Support

Mayor Snively	
x	
Deputy Mayor Meloche	x
Councillor Garon	x
Councillor Bowman	x
Councillor Verbeek	x
Councillor Bjorkman	x
Councillor Vander Doelen	
x	
Councillor Bondy	
x	
Result	6
2	
Carried (6 to 2)	

16.2.2.	Councillor Bondy																																				
	RE: Designating Public Property as Surplus																																				
	Moved by Councillor Bondy																																				
	Seconded by Councillor Verbeek																																				
	That only two reading be given to by-laws for designating public property surplus followed by a third and final reading on the next agenda to guarantee public notice and transparency.																																				
	Councillor Bondy requested a recorded vote.																																				
	<table> <tr> <th>Recorded</th><th>Support</th></tr> <tr> <th>Against</th><th></th></tr> <tr> <td>Mayor Snively</td><td></td></tr> <tr> <td>x</td><td></td></tr> <tr> <td>Deputy Mayor Meloche</td><td>x</td></tr> <tr> <td>Councillor Garon</td><td></td></tr> <tr> <td>x</td><td></td></tr> <tr> <td>Councillor Bowman</td><td></td></tr> <tr> <td>x</td><td></td></tr> <tr> <td>Councillor Verbeek</td><td>x</td></tr> <tr> <td>Councillor Bjorkman</td><td>x</td></tr> <tr> <td>Councillor Vander Doelen</td><td></td></tr> <tr> <td>x</td><td></td></tr> <tr> <td>Councillor Bondy</td><td></td></tr> <tr> <td>x</td><td></td></tr> <tr> <td>Result</td><td>4</td></tr> <tr> <td>4</td><td></td></tr> <tr> <td>Defeated (4 to 4)</td><td></td></tr> </table>	Recorded	Support	Against		Mayor Snively		x		Deputy Mayor Meloche	x	Councillor Garon		x		Councillor Bowman		x		Councillor Verbeek	x	Councillor Bjorkman	x	Councillor Vander Doelen		x		Councillor Bondy		x		Result	4	4		Defeated (4 to 4)	
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16.2.3. Councillor Bondy

RE: Surplus Property Sold in Open Market

Moved by Councillor Bondy

Seconded by _____

That when Council deems public property as surplus such property will be sold by request for proposal and/or listed on the open market to ensure that properties are sold in a transparent manner and for the highest price.

16.2.4. Councillor Bondy

RE: Ad-Hoc Committee

Moved by Councillor Bondy

Seconded by _____

That Essex Council establish an Ad-Hoc committee to come together to propose regulations and policies around Short Term Rental accommodations in the Town of Essex.

16.3. The following Notice of Motion is being presented only this evening and will be brought forward at the March 1, 2021 Regular Council Meeting for Council's consideration:

16.3.1. Councillor Bondy

RE: Council Committee Meeting Videos

Moved by Councillor Bondy

Seconded by _____

That the Council Committee meeting videos be uploaded and put online.

17. Reports and Announcements from Council Members

17.1. 2021 Rural Ontario Municipal Association ("ROMA") Virtual Conference

Verbal Report from the Members of Council who virtually attended the ROMA 2021 Conference.

18. By-Laws

18.1. By-Laws that require a third and final reading

18.1.1. By-Law 1984

384

Being a by-law to confirm the proceedings of the January 18, 2021 Regular Meeting of Council of The Corporation of the Town of Essex

Moved by Deputy Mayor Meloche

Seconded by Councillor Bowman

That By-Law 1984 being a by-law to confirm the proceedings of the January 18, 2021 Regular Meeting of the Council of the Town Corporation of the Town of Essex, be read a third time and finally passed on February 1, 2021.

18.1.2. By-Law 1968

386

Being a by-law to provide for the Szakacs Drain: Repair and

Improvement, Geographic Township of Colchester South,
Project REI2016D004, Town of Essex, County of Essex

Moved by Councillor Vander Doelen

Seconded by _____

That By-Law 1968 being a by-law to provide for the Szakacs Drain: Repair and Improvement, Geographic Township of Colchester South, Project REI2016D004, Town of Essex, County of Essex, be read a third time and be finally passed on February 1, 2021.

18.1.3. By-Law 1969 389

Being a by-law to provide for the Shepley Drain: Bridge Replacement for Gorski Land Holdings Inc., Geographic Township of Colchester South, Project REI2020D012, Town of Essex, County of Essex

Moved by Councillor Bjorkman

Seconded by Councillor Bowman

That By-Law 1969 being a by-law to provide for the Shepley Drain: Bridge Replacement for Gorski Land Holdings Inc., Geographic Township of Colchester South, Project REI2020D012, Town of Essex, County of Essex be read a third time and finally passed on February 1, 2021.

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

18.2.1. By-Law 1985 392

Being a by-law to appoint a Manager, Parks and Facilities for the Town of Essex

Moved by Deputy Mayor Meloche

Seconded by Councillor Bjorkman

That By-Law 1985 being a by-law to appoint a Manager, Parks and Facilities be read a first, a second and a third time and finally passed on February 1, 2021.

18.3. By-Laws that require a first and second reading

18.3.1. By-Law 1986 393

Being a by-law to confirm the proceedings of the February 1, 2021 Regular Meeting of the Council of The Corporation of the Town of Essex

Moved by Deputy Mayor Meloche

Seconded by Councillor Bjorkman

That By-Law 1986 being a by-law to confirm the proceedings of the February 1, 2021 Regular Meeting of the Council of The Corporation of the Town of Essex be read a first and a second time and provisionally adopted on February 1, 2021.

19. Adjournment

Moved by Councillor Verbeek

Seconded by Councillor Bjorkman

That the meeting be adjourned at 10:20 PM.



The Corporation of the Town of Essex

Regular Council Meeting Minutes

**This meeting was held electronically during a time of Declared Emergency pursuant to
Town of Essex By-Law 1902**

January 18, 2021, 6:00 pm

Location: <https://www.youtube.com/user/EssexOntario>

This meeting was hosted and chaired from the Essex Municipal Building, 33 Talbot Street South, Essex. Due to the ongoing COVID-19 pandemic and the Essex Municipal Building not being open to the public at this time, this meeting was only available electronically to the public via livestream on YouTube with delegates as well only being able to participate electronically.

Present: Mayor Larry Snively
Deputy Mayor Richard Meloche
Councillor Joe Garon
Councillor Morley Bowman
Councillor Kim Verbeek
Councillor Steve Bjorkman
Councillor Chris Vander Doelen
Councillor Sherry Bondy

Also Present: Chris Nepszy, Chief Administrative Officer
Doug Sweet, Director, Community Services/Deputy CAO
Jeffrey Morrison, Director, Corporate Services/Treasurer
Lori Chadwick, Director, Development Services
Kevin Girard, Director, Infrastructure Services
Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk
Shelley Brown, Deputy Clerk, Legal and Legislative Services
Rita Jabbour, Manager, Planning Services
Nelson Silveira, Economic Development Officer

1. Call to Order

Mayor Snively called the meeting to order at 6:00 PM

2. National Anthem

3. Closed Meeting Report

4. Declarations of Conflict of Interest

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

5. Adoption of Published Agenda

5.1 Regular Council Meeting Agenda for January 18, 2021

R21-01-001

Moved By Councillor Garon

Seconded By Councillor Bjorkman

That the published agenda for the January 18, 2021 Regular Council Meeting be adopted with the following amendments:

1. That Agenda Item 6.7 from the December 21, 2020 Regular Council Meeting Minutes be amended to reflect that the delegate was not in attendance and did not address Council as a delegate; and
2. That the Correspondence from Jeremy Parsons dated January 14, 2021 and in regard to the Colchester Schoolhouse, be added as Agenda Item 12.1.1.

Carried

6. Adoption of Minutes

6.1 Regular Council Meeting Minutes for December 21, 2020

R21-01-002

Moved By Councillor Verbeek

Seconded By Councillor Bowman

That the minutes of the Regular Council Meeting held December 21, 2020 be adopted as amended.

Carried

6.2 Special Council Meeting Minutes for December 1, 2020

R21-01-003

Moved By Councillor Garon

Seconded By Councillor Verbeek

That the minutes of the Special Council Meeting held December 1, 2020 be adopted as circulated.

Carried

7. Public Presentations

7.1 James Flynn and Kim Lewis

RE: 195 Bagot (Colchester School House Property)

James Flynn and Kim Lewis, the potential proponents to purchase the former Colchester schoolhouse property provided an overview by way of presentation of the development proposed for 195 Bagot Street. The proposed development would provide for 14 individual residential units for short term rental on the property plus accommodations in a rejuvenated schoolhouse building. The proponents stated that this proposed development will attract visitors and tourist spending in the area as well as promote new investment to the area. The proponents further stated that they would continue to work with the community and local residents to try to address any ongoing concerns they may have about the proposed development including noted concerns relating to Chimney swifts and heritage concerns and that they accordingly plan to take all reasonable steps to ensure that their proposed development fits within the fabric of the local community.

R21-01-004

Moved By Deputy Mayor Meloche

Seconded By Councillor Garon

That the presentation regarding 195 Bagot Street presented by James Flynn and Kim Lewis be received.

Carried

7.2 Laurie Brett, Town of Essex Heritage Committee

RE: 195 Bagot (Colchester School House Property)

Laurie Brett, Chairperson, Essex Municipal Heritage Committee, provided Council with an update on the January 14, 2021 Heritage Committee meeting where the committee met to discuss the declaration of surplus and proposed sale of 195 Bagot Street. in particular Ms. Brett provided Council with the following recommendations to Council that the Committee passed (subject to or pending adoption) at the January 14, 2021 meeting:

(EMHC 21-01-05) That Council promptly revise Bylaw #855 related to the Sale of Surplus Lands to provide special recognition, protections and safeguards for publicly owned property of cultural heritage significance; and that said revised bylaw ensure robust stakeholder involvement by including enhanced public notice requirements with extended periods of public consultation; that all public notices announcing the potential or actual sale of public lands containing cultural heritage assets identify the affected property by legal description as well as familiar and commonly used names, with specific mention of their heritage designation status; and that Schedule A to Bylaw #855 be updated to include a separate list of cultural assets of historical significance.

(EMHC 21-01-06) That Council defer the sale of 195 Bagot Street until other parties have had an opportunity to bring forward suggestions on possible uses for the property and preservation plans related thereto, including a group provisionally referred to as the Friends of Colchester Schoolhouse.

(EMHC 21-01-07) That Council initiate the designation process to ensure future protection of 195 Bagot St., known as Colchester Schoolhouse, and the preservation of its heritage attributes.

Discussion ensued amongst Council. Councillor Bondy moved and Councillor Bjorkman seconded a motion that Council move with the first recommendation noted by the Heritage Committee (EMHC 21-01-05). Councillor Bondy then withdrew this motion indicating a preference to hear first from all delegations this evening.

R21-01-005

Moved By Councillor Bondy

Seconded By Councillor Bjorkman

That the presentation by Laurie Brett, Chair, Essex Municipal Heritage Committee be received.

Carried

7.3 Lynda Leopold and Heidi Affleck

RE: 195 Bagot (Colchester School House Property)

Lynda Leopold and Heidi Affleck provided Council with the results of a survey they conducted regarding the sale and development of 195 Bagot Street.

R21-01-006

Moved By Councillor Bowman

Seconded By Councillor Bjorkman

That the verbal report and presentation by Lynda Leopold and Heidi Affleck be received.

Carried

7.4 Perry Basden

RE: 195 Bagot (Colchester School House Property)

Perry Basden presented Council with his concerns regarding the sale of the Colchester Schoolhouse. Mr. Basden further proposed the creation of the Friends of the Colchester Schoolhouse as a non-profit society. Mr. Basden expressed his commitment to the group and stated that it would take at minimum six to eight months.

R21-01-007

Moved By Councillor Bowman

Seconded By Deputy Mayor Meloche

That the presentation from Perry Basden be received.

Carried

8. Unfinished Business

By-Law 1981

Being a by-law for the Declaration and Disposition of Surplus Land at 195 Bagot by The Corporation of the Town of Essex

At the December 21, 2020 Regular Council Meeting Resolution R20-12-470 was tabled by Resolution R20-12-471 until the January 18 2021 regular council meeting.

R21-01-008

Moved by Councilor Vander Doelen

Seconded by Mayor Snively

That Resolution R20-12-470 in respect of By-Law 1981 being a by-law for the Declaration of Disposition of Surplus Land at 195 Bagot Street by The Corporation of the Town of Essex be taken from the table. Result: Carried

R20-12-470

Moved By Councilor Bowman

Seconded By Councilor Vander Doelen

That By-Law 1981 being a by-law for the Declaration and Disposition of Surplus Land at 195 Bagot by The Corporation of the Town of Essex be read a first, a second and a third time and be finally passed.

Discussion on R20-12-470 then ensued amongst Council.

R21-01-009

Moved By Deputy Mayor Meloche

Seconded By Councillor Bondy

That R20-12-470 in respect of By-law 1981 be tabled until Council's second meeting in March 2021 (March 15) and that the current proponents be asked if they would consider moving their extending their offer to purchase to such time.

Result: Carried

James Flynn stated that they were disappointed and would now need to consider what they heard and come back with their decision. Mr. Flynn stated that they were unsure at this point if they will withdraw the offer and seek other opportunities.

9. Reports from Administration

9.1 Economic Development-2021-01

RE: December 2020 Building Report and the Development Overview for 2020

Ms. Chadwick, Director of Development Services provided a brief overview of this report.

R21-01-010

Moved By Councillor Bowman

Seconded By Councillor Bjorkman

That Economic Development 2021-01 entitled Building Report and Development Overview 2020 prepared by Nelson Silveira, Economic Development Officer dated January 18, 2021 be received.

Carried

9.2 Economic Development-2021-03

RE: Agri-Tourism Strategy 2021

R21-01-011

Moved By Councillor Vander Doelen

Seconded By Deputy Mayor Meloche

That Economic Development 2021-03 entitled Agri-Tourism Strategy 2021 prepared by Nelson Silveira, Economic Development Officer dated January 18, 2021 be received.

Carried

10. Reports from Youth Members

11. County Council Update

12. Correspondence

12.1 Correspondence to be received

R21-01-012

Moved By Councillor Garon
Seconded By Councillor Bowman

That all of the correspondence listed in Agenda Item 12.1 be received and, where indicated, to further share such information with the community using suitable methods of communication.

Carried

12.1.1 Correspondence related to 195 Bagot (Colchester School House Property) matter.

12.1.2 Correspondence relating to COVID-19 Pandemic

- 12.1.2.1 Windsor-Essex County Health Unit

RE: Elected Representatives Weekly Report January 4, 2021
- 12.1.2.2 Town of Lincoln

RE: Funding for Community Groups and Service Clubs affected by Pandemic
- 12.1.2.3 Province of Ontario

RE: Enhancing Public Health and Workplace Safety Measures in the Provincewide Shutdown January 12, 2021
- 12.1.2.4 Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)

RE: Second Provincial Declaration of Emergency
- 12.1.2.5 Province of Ontario

RE: Ontario Regulation 11/21: Stay at Home Order

12.1.3 Province of Ontario

RE: 2019-2020 Chief Drinking Water Inspector Annual Report

12.1.4 The Corporation of the Town of Amherstburg

RE: Bill C-213 The Canada Pharmacare Act

12.1.5 The Corporation of the Town of Amherstburg

RE: Bill 197 Development Approval Requirements for Landfills

12.1.6 Essex Region Conservation Authority

RE: 2021 Fee Schedule

12.1.7 Essex-Windsor Solid Waste Authority

RE: 2019 Regional Landfill Operations Report

12.1.8 Gravel Watch Ontario

RE: Gravel Watch Municipal Letter January 2021

12.1.9 Wridgeview Greenhouses Ltd.

RE: By-Law 79-20 (Light Abatement) (Bylaw) from Leamington Council

12.1.10 Union Water Supply System

RE: November 17, 2020 Meeting Minutes

12.1.11 The Corporation of the Town of Amherstburg

RE: Opposition to Further Amalgamation

12.1.12 The Corporation of the Town of Tecumseh

RE: Removal of the Windsor International Airport from NAV Canada closure list

12.1.13 The Corporation of the Town of Amherstburg

RE: Removal of Windsor International Airport from NAV Canada Closure List

12.1.14 Town of Kingsville

RE: Opposition to Further Amalgamation

12.1.15 Town of Lincoln

RE: Amending AGCO Process for Cannabis Retail Stores

12.1.16 Town of Lincoln

RE: Accessibility for Ontarians with Disabilities Act - Website Support

12.1.17 Province of Ontario

RE: Minister's Annual Report on Drinking Water (2020)

12.1.18 Municipality of Charlton and Dack

RE: Municipal Insurance in the Province of Ontario

12.1.19 Township of Huron-Kinloss

RE: Property Tax Exemptions for Veteran Clubs

12.2 Correspondence to be considered for receipt and support

13. Committee Meeting Minutes

R21-01-013

Moved By Councillor Bjorkman

Seconded By Councillor Bowman

That all the Committee Meeting minutes listed in Agenda Item 13, together with any recommendations to Council noted therein, be received, approved and adopted as circulated.

Carried

- 13.1 Essex Climate Adaptation Team Meeting October 7, 2020**
- 13.2 Police Service Board November 5, 2020**
- 13.3 Heritage Committee Meeting October 29, 2020**
- 13.4 Committee of Adjustment November 17, 2020**
- 13.5 Court of Revision January 6, 2021**
- 13.6 Drainage Board January 6, 2021**
- 14. Financial**
- 15. New Business**
- 16. Notices of Motion**

16.1 The following Notices of Motions was presented at the December 21, 2020 Regular Council Meeting and are being brought forward this evening for Council's consideration:

At the request of the Mover all of the Notice of Motions listed as Agenda item 16.1.1-16.1.3 on the January 18, 2021 Regular Council Meeting Agenda were deferred for consideration by Council to the February 1, 2021 Regular Meeting of Council.

16.1.1 Deputy Mayor Meloche

RE: Victoria Avenue in Essex Centre

Moved by: Deputy Mayor Meloche

Seconded by: _____

That in view of the fact that Victoria Avenue in Essex Centre is one of premier routes in and out of Essex Centre, and that this road has been in disrepair for many years, that the Victoria Avenue rehabilitation road project be included as part of the Downtown Essex Centre Revitalization.

16.1.2 Deputy Mayor Meloche

RE: Drainage Billings

That in order for Council to be fully aware of outstanding billings for drainage projects, it is hereby requested that a detailed Drainage Billings Report be brought by Administration to Council in January/February 2021 for a full review of the Town's standing on such bills.

16.1.3 Deputy Mayor Meloche

RE: Standards for Property Development

Moved by: Deputy Mayor Meloche

Seconded by: _____

That with regard to Administration's current review of property development standards, that Council request the following additional change be brought forward to Administration as part of its property development standards review;

Whereas if a builder has been given relief on yard depths, including any side yard, as compared to our standard, that the type of home built on the property be thereby limited to one story meaning no second story and/or no back split; and

As well, the shortened requirement would be inclusive of any allowable additional structure such as a deck that may be permitted as part of the new structure.

16.2 The following Notices of Motion are being presented this evening and will be brought forward for Council's consideration at the February 1, 2021 Regular Council Meeting

16.2.1 Councillor Bondy

RE: Declaring Cultural or Historic Property Surplus

That in advance of Council designating any public property surplus which has Cultural or Historic value, that the public is first consulted by means of social media, newspaper, town website, open houses, public meetings etc. and when properties are deemed to have heritage value, the Heritage Committee is also given notice and time to provide a recommendation to Council.

16.2.2 Councillor Bondy

RE: Designating Public Property as Surplus

That only two readings be given to by-laws for designating public property surplus followed by third and final reading on the next agenda to guarantee public notice and transparency.

16.2.3 Councillor Bondy

RE: Surplus Property Sold in Open Market

That when Council deems public property as surplus such property will be sold by request for proposal and/or listed on the open market to ensure that properties are sold in a transparent manner and for the highest price.

16.2.4 Councillor Bondy

RE: Ad-Hoc Committee

That Essex Council establish an Ad-Hoc committee to come together to propose regulations and policies around Short Term Rental accommodations in the Town of Essex.

17. Reports and Announcements from Council Members

18. By-Laws

18.1 By-Laws that require a third and final reading

18.1.1 By-Law 1977

Being a by-law to confirm the proceedings of the December 21, 2020 Regular Meeting of Council of The Corporation of the Town of Essex

R21-01-014

Moved By Councillor Bowman

Seconded By Councillor Garon

That By-Law 1977 being a by-law to confirm the proceedings of the December 21, 2020 Regular Meeting of the Council of The Corporation of the Town of Essex, be read a third time and finally passed on January 18, 2021.

Carried

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

18.2.1 By-Law 1982

Being a by-law to provide for an interim tax levy and to provide for payment of taxes and to provide for penalty and interest

R21-01-015

Moved By Deputy Mayor Meloche

Seconded By Councillor Bjorkman

That By-Law 1982 being a by-law to provide for an interim tax levy and to provide for the payment of taxes and to provide for penalty and interest be read a first, a second and a third time and finally passed on January 18, 2021.

Carried

18.2.2 By-Law 1983

Being a by-law to impose a local improvement charge and to provide for the issue of debentures in the amount of \$167,047.76 for shoreline assistance loans

R21-01-016

Moved By Councillor Verbeek

Seconded By Councillor Bowman

That By-Law 1983 being a by-law to impose a local improvement charge and to provide for the issuance of debentures in the amount of \$167,047.76 for shoreline assistance loans be read a first, a second and a third time and finally passed on January 18, 2021.

Carried

18.3 By-Laws that require a first and second reading

18.3.1 By-Law 1984

Being a by-law to confirm the proceedings of the January 18, 2021 Regular Meeting of the Council of The Corporation of the Town of Essex

R21-01-017

Moved By Deputy Mayor Meloche

Seconded By Councillor Verbeek

That By-Law 1984 being a by-law to confirm the proceedings of the January 18, 2021 Regular Meeting of the Council of the Corporation of the Town of Essex, be read a first and a second time and provisionally adopted on January 18, 2021.

Carried

19. Adjournment

R21-01-018

Moved By Deputy Mayor Meloche
Seconded By Councillor Bjorkman

That the meeting be adjourned at 9:45 PM

Carried

Mayor

Clerk



The Corporation of the Town of Essex

Special Council Meeting Minutes

November 30, 2020, 6:00 pm

Location: <https://www.youtube.com/user/EssexOntario>

This meeting was hosted from the Town of Essex Municipal Building, 33 Talbot Street South, Essex. Due to the ongoing COVID-19 pandemic, this meeting can only be viewed by the public electronically via livestream on YouTube.

Present: Mayor Larry Snively
Deputy Mayor Richard Meloche
Councillor Joe Garon
Councillor Morley Bowman
Councillor Kim Verbeek
Councillor Steve Bjorkman
Councillor Sherry Bondy
Councillor Chris Vander Doelen

Also Present: Chris Nepszy, Chief Administrative Officer
Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk
Shelley Brown, Deputy Clerk, Legal and Legislative Services
Doug Sweet, Director, Community Services/Deputy CAO
Jeffrey Morrison, Director, Corporate Services and Treasurer
Lori Chadwick, Director, Development Services
Kevin Girard, Director, Infrastructure Services
Kate Giurissevich, Manager, Finance and Business Services/Deputy Treasurer
Rick Arnel, Fire Chief

1. Call to Order

Mayor Snively called the meeting to order at 6:00 pm.

2. Declarations of Conflict of Interest

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

3. Adoption of Published Agenda

3.1 Special Council Meeting Agenda for November 30, 2020

SP20-11-005

Moved By Councillor Bjorkman

Seconded By Councillor Bowman

That the published agenda for the November 30, 2020 Special Council Meeting re: 2021 Budget Walkthrough be adopted as presented.

4. Presentations from Administration

4.1 Chris Nepszy, Chief Administrative Officer

4.1.1 RE: COVID-19 Update

Chris Nepszy, Chief Administrative Officer provided an update on the impact of the region being moved into Red due to the pandemic. Mr. Nepszy advised that all activities at the arenas have been suspended however programming will continue to be provided.

Doug Sweet, Director, Community Services advised that operational impacts including staffing will not be impacted at this time however if it continues it may have impact on staffing.

Councillor Bondy inquired about layoffs and staffing and if casual workers get any hours stating that it may be better to lay them off so they can get subsidy program.

Mr. Sweet advised that casual workers can only work at arenas and there is work to be done for them at this time.

4.1.2 RE: Introduction RE: 2021 Budget Walkthrough

Chris Nepszy, Chief Administrative Officer stated that despite the many challenges this year in our community, Administration was able to maintain and deliver on the commitment to provide essential municipal services to citizens, stakeholders and business owners.

Mr. Nepszy further stated that during the Strategic Plan update it was noted that the Town was able to find innovative ways to provide critical programming for quality of life, mental health achieving a lot progress on the Corporate Strategic Plan.

Mr. Nepszy advised that his vision as Chief Administrative Officer is for Administration and Council to have a thorough knowledge of the budget and the budget process including an understanding of the pressures and constraints. This was achieved that by ensuring all staff were involved in process and accountable for their respective budget(s).

Mr. Nepszy concluded that the budget package together with the video and comparator slides includes a lot information for residents.

4.2 Jeffrey Morrison, Director, Corporate Services/Treasurer

Presentation RE: 2021 Budget Walkthrough

Mr. Morrison provided an overview of the proposed 2021 operating and capital Budgets. Council was reminded that this was just a walkthrough of the Budgets and Council would have ample opportunity between now and the next scheduled budget meeting to review, ask questions and request further information if necessary.

SP20-11-006

Moved By Councillor Garon

Seconded By Deputy Mayor Meloche

That the presentation by Jeffrey Morrison, Director, Corporate Services/Treasurer entitled, 2021 Budget Walkthrough, be received.

Carried

5. Adjournment

SP20-11-007

Moved By Councillor Bjorkman

Seconded By Councillor Vander Doelen

That the meeting be adjourned at 9:40 pm.

Carried

Mayor

Clerk



The Corporation of the Town of Essex

Special Council Meeting Minutes

December 14, 2020, 6:00 pm

Location: <https://www.youtube.com/user/EssexOntario>

This meeting was hosted and chaired from the Essex Municipal Building, 33 Talbot Street South, Essex. Due to the ongoing COVID-19 pandemic and the Essex Municipal Building not being open to the public at this time, this meeting was only available electronically to the public via livestream on YouTube with delegates as well only being able to participate electronically.

Present: Mayor Larry Snively
Deputy Mayor Richard Meloche
Councillor Joe Garon
Councillor Morley Bowman
Councillor Kim Verbeek
Councillor Steve Bjorkman
Councillor Sherry Bondy
Councillor Chris Vander Doelen

Also Present: Chris Nepszy, Chief Administrative Officer
Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk
Shelley Brown, Deputy Clerk, Legal and Legislative Services
Doug Sweet, Director, Community Services/Deputy CAO
Jeffrey Morrison, Director, Corporate Services and Treasurer
Lori Chadwick, Director, Development Services
Kevin Girard, Director, Infrastructure Services
Rick Arnel, Fire Chief
Kate Giurissevich, Manager, Finance and Business Services/Deputy Treasurer

1. Call to Order

The Mayor called the meeting to order at 6:03 PM

2. Declarations of Conflict of Interest

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

3. Adoption of Published Agenda

3.1 Special Council Meeting Agenda for December 14, 2020

SP20-12-004

Moved By Deputy Mayor Meloche

Seconded By Councillor Bjorkman

That the published agenda for the December 14, 2020 Special Council Meeting re: 2021 Budget be adopted with the following amendments as Item 4. New Business:

1. Correspondence from Kim Dennison including information regarding Weekly Distribution of Confirmed Cases Associated with Outbreaks by Setting Type;
2. Correspondence from Windsor-Essex Regional Chamber of Commerce regarding additional support for border communities; and
3. Delegation by Dave Cassidy

Carried

4. New Business

4.1 Notice of Motion

RE: That small businesses be permitted to remain open to in-store sales with limited capacity and increased safety measures.

SP20-12-005

Moved By Councillor Bondy

Seconded By Councillor Garon

That a letter of support requesting small businesses be permitted to remain open to in-store sales with limited capacity and increased safety measures be sent to All Ontario municipalities, Minister of Economic Development, Job Creation and Trade Honourable Victor Fedeli; Associate Minister of Small Business and Red Tape Reduction Honourable Prabmeet Singh Sarkaria; Minister of Health Honourable Christine Elliott; Minister of Finance Honourable Rod Phillips; Associate Minister of Mental Health and Addictions Honourable Michael A. Tibollo; and MPP Taras Natyshak.

Carried

4.2 Dave Cassidy, Fitness Fury

RE: Impact of COVID-19 Lockdown on small businesses

Mr. Cassidy, as a small business owner in the Town of Essex spoke to his continuing frustrations with the current COVID-19 restrictions and the devastating impact it is having on small businesses.

SP20-12-006

Moved By Councillor Garon

Seconded By Councillor Bjorkman

That the delegation by Dave Cassidy, Fitness Fury be received.

Carried

4.3 Correspondence

SP20-12-007

Moved By Deputy Mayor Meloche

Seconded By Councillor Vander Doelen

That the correspondence added to the published agenda from Kim Dennison be received.

Carried

SP20-12-008

Moved By Deputy Mayor Meloche
Seconded By Councillor Vander Doelen

That the correspondence added to the published agenda from the Windsor-Essex Regional Chamber of Commerce be received and supported.

Carried

5. Reports from Administration

5.1 Jeffrey Morrison, Director, Corporate Services/Treasurer

Verbal Report and Presentation RE: 2021 Budget

- 2021 Capital Budget (Proposed)
- 2021 Operating Budget (Proposed)

Mr. Morrison, further to the November 30, 2020 budget meeting again provided a summary of the proposed budget documents and answered Council's questions regarding same. Mr. Morrison also reviewed with Council a document entitled: Post budget Walkthrough Changes which was a summary of the subsequent changes arising out of Councils first budget meeting from November 30 , 2020. The proposed budgets present a 0% increase for 2021 to the Town's general mill rate.

SP20-12-009

Moved By Deputy Mayor Meloche
Seconded By Councillor Bjorkman

That the 2021 Operating Budget as presented be adopted in principle inclusive of all operating adjustments summarized in the Post Budget Walkthrough Changes since the November 30, 2020 Budget Introduction and Walkthrough Special Meeting of Council as amended.

Carried

SP20-12-010

Moved By Councillor Bondy
Seconded By Councillor Vander Doelen

That the 2021 Capital Budget as presented be adopted in principle inclusive of all capital adjustments summarized in the Post Budget Walkthrough Changes since the November 30, 2020 Budget Introduction and Walkthrough Special Meeting of Council but subject to the following:

That the following Capital Projects be put on hold pending further discussion at the next budget meeting in January 2021:

1. PW-21-0037 Maidstone, Arthur and Gosfield Townline Intersection in the amount of \$450,000;
2. CS-20-0042 Essex Tennis Courts in the amount of \$240,000;
3. PW-21-0006 Old Malden Road in the amount of \$220,000.

Carried

SP20-12-011

Moved By Councillor Bowman
Seconded By Councillor Bjorkman

That authorization be granted to complete, in fiscal year 2021, any 2020 projects that remain outstanding as of December 31, 2020 and do not appear in the 2021 Budget as presented, so long as the project costs do not exceed previously approved funding amounts or allocations.

Carried

SP20-12-012

Moved By Deputy Mayor Meloche
Seconded By Councillor Vander Doelen

That the Rural Levy deficit of \$27,000 be funded from the Insurance Deductible Savings as identified in the Post Budget Walkthrough Changes.

Carried

SP20-12-013

Moved By Councillor Bjorkman
Seconded By Deputy Mayor Meloche

That administration prepare a report regarding the waiver of Development Charges (excluding Water and Wastewater Development Charges) for infill lots for up to 2 years with a payback from growth-related taxes in future years.

Councillor Bondy requested a recorded vote.

	Support	Opposed
Mayor Snively		x
Deputy Mayor Meloche	x	
Councillor Garon		x
Councillor Bowman		x
Councillor Verbeek	x	
Councillor Bjorkman	x	
Councillor Bondy	x	
Councillor Vander Doelen		x
Results	4	4

Defeated

6. **Adjournment**

SP20-12-014

Moved By Councillor Vander Doelen

Seconded By Councillor Bowman

That the meeting be adjourned at 9:02 PM.

Carried

Mayor

Clerk



The Corporation of the Town of Essex

Special Council Meeting Minutes

January 11, 2021, 6:00 pm

Location: <https://www.youtube.com/user/EssexOntario>

This meeting was hosted and chaired from the Essex Municipal Building, 33 Talbot Street South, Essex. Due to the ongoing COVID-19 pandemic and the Essex Municipal Building not being open to the public at this time, this meeting was only available electronically to the public via livestream on YouTube with delegates as well only being able to participate electronically.

Present: Mayor Larry Snively
Deputy Mayor Richard Meloche
Councillor Joe Garon
Councillor Morley Bowman
Councillor Kim Verbeek
Councillor Steve Bjorkman
Councillor Sherry Bondy
Councillor Chris Vander Doelen

Also Present: Chris Nepszy, Chief Administrative Officer
Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk
Shelley Brown, Deputy Clerk, Legal and Legislative Services
Doug Sweet, Director, Community Services/Deputy CAO
Jeffrey Morrison, Director, Corporate Services and Treasurer
Lori Chadwick, Director, Development Services
Kevin Girard, Director, Infrastructure Services

1. Call to Order

Mayor Larry Snively called the meeting to order at 6:00 PM

2. Declarations of Conflict of Interest

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

3. Adoption of Published Agenda

3.1 Special Council Meeting Agenda for January 11, 2021

SP21-01-001

Moved By Councillor Vander Doelen

Seconded By Councillor Garon

That the published agenda for the January 11, 2021 Special Council Meeting RE: 2021 Budget be adopted as presented.

Carried

4. Reports from Administration

4.1 Jeffrey Morrison, Director, Corporate Services/Treasurer

Presentation: RE: Post Budget Walkthrough Changes January 11, 202

Jeffrey Morrison, Director, Corporate Services/Treasurer provided Council with a summary of the changes to the 2021 Budget since the December 14, 2020 Special Council Meeting including the proposed add (for Council's consideration) of Project CS-21-00xx (Co-An Park Annual Capital).

SP21-01-002

Moved By Councillor Verbeek
Seconded By Deputy Mayor Meloche

That Capital Project PW-21-0006 Old Malden Road in the amount of \$220,000 whose approval was put on hold by resolution at the December 14, 2020 Special Council Meeting be now approved as is as part of the 2021 Budget.

Councillor Bondy requested a recorded vote.

	Support	Opposed
Mayor Snively	x	
Deputy Mayor Meloche	x	
Councillor Garon		x
Councillor Bowman	x	
Councillor Verbeek	x	
Councillor Bjorkman		x
Councillor Vander Doelen		x
Councillor Bondy	x	
Total	5	4

On a record vote of 5 in support and 3 opposed the motion is Carried.

Carried

SP21-01-003

Moved By Councillor Garon
Seconded By Councillor Bondy

That Capital Project PW-21-0067 Maidstone/Arthur/Gosfield Intersection in the amount of \$450,000 whose approval was put on hold by resolution at the December 14, 2020 Special Council Meeting be approved as is as part of the 2021 Budget.

Carried

SP21-01-004

Moved By Councillor Garon
Seconded By Councillor Bowman

That Capital Project CS-21-0042 Essex Tennis Courts in the amount of \$240,000 whose approval was put on hold by resolution at the December 14, 2020 Special Council Meeting be approved as proposed in the 2021 Budget.

Carried

SP21-01-005

Moved By Councillor Bjorkman
Seconded By Councillor Garon

That the following projects be added to the 2021 Budget as follows:

1. Viscount Parkway Roadway in the amount of \$200,000 to be funded from the 2020 surplus Ontario Community Infrastructure Fund (OCIF);
2. Viscount Parkway Watermain in the amount of \$160,000 to be funded from the Water Lifecycle Reserve;
3. 3rd Concession Paved Shoulder in the amount of \$120,000 to be funded from the Trails Reserve.

Carried

SP21-01-006

Moved By Mayor Snively
Seconded By Councillor Vander Doelen

That Administration look into the process for declaring and receiving dividends from ELK Energy for subsequent potential use to fund needed road and sidewalk projects.

Carried

SP21-01-007

Moved By Councillor Verbeek
Seconded By Deputy Mayor Meloche

That Capital Project CS-21-0107 Co-An Park Capital Projects in the amount of \$15,000 be added to the 2021 Budget.

Carried

5. Adjournment

SP21-01-008

Moved By Deputy Mayor Meloche
Seconded By Councillor Bowman

That the meeting be adjourned at 7:40 PM.

Carried

Mayor

Clerk



The Corporation of the Town of Essex

Special Council Meeting Minutes

January 13, 2021, 5:00 pm

Location: <https://www.youtube.com/user/EssexOntario>

This meeting was hosted and chaired from the Essex Municipal Building, 33 Talbot Street South, Essex. Due to the ongoing COVID-19 pandemic and the Essex Municipal Building not being open to the public at this time, this meeting was only available electronically to the public via livestream on YouTube with delegates as well only being able to participate electronically.

Present: Mayor Larry Snively
Deputy Mayor Richard Meloche
Councillor Joe Garon
Councillor Morley Bowman
Councillor Kim Verbeek
Councillor Sherry Bondy
Councillor Chris Vander Doelen

Absent: Councillor Steve Bjorkman

Also Present: Chris Nepszy, Chief Administrative Officer
Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk
Shelley Brown, Deputy Clerk, Legal and Legislative Services
Doug Sweet, Director, Community Services/Deputy CAO
Jeffrey Morrison, Director, Corporate Services and Treasurer
Lori Chadwick, Director, Development Services
Kevin Girard, Director, Infrastructure Services
Rita Jabbour, Manager, Planning Services
Niharika Bandaru, Climate Change Analyst

1. Call to Order

2. Declarations of Conflict of Interest

3. Adoption of Published Agenda

3.1 Special Council Meeting Agenda for January 13, 2021

RE: Draft Climate Change Adaptation Plan

SP21-01-009

Moved By Deputy Mayor Meloche

Seconded By Councillor Verbeek

That the published agenda for the January 13, 2021 Special Council Meeting be adopted as presented.

Carried

4. Presentation from Administration

RE: Draft Climate Adaptation Plan for the Town of Essex 2021 - 2026

Lori Chadwick, Director, Development Services provided an introduction and advised Council that after the presentation of the draft Plan today, there will be a opportunity for Council and the public to provide feedback and comments on the draft Plan until February 3, all in preparation for Council's next special meeting on the Plan currently scheduled for February 8.

Niharika Bandaru, Climate Change Analyst then presented to Council a walkthrough of the power point presentation on the Draft Climate Adaptation Plan for the Town of Essex (2021 - 2016). Ms. Bandaru provided an overview of the document outlining areas for the Town of Essex such as climate projections and impacts, strategies to mitigate climate risks, methodology, consultations, objectives (both and corporate objectives), timelines, costs, and implementation, monitoring and review.

With respect to objectives Ms. Bandaru identified the following 6 community engagement and partnership objectives which would entail the Town working in partnership with other community stakeholders:

- 1) Support the enhancement of the health, safety and quality of life of the town of Essex community;
- 2) Encourage the preservation of the natural environment and support the adoption of nature-based solutions;
- 3) Minimize risk to private building sand property;
- 4) Support Opportunities for investment into adaptation -based innovation for local business
- 5) Help advocate for community emergency preparedness; and
- 6) Promote Community engagement and participation in climate change awareness and adaptation opportunities

With respect to objectives Ms. Bandaru also identified the following 5 corporate objectives which would relate to those services, operations, assets and policies that specifically come under the management of the Corporation of the Town of Essex

- 1) Enhance staff Health and safety;
- 2) Protect the Town's natural assets and emphasize nature based solutions;
- 3) Build and strengthen the Town's infrastructure resilience;
- 4) integrate climate change adaptation into town planning and policy making; and
- 5) Build Community Services that are tempered to climate change impacts.

SP21-01-010

Moved By Councillor Bowman

Seconded By Councillor Garon

That the presentation entitled Climate Ready: A Climate Change Adaptation Plan for the Town of Essex 2021 - 2026, be received.

Carried

5. **Adjournment**

SP21-01-011

Moved By Councillor Verbeek

Seconded By Deputy Mayor Meloche

That the meeting be adjourned at 6:08 PM

Carried

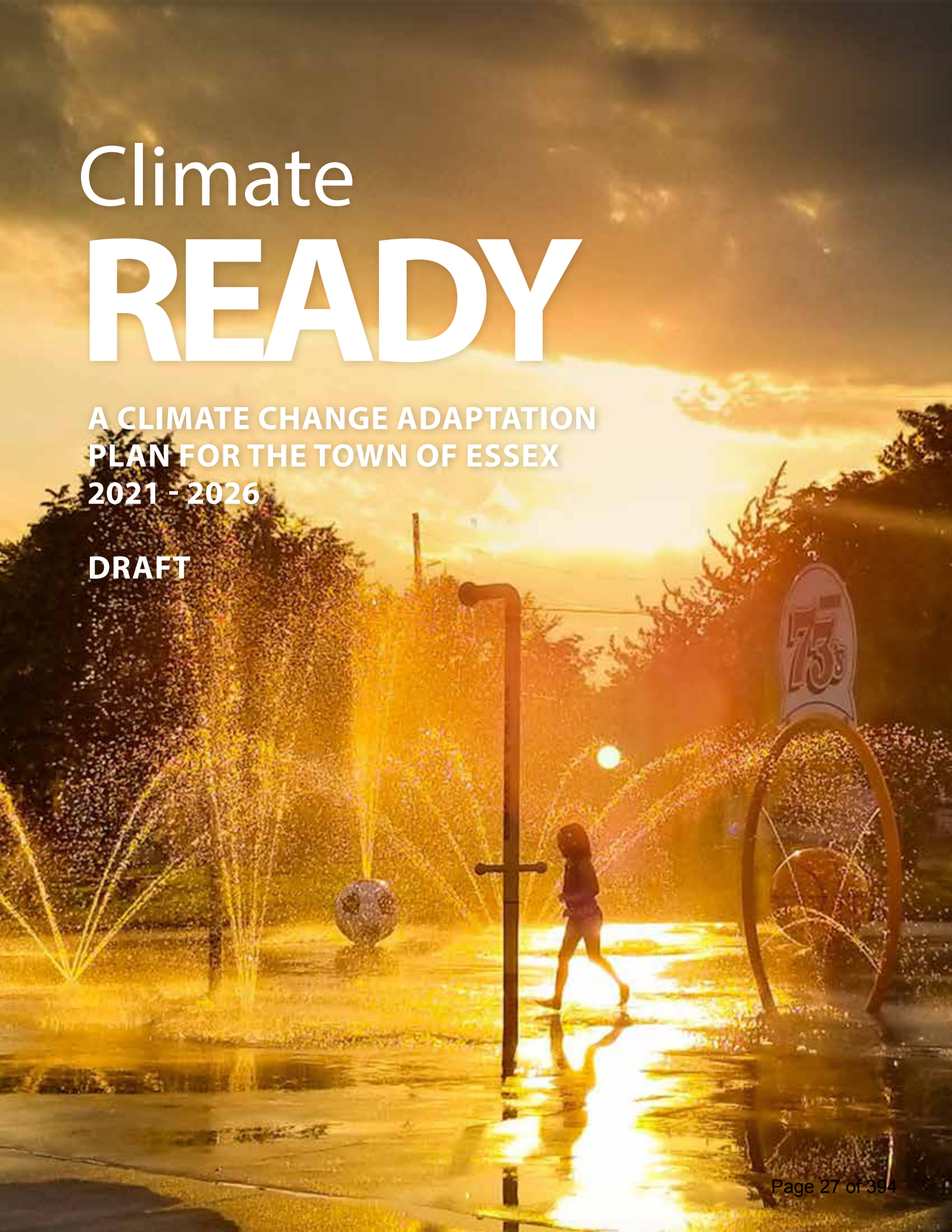
Mayor

Clerk

Climate **READY**

**A CLIMATE CHANGE ADAPTATION
PLAN FOR THE TOWN OF ESSEX
2021 - 2026**

DRAFT



ACKNOWLEDGMENTS

The preparation of *Climate Ready - A Climate Change Adaptation Plan* for the Town of Essex was supported by the knowledge, expertise, and efforts of Town Council, community stakeholders, Town Administration, and residents. The time, efforts, and local knowledge of these individuals is crucial in building community resilience in the face of a changing climate.

This project was made possible with funding and support from the Federation of Canadian Municipalities (FCM) through the Municipalities for Climate Innovation Program (MCIP).

HOW TO USE THIS DOCUMENT

This document is intended to inspire both Town Administration and community in collaboratively working towards addressing local climate issues. It is a reference and guide, not limited to the Administration of the Town of Essex, but also intended for use by Members of Council, various stakeholders and partners, and members of the public.

MEMBERS OF COUNCIL

As background on future investments and progress of *Climate Ready*.

ADMINISTRATION

As guidance on strategies and tasks to be accomplished and reported to senior management and Council.

STAKEHOLDERS

As information on possible collaborations with the Town of Essex and its partners.

MEMBERS OF THE PUBLIC

As data on what the Town is doing to address climate change.

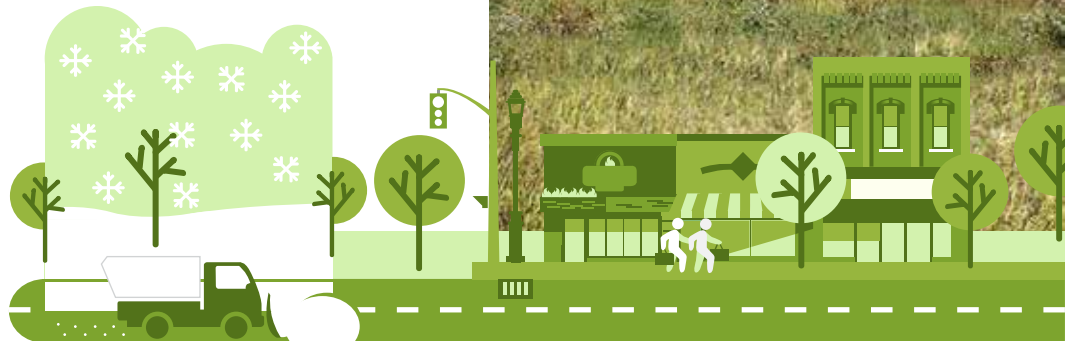
Cover image courtesy of Laurie Beaten



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Farm fields in Harrow



THE PLANNING GROUP

Climate Ready Leadership Group

Chris Nepszy

Chief Administrative Officer (CAO)

Doug Sweet

Deputy CAO

Director, Community Services

Jeffrey Morrison

Director, Corporate Services/Treasurer

Kevin Girard

Director, Infrastructure Services

Lori Chadwick

Director, Development Services

Rita Jabbour

Manager, Planning

Jeff Watson

Planner

Niharika Bandaru

Climate Change Analyst,
Author of *Climate Ready*

Internal Climate Adaptation Team (ICAT)

The ICAT was central to the development of this plan. The Team includes representatives from every division of the Corporation, who contributed their vital knowledge and experience through every step of the process - from identifying climate impacts to devising action items.

Essex Climate Adaptation Team (ECAT)

The Town is grateful to the following individuals for representing various stakeholder groups and the residents of the municipality as members of the ECAT - an ad-hoc committee of Council:

Amandeep Hans, Andrea Descargar, Brandi Bechard, Brian Hyland, Brian Lennie, Councillor Kim Verbeek, Dan Metcalfe, Gina Pannunzio, Kelsey Amlin, Maddie Peters, Matthew Child, Megan Balsillie, Tyler Oglan, William Baker.

Stakeholders

Claire Sanders – Essex Region Conservation Authority

Karina Richters – City of Windsor

All other municipalities, organizations, and stakeholders that offered knowledge and contributed their time in the development of this project.



Bike repair station at Kinsmen Field House, Essex Centre

EXECUTIVE SUMMARY

The evolving climate crisis is at our doorstep. This global warming phenomenon greatly exacerbated by industrial pollution in the form of greenhouse gas production is causing unprecedented seasonal changes in weather patterns, more frequent storm events, extreme heat and cold waves and increasing concerns about a reduced quality of life in our municipality. The projections for these changes worsen as we advance into this century.



As a result, municipalities like ours are on the frontlines of responding to extreme climate events, which calls for a comprehensive and unique adaptation strategy. Working in line with Goal 13 of the *United Nations' Sustainable Development Goals*, and utilizing the *International Council for Local Environmental Initiatives' Building Adaptive and Resilient Communities (ICLEI-BARC)* framework, the Town of Essex has developed *Climate Ready - A Climate Change Adaptation Plan* for the Town of Essex to guide its adaptation efforts in building corporate-level and community-level climate resilience. This plan forms the framework for civic and community actions to help address and adapt to the impacts of climate change. It is flexible in its application to recognize that the impacts of climate change are changing over time and the ultimate extent of change is uncertain.

A series of strategic actions were carried out to procure baseline climate projection data, identify impacts, assess current and future vulnerability and risk, develop goals and actions, and establish implementation procedures; specifically suited to the Town of Essex's corporate and community needs.

Through consultations with Town Administration and key community stakeholders, two sets of focused objectives have been developed:

Community Engagement and Partnership Objectives

- The Town will support, encourage, and promote community and residential resilience, though implementing the action items under these objectives, by working with stakeholders and community partners.

Corporate Objectives - The Town will increase the resilience of its infrastructure, assets, operations, administration, and service deliveries to climate impacts, through the execution of the action items under these objectives.

The ultimate goal of these objectives is to reduce risk, accelerate recovery, and help strengthen existing systems in place for:

- Public Health and Safety
- Local Economy and Growth
- Community and Lifestyle
- Environment and Sustainability
- Public Administration;

when pertaining to the municipal duties of the Corporation of the Town of Essex.

As climate change adaptation is a dynamic and continuous process that revolves around evolving data prediction systems, the Town will update *Climate Ready* periodically when pertinent new information is made available. Town Administration will also report annually progress on the action items defined within this plan to Town Council. This will ensure that the Corporation continues to monitor and communicate its progress effectively to its residents and stakeholders, and commits in its commitment to taking a leadership role in climate change adaptation.



Harrow Rain Garden Cleanup

MESSAGE FROM THE MAYOR

First, I would like to thank the dedicated Town staff, members of the Essex Climate Adaptation Team, as well as my fellow Council Members for their ongoing input and hard work on this document. The adoption of this plan represents the culmination of significant investments in time and resources from many individuals throughout the Corporation and community.

As a local government, we may be limited in our capacity to mitigate climate change but we are well-positioned to adapt to its impacts. However, to accomplish that goal we must work together. Whether it is modifying our own operations, empowering our citizens to be prepared, or providing the necessary information and tools for local business owners and stakeholders, preparing for the impacts of climate change is truly a community-wide effort.

I encourage citizens and stakeholders to view this document as a roadmap not only for their municipal government, but also for their own efforts. It outlines the impacts we will likely face, how we plan to address them, and what community organizations and individuals can do to play their part.

On behalf of Council, thank you again to all those involved in the creation of this document and we are excited to see this vision become a reality.



Larry Snively
Mayor

MESSAGE FROM THE CAO

The impacts of climate change have given rise to complex, global challenges which call for immediate, local action. As a municipal government, we are at the forefront of these impacts, which often directly affect our operations, infrastructure, and facilities.

Whether it is flooding and erosion, risks to individual health, or the effect of warmer, wetter and wilder weather on our infrastructure, the impacts of climate change will

continue to underscore the importance of taking the necessary steps for the Town to be prepared, as both a corporation and community. Identifying and taking concrete steps not only creates a safer, more resilient community, it also contributes to the adaptability and sustainability of our organization. While the plan is specific to the impacts of climate change, it will influence all of our departments and contribute to ongoing efforts to achieve our strategic goals.

As a local government, we recognize the importance of taking a leadership role in preparing for the impacts of climate change. However, while the Town of Essex will lead its implementation, its impacts will extend well beyond Town Hall.

Thank you again to all those who have been involved in the creation of this plan, from Town staff, to Council Members, to stakeholders, committee members, and individual citizens.

Chris Nepszy
Chief Administrative Officer



INTRODUCTION

Climate Science 101

The Town of Essex, communities across southwestern Ontario, and the world are experiencing a climate crisis. It is the defining challenge of the 21st century: the impacts of which are a concern for individuals, communities, business sectors, and governments, from local and regional to national and international scales.

What is causing the climate crisis? The atmosphere is mostly composed of nitrogen

“CANADA IS WARMING AT ABOUT
DOUBLE THE MAGNITUDE OF
GLOBAL WARMING.”

- Canada's Changing Climate Report, 2019

(78%) and oxygen (21%), but it also contains lesser amounts of what are known as greenhouse gases (GHGs). GHGs, including carbon dioxide, methane, and nitrous oxide, are gas molecules which can absorb energy being emitted from the sun and energy re-radiated by the earth, acting as an insulating blanket surrounding the planet and keeping it warm. Without GHG keeping the sun's energy in the atmosphere, the average

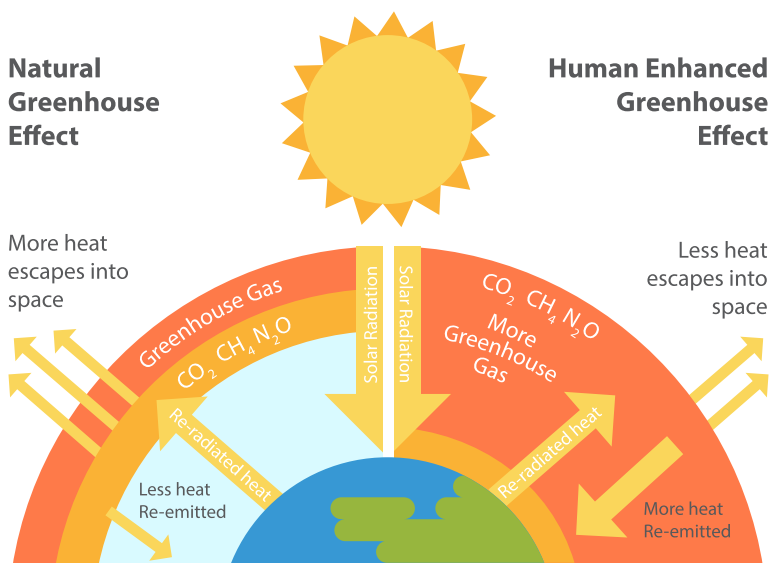


Figure 1: Natural greenhouse effect comparison to human enhanced greenhouse effect

temperature of the Earth would be -18°C , which would be very unsuitable for the existence of a large variety of life on earth, including humans. However, the rapid rate of GHG concentration rise in the atmosphere, caused by several human activities, is leading to increased trapping of heat and causing the earth to be warmer today than in the last 10,000 years.

This upsets the balance of the existing climate system, the impacts of which are numerous and complex, causing more extreme heat, less extreme cold, longer growing seasons, shorter snow and ice cover seasons, earlier spring peak stream-flow, thinning glaciers, thawing permafrost, and rising sea levels. Scientists across the world have confirmed this from studying data from ice cores drawn from Greenland, Antarctica, and tropical mountain glaciers; tree rings; ocean sediments; coral reefs; and layers of sedimentary rocks across the world.

Climate change is already being felt in towns and cities across the country and will continue to worsen in the projected future. Communities like the Town of Essex are becoming increasingly vulnerable to a range of impacts including rising temperatures, more frequent intense storms and water level rise. As a result of that, municipal services, infrastructure, and livelihoods of those in our communities are being negatively affected.

WEATHER vs CLIMATE

The terms “climate” and “weather” are often used alternatively in conversation, but there is a major difference between them. **Weather** refers to the temporary, short-term atmospheric conditions in a particular region. **Climate** refers to overall patterns of weather for a particular region averaged over long periods of time. When someone says, “It’s sunny out today”, they are referring to the weather. However, when they say “It gets hot in the summer in Essex County”, they are talking about the climate.

CLIMATE CHANGE VS GLOBAL WARMING

When first introduced, the phenomenon of climate change was commonly referred to as global warming. The more commonly used term of “**climate change**” today is not a change in science or a correction. **Global warming** is the larger phenomenon that is causing climate change. The rise in global temperatures, or global warming, is leading to various changes in the typical climate of various regions including precipitation patterns, ocean currents, ice coverage etc.

What are Climate Projections?

Climate projections are developed for a range of plausible scenarios or targets that capture the relationships between human choices, emissions, natural cycles, and temperature change, which determine seasonal patterns and average climate conditions in a region.

Due to the increase in GHG concentrations in the atmosphere, average seasonal and climatic conditions in the Windsor-Essex region are getting **“Warmer, Wetter, and Wilder”** (Essex Region Conservation Authority, 2020) - which means that the average temperatures in the region are expected to increase throughout all seasons, precipitation events will increase in frequency, duration, and intensity, and the consequences of these changes will become more intense and erratic. These projections were developed by the combined efforts of climate data scientists at *Environment and Climate Change Canada*, the *Computer Research Institute of Montreal*, the *Prairie Climate Centre*, and associated partners.

What are Climate Impacts?

The various consequences arising from climate change that alter social, economic, physical and environmental systems are called climate impacts.

Impacts are unique and specific to a community, determined by geography, demographics, available amenities and infrastructure, municipal services, etc. The climate impacts for the Town of Essex were developed based on the subject-matter expertise of Administration, community stakeholders, and research data from *Environment and Climate Change Canada* and the *Essex Region Conservation Authority*. Around 60 impacts were identified for individual Town departments and community sectors, which were prioritized based on extent of vulnerability and current resilience levels.



COVID-19 AND CLIMATE CHANGE

The COVID-19 pandemic has and is continuing to determine the trajectory of global health, economies, international relations, national security, and the environment. This phenomenon draws many parallels to the climate crisis, which is an ongoing set of complex challenges projected to worsen as we move further into the 21st century. Challenges of responding to the impact of the COVID-19 pandemic included timely resource development and distribution, education and awareness, improving accessibility, consistency in organization and mobilization – which also test the climate change planning process. As the Town of Essex recovers, it will be vital to strengthen our community in a cleaner, greener, safer, more equitable and a more resilient manner.

PROJECTIONS FOR THE TOWN OF ESSEX

The table below shows future climate trends for the Town of Essex, which is vital information used to anticipate related consequences and plan responses.

VARIABLE	SUB-VARIABLE	RECENT PAST AVG.(1976-2005)*	2040 PROJECTION	TREND
WARMER	ANNUAL AVG. TEMPERATURE (°C) Overall annual average temperatures are projected to increase for this region. Seasonal average temperatures for all four seasons will also increase by 2040.	9.6	11.9	↑
	NUMBER OF HEAT WAVES The number of heat waves in a year, as well as the duration of each heat wave event are projected to increase by 2040.	2.0	5.9	↑
	DAYS OVER 30 °C The number of “Hot Days” or days over 30 °C in a year are projected to increase by 198% in 2040.	15.4	45.9	↑
	DAYS BELOW -15°C This is an indicator of how cold winters will be on average. The number of days with the minimum temperature lower than -15 °C are predicted to be fewer in this region in 2040.	8.0	2.0	↓
	FREEZE-THAW CYCLES The cycles of surface water freezing, melting, and re-freezing are projected to decrease further into the century.	57.2	49.2	↓
	FROST-FREE SEASON This is an indicator of the number of days in a year plants and crops have a window to grow and mature. This also alters the start time and lengths of various seasons.	193.4	214.7	↑
WETTER	ANNUAL AVG. PRECIPITATION (MM) Average yearly total precipitation (rain, snow, ice etc.) is projected to go up by 2040.	825.0	851.2	↑
	AVG. SPRING PRECIPITATION (MM) Springtime rain events are projected to increase by 11% in 2040. Rainfall is expected to fall faster and shorter storms will have increasingly higher intensity.	218.0	242.8	↑
	AVG. SUMMER PRECIPITATION (MM) Summer rain is expected to decrease by 13% in 2040, resulting in increased evaporation rates from ground and lake surfaces.	220.0	191.5	↓
	AVG. WINTER PRECIPITATION (MM) Winter precipitation rates and frequencies are expected to increase as well. More rainfall and freezing rain events instead of snow, as we progress further towards 2040.	181.0	190.3	↑
WILDER	STORM EVENTS Extreme storm events accompanied by intense winds, over-land and shoreline flooding, and higher wave action along Lake Erie shoreline are expected to worsen into the century.	40% increase in 100-yr storms, 25% increase in 10-yr storms		↑
	LAKE LEVELS Lake level projections are uncertain for long-term durations. Over the short-term lake levels are estimated to experience higher highs and lower lows.			uncertain

Data acquired from: Environment and Climate Change Canada. (2019).

CLIMATE IMPACTS IN THE TOWN OF ESSEX

The table below shows current and expected future climate impacts for the Town of Essex. Following **vulnerability and risk assessments**, the impacts below were deemed top priority.

Hotter days and heatwaves will lead to decreased use of outdoor recreation facilities, less outdoor programming, decreased use of active transportation, and result in increased demand on indoor activities, cooling centres, shade structures, beaches and splash pads.
An increase in summer temperatures with a decrease of summer rainfall may lead to a decrease in wetland habitat and biodiversity leading to loss of ecosystem services.
Increased Urban Heat Island Effect resulting in increased health risks, higher energy demand, infrastructure damage, lower air quality, and lower water quality detrimentally affecting daily lives of residents.
Increased chances of heat-related illnesses, disease outbreaks, property damage, and mental stress to workers leading to less productivity, increased number of sick days, reduced worker health and safety, and increased backup manpower needs.
Longer heat waves will result in USDA zone shifts for local flora and crops leading to changes in planting practices, rezoning and policy, and crop choices.
Milder winter temperatures leading to more ice and freezing rain and less snow, resulting in infrastructure damage and public safety concerns throughout the community.
Higher demand on energy and water for cooling Town facilities, municipal infrastructure, private facilities, and homes resulting in increased costs, increased load, and increased maintenance.
More shoreline erosion during the winter due to unfrozen lake surfaces and higher wave action from high wind and precipitation events, leading to loss of shoreline, breakwall failures, shoreline flooding, and bank failures.
Increased flooding, erosion leading to changes in land uses and where new development can occur.
Increased annual precipitation causing stress on sewage, septic, and water treatment systems leading to reduced water pressures, surcharge, wastewater backup, and supply shortages.
Increased ground water saturation will lead to an increase in the ground water table, posing problems to pits and quarries, bluff failures, and overland flooding.
Higher lake levels will cause damage to shoreline and associated infrastructure and equipment, resulting in changes to design criteria, retrofitting existing infrastructure, and greater need for monitoring programs.
Increased stress, pollution, and damage to public and private infrastructure from urban flooding and soil erosion.
Less snow but more freezing rain may require increased road maintenance, resources, and emergency servicing
An increase in algae blooms, E.coli, hypoxia and invasive aquatic species will result in reduced water quality, fewer recreational activities and tourism, and increased stress on shoreline water infrastructure.
Increased roadway flooding, debris, damaged infrastructure will limit safe access to less accessible communities for emergency personnel and may result in delayed responses, increased community vulnerability, and reduced safety.
Increased site specific flooding resulting in private infrastructure damage leading to economic loss and increased costs to rehabilitate.
Property loss, economic damage, physical accidents in public areas leading to increasing liability to Town.
Extreme heat, cold, and variability (freeze-thaw cycles) leading to increased preventative maintenance, repair, and labour costs of damaged infrastructure.

Full list to be made available at www.essex.ca/ClimateReady

CLIMATE CHANGE IN THE TOWN OF ESSEX

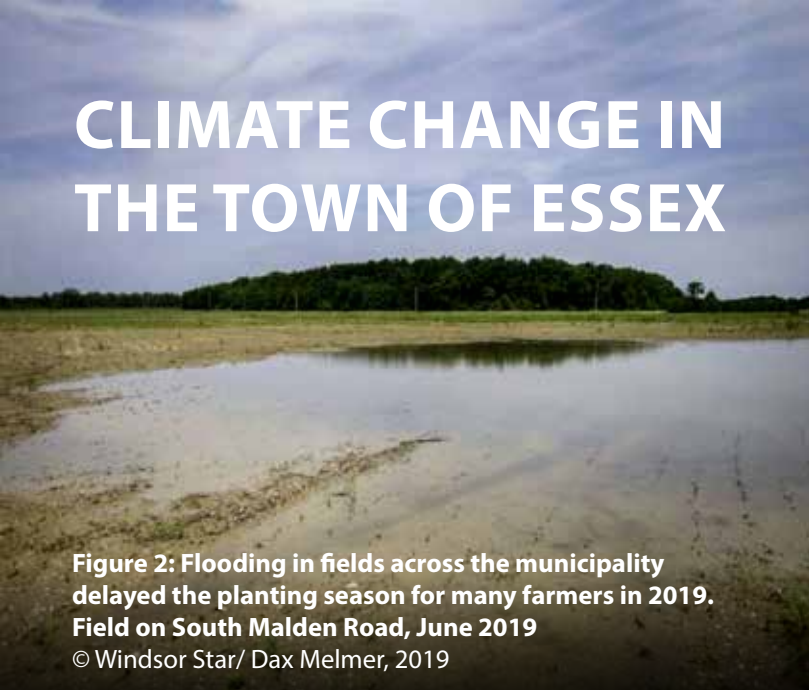


Figure 2: Flooding in fields across the municipality delayed the planting season for many farmers in 2019. Field on South Malden Road, June 2019
© Windsor Star/ Dax Melmer, 2019



Figure 3: Intense storm events have resulted in flooded residential streets and drains. Colchester, 2018

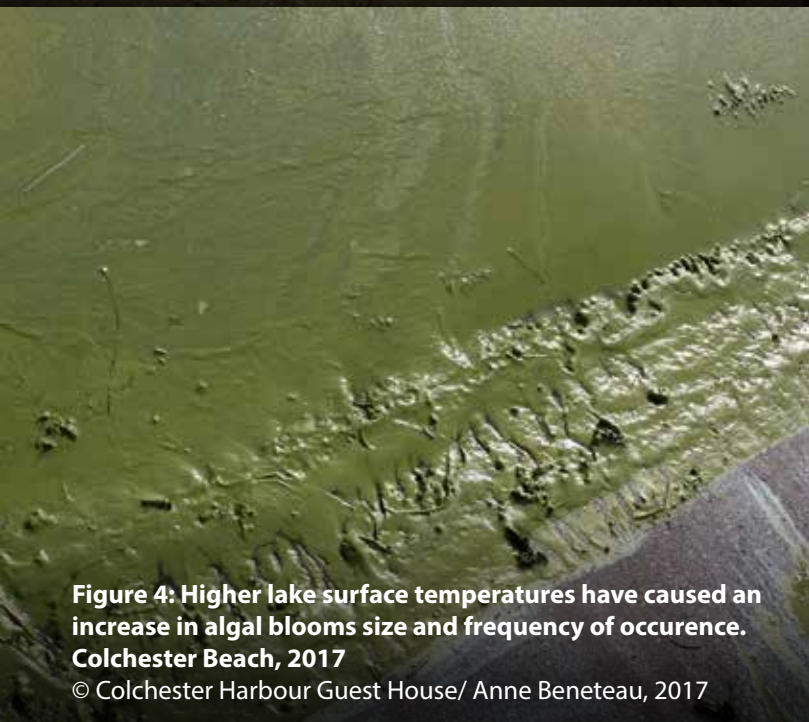


Figure 4: Higher lake surface temperatures have caused an increase in algal blooms size and frequency of occurrence. Colchester Beach, 2017
© Colchester Harbour Guest House/ Anne Beneteau, 2017



Figure 5: Intense wave action from high wind and high lake water levels can degrade marina infrastructure in Colchester
© Windsor Star/ Dax Melmer, 2018



Figure 6: highway 3 concrete buckling during a six day long heat wave in 2018
© CBC



Figure 7: Damaged grape buds frost
© Windsor star

STRATEGIES TO MANAGE CLIMATE RISKS

Mitigation vs Adaptation

There are two routes to dealing with climate impacts. The first, **mitigation**, is a set of actions designed to reduce GHG emissions and the causes of climate change. An action plan primarily targeted at the reduction of GHG emissions would be a **mitigation plan**. The second, **adaptation**, recognizes that we are already facing the impacts of climate change, and a plan identifying strategies and solutions to deal with them in the present and future is called an **adaptation plan**.

MITIGATION IS NECESSARY TO REDUCE THE RATE AND MAGNITUDE OF CLIMATE CHANGE, WHILE ADAPTATION IS ESSENTIAL TO REDUCE THE DAMAGES FROM CLIMATE CHANGE THAT CANNOT BE AVOIDED.

- Natural Resources Canada. (2009)

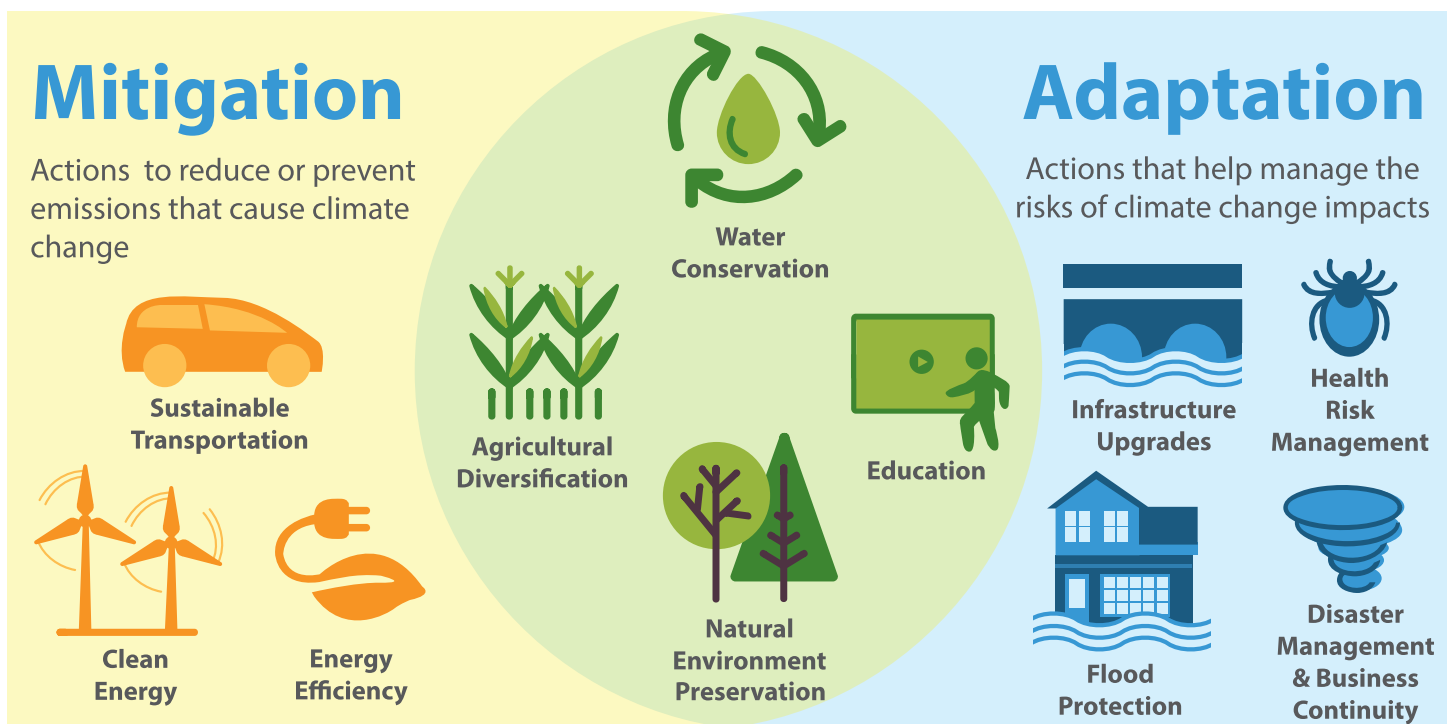


Figure 8: Examples of mitigation-based actions, adaptation-based actions, and actions that accomplish both goals.

As shown in the figure above, some actions exclusively address mitigation and some are specifically adaptation-based in nature. However, there are several actions that can accomplish both, like increasing tree cover or agricultural diversification, which remove GHGs from the atmosphere and also help diminish the effects of climate impacts like increased heat and increased soil erosion.

The Need for Adaptation

Both mitigation and adaptation strategies can help lessen the effects of climate change; however, adaptation was selected as the primary first route for the Town of Essex. The current immediate need based on the results of vulnerability and risk assessments performed on Town services, assets, infrastructure, and community needs indicated adaptation planning has greater, immediate, and concentrated bearings to the local community. Additionally, studies have found that for every dollar invested in adaptation efforts, there is a return of 6-11\$ in averted damages (ref). Mitigation, on the other hand, must be a regional and global effort to succeed and the resulting returns are likely to manifest on longer timescales and on higher levels. Additionally, the Town of Essex is partnered with the County of Essex, municipalities, and industry in Essex County to develop the **Essex County Regional Energy Plan**, which would help address its mitigation needs.

The Town of Essex, lying in the Great Lakes region with an extensive farming community, has and will continue to experience its own unique set of climatic challenges. Urban and shoreline communities are suffering from flooding, erosion, heat islands, toxic algae blooms – to name a few issues. Rural communities are threatened by reduced accessibility to vital resources and aid. Vulnerable populations, including children, the elderly and those with economic challenges are particularly susceptible to heat waves and large storm events. The Town of Essex, with all of its diverse communities, also boasts a plethora of floral and faunal biodiversity, whose habitats are degraded from extreme impacts. An Adaptation Plan will help the Town and the community prepare themselves for shifting conditions; protect its people, environment, and economy; and optimize any opportunities via tangible action items. Anticipatory adaptation planning can

reduce future risks associated with climate change, decrease vulnerability while also identifying any of the benefits of climate change.

ADDITIONALLY, STUDIES HAVE FOUND THAT FOR EVERY DOLLAR INVESTED IN ADAPTATION THERE IS A RETURN OF SIX TO ELEVEN DOLLARS IN AVERTED DAMAGES.

- Insurance Bureau of Canada, Federation of Canadian Municipalities (2020)



Winery on County Road 50, Colchester

BENEFITS AND CHALLENGES OF ADAPTATION PLANNING

BENEFITS

- Risk mitigation
- Reducing vulnerability
- Creating opportunities
- Lower long-term costs

CHALLENGES

- Degree of uncertainty in severity of projections
- Benefits of advance planning may only appear upon impact
- Limited resources and support
- Duty of care towards residents

The Role of the Corporation of the Town of Essex

The onus of responsibility to combat climate impacts does not only lie with federal and provincial governments but local municipal governments as well. Governments and citizens need to understand how climate change might impact them, in order to plan and prepare for the challenges that it brings. Municipalities like the Town of Essex are on the frontlines of responding to their unique challenges. We are responsible for key service areas, like infrastructure, community services, development, emergency services etc.

Additionally, we have a duty of care towards the safety, health and welfare of our communities both in the present and in the future. Local challenges and climate impacts require tailored solutions that the Town of Essex is best placed and equipped to tackle. Additionally, at the local level, citizens, property owners, and stakeholders have more access to their elected representatives, who act as a conduit of communication to higher tier officials and administration.

This Adaptation Plan, accomodating the Town of Essex's unique needs, is built on the foundation of the Town's **Official Plan, Strategic Plan**, by-laws, policies, and practices.



The Federal Government declared a National Climate Emergency in 2019 to support the country's commitment to meeting the targets outlined in the Paris Agreement.

The City of Windsor and the County of Essex declared climate emergencies in 2019 as well, recognizing that future climate performance must be a high priority in all regional decisionmaking.





Farm fields and wind turbines in Harrow

METHODOLOGY

Developing a Strategy

The Town, guided by the International Council for Local Environmental Initiatives’ Building Adaptive & Resilient Communities (ICLEI -BARC) methodology, developed this action plan in collaboration with Town administration, community stakeholders, and government officials (refer to Figure 9). The five-milestone ICLEI-BARC methodology provides a robust step-by-step approach to initiating the planning process, conducting area and sector-specific research, conducting impact, vulnerability and risk assessments, and devising appropriate



Figure 9: ICLEI's Building Adaptive & Resilient Communities Framework (See appendix B for complete framework)

solutions for the creation of a Climate Change Adaptation Plan, as well as a system for monitoring and review of progress. This also includes ongoing community and stakeholder consultations.

Following Council’s decision to commence *Climate Ready’s* process, two steering teams were established: the Internal Climate Adaptation Team (ICAT), consisting of Administration’s representatives from all divisions, and the Essex Climate Adaptation Team (ECAT), consisting of a range of community stakeholders in Essex. Both teams were created to provide direction and advise the content of the *Climate Ready*.

Consultations

The Essex Climate Adaptation Team (ECAT) consisting of 14 members chosen by Town of Essex Council, to represent various community interests, stakeholder groups, and residents, provided the Town of Essex with vital assistance towards developing *Climate Ready*, and advice on improving adaptation, reducing vulnerability, and identifying hazards and opportunities related to the local community impacts of climate change.

The Internal Climate Adaptation Team (ICAT) consisting of Town division and department representatives were involved in creating, informing, and guiding the foundational content of this document. Members provided vital



information on current concerns and vulnerabilities, future needs to build resiliency, and ongoing actions underway to addressing climate distress in the township.

The knowledge gathered through these consultations was distilled quantitatively and qualitatively, using the aforementioned ICLEI - BARC framework, to determine the highest vulnerabilities, risks, and priorities for the Corporation and the community. An array of proposed solutions to various climate related issues and threats were considered and finalized based on effectiveness, feasibility, resource availability, versatility, robustness, and acceptability. Executive decisions on the final solutions were made by the Climate Ready Leadership Group, consisting of senior management, and timelines of execution were established. A reporting system was agreed on to track the progress made on each action item and determine the corresponding reporting structure to Council.



Figure 10: Climate Ready Development Process

This graphic is a representation of the tasks performed in the creation of Climate Ready, and how they align with the ICLEI -BARC five milestone framework. The ICAT, ECAT, and Leadership Group were consulted at every stage of this process.



VISION

THE TOWN OF ESSEX WILL ADAPT TO CHANGING CLIMATE CONDITIONS AND EMBRACE NEW OPPORTUNITIES FOR A HEALTHY, VIBRANT, AND SUSTAINABLE COMMUNITY BENEFITING RESIDENTS, BUSINESSES, AND VISITORS.

OBJECTIVES

While the Vision statement is the overall summary of values and the purpose of *Climate Ready*, the objectives are second-tier expectations or high level intentions that set direction to action items and help develop a path to achieving them. Based on the impacts, variety of service deliveries, and the Town's partnerships with stakeholders, two sets of objectives have been developed.

Community Engagement and Partnership Objectives

These are objectives identified to be accomplished in partnership with stakeholders, private and public entities, and residents, in order to promote a culture of sustainability and support climate resilience in the community.

1

Support the Enhancement of the Health, Safety, and Quality of Life of the Town of Essex Community

2

Encourage the Preservation of the Natural Environment and Support the Adoption of Nature-Based Solutions

3

Minimize Risk to Private Buildings and Property

4

Support Opportunities for Investment into Adaptation-Based Innovation for Local Business

5

Help Advocate for Community Emergency Preparedness

6

Promote Community Engagement and Participation in Climate Change Awareness and Adaptation Opportunities

Corporate Objectives

These are objectives identified to be accomplished by targeting current services, operations, assets, policies, and utilities managed by the Corporation of the Town of Essex.

1

Enhance Staff Health And Safety

2

Protect the Town's Natural Assets and Emphasize Nature Based Solutions

3

Build and Strengthen the Town's Infrastructure Resilience

4

Integrate Climate Change Adaptation into Town Planning and Policy Making

5

Build Community Services Tempered to Climate Change Impacts

GUIDING PRINCIPLES

The development process of this document and future implementation of action items identified here will be guided by some important underlying principles. Administration will ensure that project planning and implementation will occur by:

- 1. Prioritizing the health & safety of residents and community throughout the development and implementation of action items.**
- 2. Building awareness about climate risks and promoting adaptation strategies.**
- 3. Using latest climate projections and scientific information to guide project development and execution.**
- 4. Collaborating and leveraging community partnerships as pertinent to the process of building community resilience.**
- 5. Delivering a high quality of service to residents and community members.**
- 6. Exercising a duty of care to ensure the well-being of the citizens.**
- 7. Using measurable data and indicators to monitor the implementation of *Climate Ready*.**

TIMELINE

The timeline for the implementation of this document has been set for 2021-2026. Action items identified in this plan are expected to fall into one of the following categories:

2021-2022: Current	Action items that will be initiated/implemented within the first two years of the adoption of <i>Climate Ready</i> .
2023-2024: Short Term	Action items that will be initiated/implemented in the near future
2025-2026: Long Term	Action items that will be initiated/implemented in the longer term
Ongoing	Action items that have already been initiated and will be implemented through the course of <i>Climate Ready</i> term and beyond.

COST

The cost of implementing action items in this document have been estimated in the ranges stated below. These costs are based on supplementary additions to the annual operating or capital budgets, as well as to seek external funding opportunities.

\$	\$0 - \$25K
\$\$	\$25K - \$50K
\$\$\$	>\$50K
----	Cost is incorporated within operating/capital budget

THEMES

Climate actions can further be categorized into four categories, which represent different implementation mechanisms. These implementation mechanisms are intended to signify the primary tools that the action item will be implemented through.



POLICY

Any project or strategy that would require a change in Town policy or planning process.



PROCESS

Any project or strategy that would impact a current municipal process or would require a new process to be established



COMMUNICATION

Any project or strategy that would require public engagement or communication



PHYSICAL

Any project or strategy that requires the construction of new infrastructure

LEAD DEPARTMENT

This category indicates the department within the Town Administration that would take the lead on an action item's commencement, development, and implementation. Action items may include other departments as well, but the lead department would set the primary direction and provide information into the annual reporting to Council on progress.

CAO's Office

Infrastructure Services
Development Services

Corporate Services
Community Services





*Town of Essex Legacy
Tree Planting Project*

COMMUNITY ENGAGEMENT AND PARTNERSHIP OBJECTIVES

Each action item in this category of objectives is intended for the Town to accomplish by working with stakeholders and community partners; to support, encourage, and promote community resilience. Engagement and advocacy

are important components in the pursuit of community resilience-building, and all the objectives and corresponding action items can be best implemented through the support of the community.

1 Support the Enhancement of the Health, Safety, and Quality of Life of the Town of Essex Community

2 Encourage the Preservation of the Natural Environment and Support the Adoption of Nature-Based Solutions

3 Minimize Risk to Private Buildings and Property

4 Support Opportunities for Investment into Adaptation-Based Innovation for Local Businesses








5 Help Advocate for Community Emergency Preparedness

6 Promote Community Engagement and Participation in Climate Change Awareness and Adaptation Opportunities

OBJECTIVE 1

1 SUPPORT THE ENHANCEMENT OF THE HEALTH, SAFETY, AND QUALITY OF LIFE OF THE TOWN OF ESSEX COMMUNITY

In the face of a changing climate, the Town of Essex is committed to supporting the enhancement of the health, safety, and wellness of the whole community.

#	Action Item	Approx. Cost	Timeline	Lead Department	Implementation Theme
1.1	Integrate climate change messaging into Town's Communication Strategy <ul style="list-style-type: none"> Participate in the climate change communication project developed by WECHU Enhance Town website to provide resources and best practices for residents and business owners Include climate change information when providing advisories on Town communications platforms Develop targeted communication campaigns for various <i>Climate Ready</i> related action items (e.g. tree plantings, vulnerable population emergency preparedness) 	\$	Short-term	CAO's Office	
		\$	Current	CAO's Office	
		---	Current	CAO's Office	
		\$	Short-term	CAO's Office	
1.2	Develop a checklist for event organizers and vendors providing flexible and climate adaptive options (e.g. shade tents, water trucks, misters, location and time slot suggestions)	---	Current	Community Services	
1.3	Develop natural and constructed shade, and water filling stations on public property (e.g. parks, CWATS, community centres, splash pads) and encourage the same on private property*	\$	Ongoing	Community Services	
1.4	Explore implementation of the Geese Management Program	\$	Ongoing	Community Services	

* Based on project-based needs





 Policy  Process  Communication  Physical



OBJECTIVE 2

2 ENCOURAGE THE PRESERVATION OF THE NATURAL ENVIRONMENT AND SUPPORT THE ADOPTION OF NATURE-BASED SOLUTIONS

By acknowledging the intrinsic value of ecosystems and their contributions to the quality of life in Essex, the Town will help preserve the natural environment and support the adoption of nature-based solutions, with the help of stakeholder groups (e.g. land-managers, Essex Region Conservation Authority), businesses, and residents.

#	Action Item	Approx. Cost	Timeline	Lead Department	Implementation Theme
2.1	Identify opportunities and sites to create, and protect natural assets within the Town, with regional partners. <ul style="list-style-type: none"> Promote conservation land tax incentives to encourage long-term private stewardship of natural areas Acquire and incorporate Heat Island GIS data into Town planning to assess total green spaces, tree canopy, and heat islands in the municipality. Label and recognize heritage trees on Town property 	<div>---</div> <div>\$</div> <div>\$</div>	<div>Short-term</div> <div>Short-term</div> <div>Short-term</div>	<div>Development Services</div> <div>Corporate Services</div> <div>Community Services</div>	<div></div> <div></div> <div></div>
2.2	Explore and engage in regional partnerships to improve various regional environmental quality issues. <ul style="list-style-type: none"> Development and implementation of controls the spread of non-native invasive species Participate in regional efforts to develop a Tree-cutting By-Law/ Tree Policy Participate in the Improvement of Lake Erie water quality issues 	<div>---</div> <div>---</div> <div>---</div>	<div>Ongoing</div> <div>Ongoing</div> <div>Ongoing</div>	<div>All</div> <div>All</div> <div>All</div>	<div></div>

 Policy  Process  Communication  Physical






OBJECTIVE 3

3

MINIMIZE RISK TO PRIVATE BUILDINGS AND PROPERTY

The changing climate will affect the ways in which buildings and landscapes are designed, constructed, managed, and maintained. The Town of Essex is dedicated to minimizing risks from climate change to private buildings and properties in order to protect public health and safety, reduce property loss, and minimize economic damage.

#	Action Item	Approx. Cost	Timeline	Lead Department	Implementation Theme
3.1	Establish Low Impact Development Practices and higher building standards for private property by updating By-Laws, Development Standards Manual , and Zoning regulations (e.g. improving hardscape permeability with permeable pavers)	---	Ongoing	Development Services	
3.2	Join in regional collaboration with County of Essex, municipalities, and the City of Windsor on Green Infrastructure Policy development and guidelines (e.g. green roof and white roof policy)	---	Ongoing	All	
3.3	Advocate to County leadership for incentive programs directed towards climate mitigation and adaptation	---	Ongoing	All	








OBJECTIVE 4

 Policy  Process  Communication  Physical

4

SUPPORT OPPORTUNITIES FOR INVESTMENT INTO ADAPTATION-BASED INNOVATION FOR LOCAL BUSINESS







The Town of Essex will help local business and industry (agriculture, tourism etc.) in ensuring their continuity of operations and improving their ability to reduce and manage climate-risk.

#	Action Item	Approx. Cost	Timeline	Lead Department	Implementation Theme
4.1	Help the community gain access to regional, provincial, and federal funding sources to assist with climate resilience in agriculture and business sectors	---	Ongoing	Development Services	
4.2	Participate in regional partnership and investment opportunities for green jobs	---	Ongoing	All	
4.3	Promote local businesses and business owners that have adopted climate-friendly business practices	\$	Current	CAO's Office	
4.4	Augment agri-tourism strategies to promote and support on-farm diversified uses	---	Current	Development Services	 
4.5	Participate in the implementation of a regional best practice network/climate incubator program for businesses to explore climate-friendly innovation ideas	---	Ongoing	Development Services	 

OBJECTIVE 5

5 HELP ADVOCATE FOR COMMUNITY EMERGENCY PREPAREDNESS

The Town of Essex will take measures to ensure that the emergency resilience needs of the community are met by strengthening partnerships with local and regional stakeholders, businesses, and residents, and supporting social and volunteer groups in building more resilient social infrastructure.

#	Action Item	Approx. Cost	Timeline	Lead Department	Implementation Theme
5.1	Identify opportunities to improve resiliency for vulnerable populations to extreme weather events (e.g. County of Essex's Interdev program applicability)	\$	Ongoing	Community Services	
5.2	Promote volunteer programs for assistance of vulnerable populations (e.g. snow angel program)	---	Ongoing	Community Services	
5.3	Promote emergency preparedness and self-reliance in the Town of Essex community*	\$	Ongoing	Community Services,	 
5.4	Incorporate climate change service provision information into ongoing cultural programming activities like Seniors' Day, Fire Prevention Week, and Emergency Preparedness Week	---	Current	CAO'S Office	 

*Project-based







 Policy  Process  Communication  Physical



OBJECTIVE 6

6 PROMOTE COMMUNITY ENGAGEMENT AND PARTICIPATION IN CLIMATE CHANGE AWARENESS AND ADAPTATION OPPORTUNITIES

To ensure that the Town of Essex is able to withstand and recover from the impacts of climate change it will be important to encourage the involvement of residents, businesses, and stakeholder groups in climate impact education and engagement opportunities and help build a culture of sustainability.

#	Action Item	Approx. Cost	Timeline	Lead Department	Implementation Theme
6.1	Promote tree planting opportunities within the community: <ul style="list-style-type: none"> Plant 250 trees by 2026, and consider developing a residential tree planting engagement campaign Investigate options to develop a tree distribution/ purchase program for residents 	\$ \$	Long-term Short-term	Community Services Community Services	 
6.2	Explore options to utilize surplus public land as community green spaces (e.g. raingardens, edible landscapes, community gardens) and encourage the same on private and institutional lands	\$-\$-\$	Long-term	Development Services	 
6.3	Conduct outreach and education campaigns with partners to encourage climate change awareness and sustainable practices (e.g. site level flooding mitigation, invasives, fertilizer use, energy use, biodiversity enhancement) for residents, business owners and housing landlords	\$\$\$	Current	Development Services	
6.4	Advocate for cross-jurisdictional resource sharing and partnerships on climate adaptation and response/ consistent knowledge and policy development	---	Ongoing	All	

 Policy
  Process
  Communication
  Physical





Town Hall, Essex Centre

CORPORATE OBJECTIVES

These are objectives with respect to services, operations, natural and built assets and systems, administration, policies, and specific utilities that come under the management of The Corporation of the Town of Essex.

1

**Enhance Staff
Health And Safety**

2

**Protect the Town's Natural Assets and
Emphasize Nature Based Solutions**

3

**Build and Strengthen the
Town's Infrastructure Resilience**

4

**Integrate Climate Change Adaptation into
Town Planning and Policy Making**

5




**Build Community Services Tempered to
Climate Change Impacts**

OBJECTIVE 1

1

ENHANCE STAFF HEALTH AND SAFETY

The Town of Essex commits to ensuring the health and safety of staff on an ongoing basis to ensure their wellness through changing climate conditions.

#	Action Item	Approx. Cost	Timeline	Lead Department	Implementation Theme
1.1	Provide weather appropriate Personal Protective Equipment to outdoor workers as required*	---	Current	All	
1.2	Include a Green Tips segment on staff newsletter and intranet to encourage staff awareness of climate adaptation best practices	---	Current	CAO's Office	
1.3	Create a staff green team for sustainability and adaptation initiatives	---	Current	CAO's Office	

* Based on departmental needs



Policy



Process



Communication







Physical

OBJECTIVE 2

2

PROTECT THE TOWN'S NATURAL ASSETS AND EMPHASIZE NATURE BASED SOLUTIONS








The Town of Essex wants to continue to protect and enhance its natural heritage and green spaces and adopt nature-based solutions to mitigate effects of climate change on Town's grey infrastructure.

#	Action Item	Approx. Cost	Timeline	Lead Department	Implementation Theme
2.1	Ensure tree and plant species established are native, diverse, disease resistant, and have high climate adaptability	---	Ongoing	Development Services Community Services	
2.2	Develop a buffer strip policy to reduce drainage related issues	---	Current	Infrastructure Services	
2.3	Utilize the ERNHSS as the basis for the Town's natural heritage system, including identification, protection, enhancement and restoration	---	Short-term	Development Services	
2.4	Investigate vegetation-based techniques to mitigate erosion along the shoreline, wherever possible	\$	Long-term	Infrastructure Services	

OBJECTIVE 3

3 BUILD AND STRENGTHEN THE TOWN'S INFRASTRUCTURE RESILIENCE

The Town will incorporate measures to strengthen its existing and new assets and infrastructure and ensure the resilience of Town-owned property that is on the frontline of climate change impacts.










#	Action Item	Approx. Cost	Timeline	Lead Department	Implementation Theme
3.1	Explore implementation of a Storm Sewer Surcharge	---	Long-term	Infrastructure Services	
3.2	Investigate the development of a Rain Barrel Subsidy Program	---	Current	Infrastructure Services	
3.3	Continue to review and integrate climate projection and green technology considerations into infrastructure and retrofit projects: <ul style="list-style-type: none"> Integrate Low Impact Development considerations in capital projects wherever possible. Review and integrate Regional Stormwater Guidelines into infrastructure decisions Consider green technology options for road development and re-construction projects. Ensure new capital projects and existing hardscapes for public use incorporate thermal comfort (e.g. white roofs, comfort splash pads) and other extreme weather resistance measures 	\$\$\$ --- \$\$-\$\$\$ \$\$-\$\$\$	Ongoing Ongoing Ongoing Ongoing	Infrastructure Services Infrastructure Services Infrastructure Services Infrastructure Services	   
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	---	Ongoing	Infrastructure Services	

 Policy  Process  Communication  Physical

OBJECTIVE 4

4 INTEGRATE CLIMATE CHANGE ADAPTATION INTO TOWN PLANNING AND POLICY MAKING

Integrating climate change considerations into municipal policies and policy-making procedures will allow the Town to be strategically and fiscally proactive in protecting its operations, service deliveries, assets, and infrastructure against climate change impacts and associated consequences.

#	Action Item	Approx. Cost	Timeline	Lead Department	Implementation Theme
4.1	Identify a Climate Change Adaptation Champion to represent climate change initiatives at the Town and lead outreach activities	---	Current	CAO's Office	
4.2	Consider declaring a Town-wide Climate Emergency to be in-line with County and Federal climate action interests.	---	Current	CAO's Office	
4.3	Incorporate climate change considerations into the Town plans, policies, projects and procedures: <ul style="list-style-type: none"> During revisions and amendments of Town policy and procedure documents (e.g. Official Plan, Strategic Plan, budgets, zoning by-laws), include climate change language Consider financial, social, and environmental costs and benefits when making project decisions Consider incorporating sustainable sourcing and low carbon resiliency considerations into tendering documents/scoring matrix Investigate the application of the Climate Lens Assessment 	---	Current	All	
		---	Current	All	
		---	Current	All	
		---	Current	All	
4.4	Investigate the feasibility and ramifications of having Town insurance policies account for climate change	---	Short-term	CAO's Office	
4.5	Conduct a Vulnerability and Risk Assessment using climate considerations for all Town divisions on a 5 year basis	\$\$	Long-term	CAO's Office	
4.6	Review and revise current green funding strategies to enhance reserve for Town-wide sustainability initiatives	---	Current	Corporate Services	

 Policy
  Process
  Communication
  Physical

OBJECTIVE 5

5

BUILD COMMUNITY SERVICES TEMPERED TO CLIMATE CHANGE IMPACTS

The Town will amend and adapt its community services and service deliveries to changing climate conditions.

#	Action Item	Approx. Cost	Timeline	Lead Department	Implementation Theme
5.1	Diversify local tourism and recreation in the community: <ul style="list-style-type: none"> Investigate modifying season start, end and duration dates as well as general schedules for recreational programming, where possible, to try to avoid spring flooding and summer heat Introduce more Fall season outdoor programming Continue to develop Virtual Tourism 	---	Ongoing	Community Services	
		---	Ongoing	Community Services	
		\$	Short-term	Development Services	
5.2	Consider incorporating Complete Street design in providing easy access to green spaces for diverse commuters, where possible	---	Ongoing	Development Services	

 Policy
  Process
  Communication
  Physical

CLIMATE ACTION IN THE TOWN OF ESSEX

Adaptation initiatives are not new within the Town of Essex. The Town has invested time and resources into several key actions that address various climate threats in the past. Some key examples are shown in the images below. For a full list of completed and ongoing climate mitigation and adaptation initiatives, refer to Appendix C of this document.



Colchester Marina Harbour, Colchester

Figure 11: The Colchester Harbour Marina received a Blue Flag certification in 2019, the third year in a row, from Environmental Defence, a national environmental charity. A Blue Flag signifies that the beach/marina has met high international standards in water quality, environmental management, and safety and services.



Figure 12: Partnering with our seven local municipalities, the County of Essex, ERCA, the WECHU, and the MTO, the Town of Essex has developed the County Wide Active Transportation System that spans over 800km, promoting low carbon transportation, natural heritage, healthy lifestyles, and local tourism.



Figure 13: The Town of Essex has implemented its Downspout Disconnection and Basement Flooding Subsidy Programs to assist homeowners in reducing site-level flooding issues caused by increased precipitation in the region.

Figure 14: The Colchester Harbour Marina, was the first to have a floating dock in all of the Windsor-Essex region. A floating dock is more suited to adjusting to fluctuating lake levels and storm-prone regions, as opposed to fixed docks that are less buoyant.



*Town of Essex Legacy
Tree Planting Project*

IMPLEMENTATION, MONITORING, AND REVIEW

Implementing the Plan



The implementation of this Plan will commence following Council adoption. The Corporation is committed to being prepared and building

resilience to the ongoing and worsening effects of climate change, and recognizes the importance of urgent and timely action.

To ensure this, the town has assigned a budget, timeline and department to every action item. This will help departments take the lead and integrate appropriate action items of *Climate Ready* into their annual strategic plans and timelines. As a Corporation, this will ensure that climate adaptation is being prioritized and integrated overtime.

Monitoring Progress

Monitoring progress is vital to the process of climate readiness in the Town. By keeping track of the actions that are being implemented, the Corporation will be able to assess the progress it has made, as well as pave the way forward for future action.

A list of indicators has been devised to help measure the progress of each action item, which will be used by divisions and departments (see Appendix D). They can be divided into four broad categories:

1. Annual reporting,
2. Relevant changes to municipal administrative functions, policies, and practices,
3. Completed and ongoing progress of Partnership initiatives,
4. Documented community interest and participation

Administration will be delivering an annual report to Town Council, which will highlight the actions that have been initiated and implemented across the Corporation and the community, as well as provide an opportunity to discuss any challenges or future improvements. This will also be an opportunity to seek feedback from residents and the community on their evaluation of the Town's progress. All reports to Town Council on *Climate Ready* will be made available on the Town's website. Divisions and departments will also report on individual progress in quarterly updates to department directors. This will give departments an opportunity to share their successes and achievements, as they work to reduce climate-related vulnerabilities in their own service areas.

Review & Update

Preparing for climate impacts and building resilience is a constantly evolving and dynamic process. Scientists are constantly updating climate projection data and it becomes imperative to keep track of this information as it pertains to us. Additionally, community needs and urgencies also evolve based on social, political, economic, and environmental factors.

Therefore, this document has been designed for a period of implementation over 5 years, and subject to regular review and update during the course of this period. Following this period, *Climate Ready* will be reevaluated and updated based on the latest available information and resources.

A template has been provided to the Town to help guide future vulnerability and risk assessment activities. This will be a guide to help the Town continue with climate leadership in this region.

OPPORTUNITIES FOR FUTURE ACTION

- **Collaborate with ERCA on the Regional Watershed Plan development.**
- **Investigate and explore opportunities to collect and recycle water and storm water for further use in future buildings and developments.**
- **Investigate the creation of an Emergency Services volunteer Team**
- **Develop an inspection check-list for high risk infrastructure to identify and anticipate any damage from extreme weather events**
- **Examine municipal projects and assets that can be used as offset credits for federal carbon tax.**



*Fairview Avenue
Complete Street, Essex*

CONCLUSION

The negative impacts of climate change are both immediate and increasing. Addressing them requires community-wide efforts by adopting short and long-term mitigation and adaptation measures. Mitigation efforts, like the greater adoption of clean energy, reducing energy demands and achieving higher energy efficiency, must be largely national and global in scale. However, adaptation efforts must be taken at all levels: community, regional, provincial and national. At the community level, the challenges are to insure against future risks, reduce the vulnerability of our infrastructure and threats to the health of our population and environment and create economic opportunities where possible.

The Council of the Town of Essex, working with its administration, community partners, the County of Essex and sister municipalities, undertakes to carry out actions to accomplish those goals under the *Climate Ready, Climate Change Adaptation Plan for the Town of Essex 2021-2026*.

It is understood that this is a community-wide effort, as climate induced impacts cross all boundaries, social, physical, economic and addressing these impacts requires a community-wide response. This climate change adaptation plan affects and involves all members of our community. Actions to meet the objectives of the plan require that we all work cooperatively for our mutual benefit.

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APPENDIX

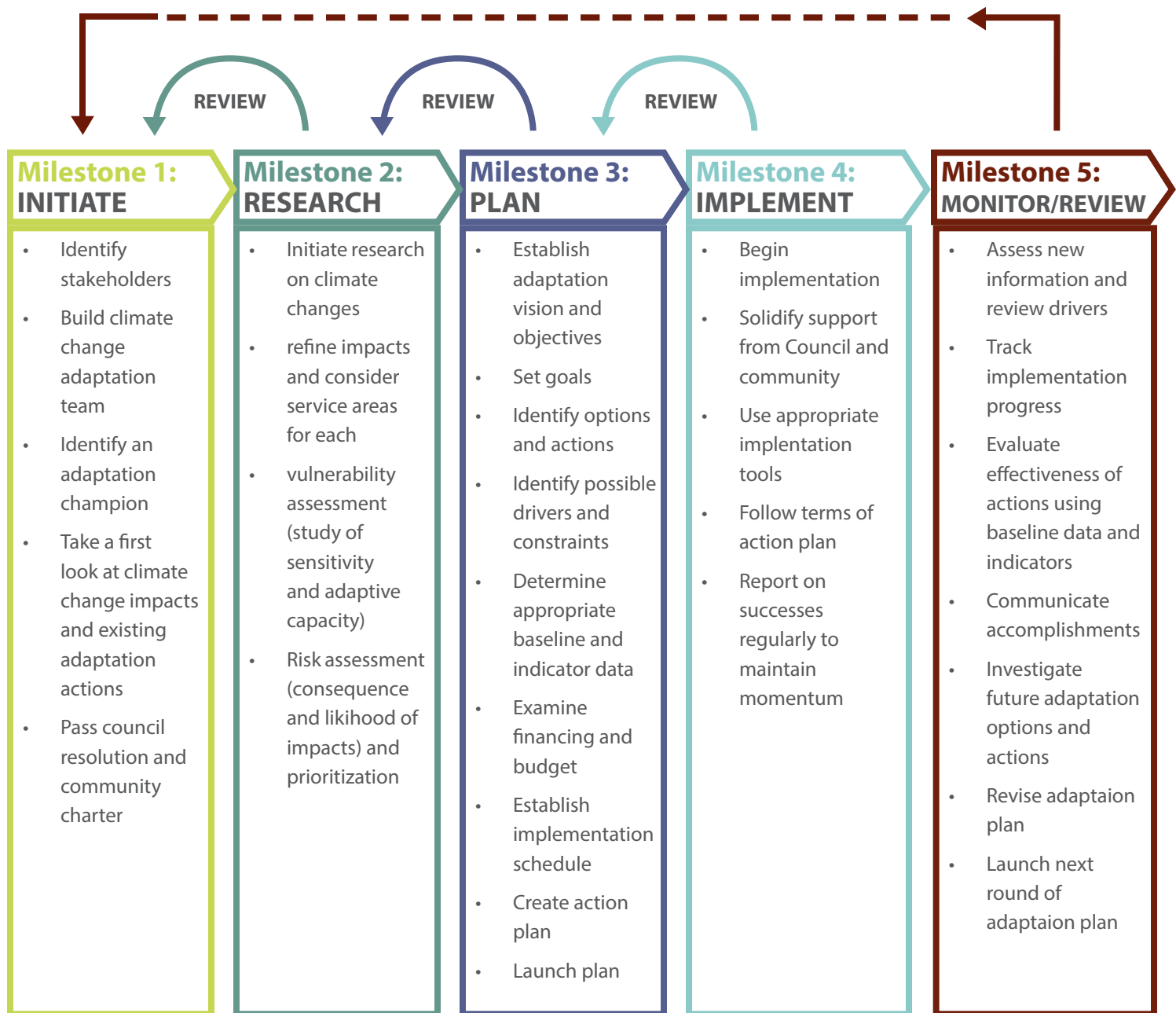
Appendix A - Glossary

Adaptation	Includes any initiatives or actions in response to actual or projected climate change impacts and which reduce the effects of climate change on built, natural and social systems.
Annual Average Precipitation	The mean total precipitation (rain and snow) in a given year. Precipitation patterns are critical for many important issues, including water availability, crop production, electricity generation, wildfire suppression, snow accumulation, seasonal and flash-flooding, and short- and long-term drought risk.
Annual Spring Precipitation	This is the mean total amount of rain or drizzle expected during the months of March, April, and May in a given year.important issues, including water availability, crop production, electricity generation, wildfire suppression, snow accumulation, seasonal and flash-flooding, and short- and long-term drought risk.
Annual Summer Precipitation	This is the mean total amount of rain or drizzle expected June through August in a given year
Annual Winter Precipitation	This is the mean total amount of rain, drizzle, snow, sleet, etc expected in the months of December through February in a given year. Shifts in precipitation from snow to rain & warming winter temperatures to increase ice events.
Buffer Strip Policy	A policy directed towards the management and requirements for the creation and maintenance of buffer strips - which are small areas or strips of land in permanent vegetation, designed to intercept pollutants and manage other environmental concerns.
Climate	Patterns of variability in atmospheric conditions in each region over an extended period, often decades or longer. This contrasts with weather which describes current atmospheric conditions (I.e. it is currently raining or windy).
Climate Change	Climate change refers to a statistically significant variation in either the mean state of the climate or in its variability, persisting for an extended period (typically decades or longer). Climate change may be due to natural internal processes or external forces, or to persistent anthropogenic changes in the composition of the atmosphere or in land use.
Climate Lens Assessment	A guide designed to help decision-makers understand the climate change risks and impacts associated with the design, construction and operation of infrastructure and capital projects and to ensure that the project does not negatively impact the Town's ongoing climate adaptation efforts.
Complete Streets	Streets that are designed to be safe for everyone: people of all ages and abilities who walk, bicycle, take transit or drive.

Days below -15° C	The number of days with minimum temperatures less than -15°C in any given year; gives an indication of how cold winters are.
Development Standards Manual	A technical design and business process manual intended to provide clarity for internal staff, contractors, developers, consulting engineers/designers and others to use when submitting development applications/ plans to the Municipality.
Days over 30° C	The number of days when the daily maximum temperature is greater than 30°C and gives an indication of the number of very hot days.
ERHNSS	The Essex Region Natural Heritage System Strategy (ERNHSS); a system developed by the County of Essex and ERCA to accurately map existing natural heritage features as well as to prioritize habitat restoration opportunities within the Windsor-Essex region.
Freeze-Thaw cycles	The process of water freezing and thawing multiple times during a winter season. This is a problem when water slips into a material, such as a pipe or a road, and then freezes and expands, causing cracking. Each instance of water freezing and then thawing is one freeze thaw cycle.
Frost-free season	The approximate length of the growing season during which there are no freezing temperatures to kill or damage plants.
Heatwave	Environment Canada issues heatwave warnings for central and southern Ontario when two consecutive days of daytime maximum temperatures are expected to reach 31°C or when two consecutive days of humidex values reach 40°C or more.
Impact	The effects of existing or forecasted changes in climate on built, natural, and human systems. One can distinguish between potential impacts (impacts that may occur given a projected change in climate, without considering adaptation) and residual impacts (impacts of climate change that would occur after adaptation).
Likelihood	The state of a phenomenon being likely, namely its probability to occur.
Low Impact Development	Low-impact development (LID) is a type of Green Infrastructure practice directed towards land planning and engineering design to manage stormwater runoff. LID emphasizes on water and environmental conservation and use of on-site natural features to protect water quality.
Mean Annual Temperature	The average temperature over the course of one year.
Mitigation	The promotion of policy, regulatory and project-based measures that contribute to the stabilization or reduction of greenhouse gas concentrations in the atmosphere. Renewable energy programs, energy efficiency frameworks and substitution of fossil fuels are examples of climate change mitigation measures.
Official Plan	A comprehensive municipal wide policy document intended to ensure that the Town evolves, improves and realizes its full potential in areas such as transit, land use development and the environment.

Rain Barrel Subsidy	A subsidy or rebate program directed towards encouraging residents to purchase and install rain barrels on their property
Regional Stormwater Guidelines	A comprehensive set of guideline standards specifically related to storm water management. It is county-wide in its application so as to address regional development and related storm water flows affecting trans-boundary watershed regions.
Resilience	The capacity of a system, community or society exposed to hazards to adapt, by resisting or changing in order to reach and maintain an acceptable level of functioning and structure.
Risk	Risk can be considered as the combination of an event, its likelihood and its consequences – risk equals the probability of climate hazard multiplied by the consequence of that event.
Storm Events	A precipitation event created by a violent disturbance in the atmosphere usually resulting in strong winds, rain, thunder, lightning or snow.
Storm Sewer Surcharge	A fair and equitable fee based on runoff contribution to storm drains (assessed to all private properties in the same manner) as a mechanism to ensure that privately owned storm-water facilities are maintained.
Strategic Plan	A guideline and policy document that sets out long term goals and objectives for the long term economic, cultural, social and environment benefit of the community. It goes beyond the objectives of the Official Plan in that it also deals with more expansive matters beyond land use planning.
Tendering	A tender is a submission made by a prospective contractor or supplier in response to an invitation to tender. It makes an offer for the supply of goods or services.
Tree Cutting Bylaw	A policy geared towards the protection of trees from cutting on private property
Urban Heat Island Effect	Urban areas, where buildings, roads, and other hard, non-reflective surfaces are highly concentrated and greenery is limited, become “islands” of higher temperatures relative to outlying areas, and result in higher energy costs, higher pollution levels, lower air quality, and higher health hazards.
Vulnerability	The degree to which a system is susceptible to, or unable to cope with, adverse effects of climate change, including climate variability and extremes. Vulnerability is a function of both the sensitivity and the adaptive capacity of a given sector.
Vulnerability & Risk Assessment	Vulnerability Assessments (VAs) and Climate Risk Assessments (CRAs) help to identify the nature and extent to which climate change and its impacts may harm a country, region, sector or community. The assessments of vulnerability and/or climate risks is therefore a central component of adaptation action.
Zoning	A zoning by-law controls the use of land in the community. It states how land may be used, where buildings and other structures can be located, their permitted heights and minimum setbacks from lot boundaries, the lot sizes and dimensions, associated parking requirements. It is a tool whose purpose is to implement the guidelines and mandates of the Official Plan.

Appendix B - ICLEI - BARC Milestone Framework



Appendix C - Continuing and Completed Action Items

Maintenance of drainage and road infrastructure, and conductions of regular inspections
Sustainability Action Plan 1
Energy Conservation and Demand Management Plan
Insurance of functionality of Town Hall and associated operations during inclement weather events (e.g. generator backups, internet service)
Insurance of communication plans between divisions (e.g. Environmental Services, Roads, Parks, and Facilities) to provide efficient clean-up after an extreme weather event.
Continuous development of by-laws, options and policies to encourage more on-site/site-level residential storm water retention and reduction (e.g. cisterns)
Continuing efforts to increase online presence for local businesses in the Town of Essex
Continuing collaboration with community partners on providing essential goods and supplies (e.g. Harrow Community Pantry)
Continuing collaborations with WECHU, EMS, County, OPP, adjacent municipalities, and the provincial government to improve access to drinking water, cooling/warming stations, and temporary shelters for assistance during extreme weather events.
Continuing to work with the County to ensure that Town of Essex's needs are being met during the development of plans for transit infrastructure, social services, affordable housing, and health care.
Continue to review staff and/or resource needs (i.e. budget practices)
Reinforce and reiterate severe weather protocol and safety training for staff on a regular basis via Safety Talks. Add additional climate impact related training where necessary
Continuing to review policies and procedures for outdoor worker shifts (i.e. make working hours more flexible)
Promote tree planting opportunities within the community: <ul style="list-style-type: none"> • Continue to collaborate with ERCA and community partners on tree planting events • Continue to secure tree donations and implementing tree memorial programs
Continue to advocate for better internet connectivity and broadband infrastructure investments throughout the municipality.
Continue shoreline assistance to vulnerable properties when required (e.g. sandbagging, Shoreline Assistance Program)
Continue to implement winter control measures (snow removal and de-icing) on waterfront park and community park pathways and parking lots.
Update DSM to reflect storm water management design guidelines, defined landscaping to hold storm water
Continuing collaboration with the Essex Region Conservation Authority and the Windsor-Essex County Health Unit on their climate change mitigation and adaptation planning
Update the inflow and infiltration reduction program as required.
Created the energy management for future asset management plan
Continue to update the Development Standards Manual to reflect regional storm water management design guidelines
Continue to strengthen building bylaws and zoning regulations
Continue to explore options for pre-treatment of roads to reduce the amount of salt used during freezing rain/snow events.

Appendix D - Indicators

Indicators have been developed for each action, wherever feasible. These indicators will be used to track the progress of each action item. Effort was taken to identify indicators that already exist. For some action items, indicators will be identified as implementation of *Climate Ready* progresses.

Community Engagement and Participation Objectives

Objective 1

- 1.1 Number of posts on social media on climate related information
 - Community Uptake/download analytics from website and social media statistics
 - News media coverage
 - New information shared on Essex.ca/Climate Ready
- 1.2 Number of vendor requests for climateadaptive options at events
- 1.3 Number of existing and new shade structures in parks and other community spaces
 - Number of existing and new water filling stations in community spaces
- 1.4 Frequency of geese management program implementation

Objective 2

- 2.1 Track changes on a yearly spreadsheet – donated trees, planted trees, allotted budget
 - Completed projects based on increasing green cover/acreage of new green cover
 - Number of heritage trees identified and labelled

- 2.2 Number of events attended pertaining to the above-mentioned issues (conferences, symposiums, council meetings, stakeholder meetings etc.)
 - Number of person hours spent at aforementioned events
 - Summary reports of aforementioned events
 - Any progress reports published by lead agencies

Objective 3

- 3.1 Number of applications for site changes (e.g. site plan approval, building permits)
 - Number of updates to relevant OP policies and zoning by-law provisions
 - Number of Low Impact Development features introduced to private properties
 - Number of new standards pertaining to LID in Development Standards Manual
- 3.2 Number of partnership projects developed and implemented
 - Number of collaborative projects with land managers, municipalities, and County (e.g. ERCA, Nature Conservancy of Canada)
- 3.3 Number of recommendations made to and adopted by County Council regarding climate action incentive programs

Objective 4

- 4.1 Number of funding assistance (grants, loan programs etc.) applications supported
- 4.3 Number of social media posts showing awareness features related to local green businesses
 - Site analytics – social media engagement statistics
- 4.4 Number of new local green businesses

Objective 5

- 5.1 Updates to Town policies for community emergency preparedness
- 5.2 Number of assistance programs supported for extreme weather adaptation
 - Number of facilities/paths closed due to extreme weather
- 5.3 Number of projects/campaigns developed towards improving community emergency selfpreparedness
 - Number of weather-related advisories posted on Essex Alerts
 - Number of new Essex Alerts sign-ups
- 5.4 Council, staff and community attendance during Senior's Day, Fire Prevention Week, and Emergency Preparedness Week events

Objective 6

- 6.1 Updates to tree log
 - Number of resident complaints on tree maintenance/removal
 - Number of resident requests for tree planting
 - Creation of tree plantation engagement campaign
 - Development of tree distribution options for residents
- 6.2 Number of converted spaces (new rain gardens, edible landscapes etc.)
- 6.3 Number of climate change awareness events Council, staff and community attendance at climate change awareness events
- 6.4 Number of recommendations made to and adopted by County Council regarding crossjurisdictional resource sharing and partnerships

Corporate Objectives

Objective 1

- 1.1 Updates to PPE-related policy
 - Number of units of PPE provided
- 1.2 Creation of Green Tips segments on staff newsletter and intranet
 - Updates to aforementioned newsletter and intranet
- 1.3 Creation of a staff green team
 - Number of recommendations made by green team and adopted

Objective 2

- 2.1 Update to tree policy
 - Number of native tree species
 - Updates to Development Standards Manual regarding permitted tree species and the inclusion of trees in development plans
 - Number of natural heritage sites (or sq. acreage) added to the OP schedules and GIS layers
- 2.2 Development of buffer strip policy
 - Number of drainage related complaints
- 2.3 Number of updates to Town policies pertaining to natural heritage restorations
- 2.4 Number of new restoration projects along shoreline
 - Number of applicants for shoreline assistance program

Objective 3

- 3.1 Updates regarding status on Storm Sewer Surcharge development
- 3.2 Number of subsidy applications made by residents/ receipts from purchase

3.3 Number of LID features on Town owned infrastructure and assets (e.g. roads, sewers, drains)

- Number of updates to asset and infrastructure plans and documents pertaining to LID, green technology options etc.
- Number of completed projects pertaining to thermal comfort (e.g. white roofs, splash pads)

3.4 Number of asset maintenance projects (prior to inclusion of climate considerations and after)

- Comparison metrics of impacts of climate vulnerability and risk considerations

5.2 Number of projects with complete street design features

- Expansion of the complete street network

Objective 4

4.1 Appointment of a Climate Change Adaptation Champion by Town Council

4.2 Adoption of the motion to declare a Townwide Climate Emergency by Town Council

4.3 Inclusion of climate change language and considerations into OP, Strategic Plan, annual budgets, zoning-by-laws etc.

- Updates to tendering documents to include low carbon resiliency considerations
- Number of applications of the Triple Bottom Line approach on municipal and municipally sanctioned projects

4.5 Completed Vulnerability and Risk Assessments of Town divisions in 2026 with updated climate projections

Objective 5

5.1 Number of cultural programming schedule changes

- Number of beach closures
- Number of new Fall events/programs
- Number of virtual tourism events
- Number of visitors per virtual event – site analytics

January 26, 2021

TO: The Right Honourable Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street, Ottawa, ON K1A 0A2
justin.trudeau@parl.gc.ca

Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7H 1A1
premier@ontario.ca

And To: Taras Natyshak, M.P.P. (Hand delivered by Mayor Snively)

Chris Lewis, M.P. (Hand delivered by Mayor Snively)

Re: Impacts of COVID-19 Restrictions on Residents and Small Business Owners

Dear Premier Ford and Prime Minister Trudeau,

At its Special Meeting on Monday, January 18, Council for the Town of Essex received presentations from a number of local residents and small business owners who have been impacted by the current COVID-19 pandemic and subsequent restrictions. As directed by Town Council we are writing this letter to convey these concerns and to call on both levels of government to take immediate steps to mitigate the damage that COVID-19 continues to inflict on both our residents and our business community.

Like many small businesses, the presenters at this meeting indicated their frustration with the perceived unequal and inconsistent impacts of restrictions and lockdowns on small, locally-owned businesses. While local large box businesses such as the Costcos and WalMarts have remained opened as "essential services," these large, multinational chains, continue to be allowed to sell the same "non-essential" goods that small businesses cannot. While big box stores reap the benefits of increased traffic due to shuttered downtown stores, our small businesses, whose roots connect to the core of every community in Ontario, continue to suffer and/or fade away. This is a critical time for small business survival and it is absolutely

vital that our federal and provincial governments give small businesses the same opportunity to operate and survive that it has provided to those larger, multi-national corporations.

By way of example news recently came to our attention that five movies were being filmed in Hamilton, Ontario, which is less than a half-a-day's drive from our own community. These productions, which have apparently consisted of up to sixty people working in the same location, have been given the benefit of the doubt in their ability to conduct their work safely. Why has this benefit not been extended to small businesses, many of whom have proven time and time again that they are able to continue to operate safely and provide their so called "non-essential" services to our residents? It seems this may be yet another example of the higher levels of government applying inconsistent restrictions that favour large businesses as opposed to those with the deepest roots in their community: our small business owners.

As a municipality, we accordingly call on the Province of Ontario to provide these same considerations for small, locally-owned businesses. To not do so may very well mean the end of small businesses with dire economic and social consequences as a result.

Finally, our Council heard of the significant impacts these restrictions have had on our residents' and small business owners' mental health. On one hand, our small business owners have seen their livelihoods dry up while being asked to follow the unfair and unequal restrictions. They have been pushed to their mental breaking point, with no end in sight and no consideration for their well-being. This issue has been doubly impactful as residents have lost access to many of the facilities and services which contribute to positive mental health. Gyms, for example, help our residents maintain active lives, a proven strategy for good mental and physical health. Other non-medical health practitioners have had their doors closed even though they contribute to community well-being. Given the limited access and long wait times for mental health practitioners such as social workers and psychologists, we're calling on both levels of government to increase access to mental and physical health services across the country and provide an opportunity for small businesses who have contributed to our community's overall mental and physical health an opportunity to re-open their doors. We agree that the health and safety of all Ontarians is the number one priority but health is a state of physical, mental and social well-being, not merely the absence of disease.

In summary the current restriction's during the pandemic are inconsistent in their application to large and small businesses and this needs to be changed immediately or else many small businesses will not survive and business owners, their employees and their families will lose



their livelihoods and suffer accordingly. The Town of Essex has every confidence that our small independent businesses, if allowed to open and compete similar to what is permitted for the large box businesses, will have every reason and ability to keep their customers safe by ensuring limited capacity, conduct customer contact tracing and maintain all appropriate distancing and sanitization measures. We ask both levels of government to extend that same confidence to all small businesses everywhere by immediately amending the current restriction's so as to allow small business in Ontario to open and survive by operating safely.

Yours truly,

Robert W. Auger, L.L.B.

Town Solicitor/Clerk, Legal and Legislative Services
519-776-7336 ext 1132
rauger@essex.ca

cc. The Windsor Essex County Health Unit
Attention: Dr. Wajid Ahmed

Medical Officer of Health, Windsor-Essex County Health Unit
Email: wahmed@wechu.org



Report to Council

Department: Community Services
Division: Fire and Rescue Services
Date: February 1, 2021
Prepared by: Richard Arnel, Fire Chief
Report Number: Fire and Rescue Services-2021-01
Subject: Digital Radio-Communication System Contract Extension
Number of Pages: 9

Recommendation(s)

That Fire and Rescue Services-2021-01 entitled Digital Radio-Communication System Contract Extension prepared by Richard Arnel dated February 1, 2021 be received, and

That Council **approve** extending the Digital Radio-Communication System Contract Extension (Appendix A) with Kelcom Co. Ltd. for an additional three (3) years.

Purpose

To obtain approval of council to enter into the Digital Radio-Communication System Contract Extension with Kelcom Radio Co. Ltd. for an additional three (3) years.

Background and Discussion

From 1962 through to the early 2000's most of the Essex County Fire Departments communicated on the VHF radio channel that was used for both pager activation and 2 way

radio communications. Multiple fire departments responding to emergencies at the same time created confusion, congestion and safety concerns on the single channel.

Following amalgamation of several county municipalities into the present seven (7) municipalities a Regional Radio System Advisory Committee was established to review options and costs for a multi-channel, interoperable radio system. While this study was occurring some departments implemented their own systems. In 2005 after presenting several regional radio system opportunities and associated costs, County Council consensus could not be reached. It was decided that each municipality would determine their own solution. Lakeshore, Tecumseh, Essex and Amherstburg all agreed to work together and implement a UHF system through Kelcom infrastructure that provided interoperability between the four (4) departments with separate channels to communicate. Kelcom also improved the paging system from a single tower site located in the Town of Essex to multiple sites providing both regional paging and network radio coverage.

That change required each of the four (4) municipalities to replace all their radio equipment and commit to a ten (10) year lease with Kelcom until February 2016. Kelcom invested in multiple tower sites and supporting infrastructure to establish a regional network communication system that guaranteed 100 percent street level radio coverage throughout Essex County.

The four (4) fire services paid a monthly fee per radio under the lease agreement that covered the infrastructure operational cost and included radio maintenance. In 2013 the system required upgrading to modernize the communication network. The following system enhancements at no additional cost were implemented;

- a) Change the existing analog system to a new digital encrypted network,
- b) Replace the existing analog radios and hardware with new digital equipment,
- c) GPS and inter-network text messaging services are available,
- d) Replacement of batteries.

In exchange for upgrading and refreshing the system components of the Kelcom agreement the existing lease rates at the time continued until the original February 2016 contract completion and then an additional three (3) year lease extension was initiated. In (2019) we extended the contracts with Kelcom for two (2) years and the four (4) departments agreed to collectively conduct a review and analysis of the current and future needs, standards, guidelines and policies of such communications systems, technologies and equipment, relative to the service provided and in the environment's encountered, for the purpose of risk management and enhancement.

The current lease agreement is scheduled to expire in February of 2021. The departments have had discussions regarding the reorganization of the zones and frequencies with the Kelcom system to enable and enhance the ability of Departments to;

- a) Request channel assignment changes to enable recording of operations at incidents,
- b) Consider in vehicle repeaters to resolve interference challenges in large buildings and underground parking,
- c) Improve Fire Fighter Safety including emergency button feature enablement on portable radios, and if activated would connect users in that talk group,
- d) Consider adding additional municipalities to the system,
- e) Further determine system requirements to enhance interoperability and future technology improvements.

The Fire Chiefs who participate together presently, along with potential new partners met recently and determined that more time is necessary to properly investigate other potential requirements and changes and associated costing. This review and proper financial analysis is necessary and cannot be completed before the expiry of the current lease (February 2021). This process has been delayed due to COVID-19 and planning on initiating the analysis when we are able to.

A discussion with Kelcom representatives has taken place to consider the above identified requirement changes and to investigate a possible contract lease agreement extension. Kelcom has responded back to the Chiefs and has confirmed all of the required changes identified can be accommodated. In addition Kelcom is willing to extend the current agreement conditions for an additional three (3) years to February 2024 and is working on user gear upgrades that would be needed and provide information back to the Chiefs.

Financial Impact

There is no financial impact to our current operational budget as Kelcom is maintaining current fee schedule for the three (3) year contract extension.

Consultations

Bruce Montone, Fire Chief, Amherstburg

Wade Bondy, Director Fire Services and Fire Chief, Tecumseh

Don Williamson, Fire Chief, Lakeshore

Tim Schweyer, Kelcom Technical Division

Link to Strategic Priorities

- ☒ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☐ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☐ Improve the Town's capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

Document Title:	Digital Radio-Communication System Contract - Fire and Rescue Services-2021-01.docx
Attachments:	- Master Digital Radio System Contract Extension 2021-2024 Essex.pdf
Final Approval Date:	Jan 26, 2021

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



Doug Sweet, Director, Community Services/Deputy CAO - Jan 20, 2021 - 8:37 AM



Chris Nepszy, Chief Administrative Officer - Jan 26, 2021 - 11:26 AM



DIGITAL RADIO-COMMUNICATION SYSTEM CONTRACT EXTENSION

This agreement made this 1st day of February 2021

BETWEEN:

RadioCo Ltd. o/a KELCOM (hereinafter called "KELCOM")

and

Town of Essex Fire Department (hereinafter called "Essex")

OVERVIEW

This Agreement between KELCOM and Essex is designed to enable access to the Digital Essex County Wide Radio-Communication System utilized by multiple agencies.

By executing this Agreement, KELCOM and Essex agree to an additional three (3) years of current service delivery based on the following terms and conditions. This contract will take effect March 1 2021 thru Feb 28th 2024 with an option to review and extend for an additional term(s) in the final year of this extension.

AIRTIME SERVICES PROVIDED – VOICE AND OPTIONAL DATA

Monthly service fees, as outlined below, will include flat-rate, unlimited use. Multiple talk-groups will be included and interoperability access to other system users will also be included.

In addition to voice services, Users can also make use of data services such as GPS / AVL and Text Messaging, if desired, at no additional cost.

SERVICE AND SUPPORT

The monthly fee also includes full user equipment maintenance for as long as the equipment remains active on the network (Lifetime Warranty). This warranty program also includes coverage for physical damage, as well as regular use, and portable battery replacement as required. Parts and labour are included in these repairs. Any onsite service for mobile/base station repairs will also be covered in this agreement. The above rates also include all Industry Canada licence fees, network maintenance fees, site rental fees and site linking fees, generator maintenance/repairs.

MONTHLY FEES

See attached Solution Proposal for service schedule (1).

TERM OF AGREEMENT

This agreement will take effect once executed and remain in force through February 28th, 2024. Essex will keep a minimum of 45 active units on the network for the duration of this agreement.

SYSTEM COVERAGE AND CAPACITY

KELCOM agrees to maintain the system including regular maintenance, repairs and enhancements required to continue to ensure the stated coverage levels throughout the municipal boundaries of Essex and make reasonable efforts to overcome coverage deviation from the stated required levels due to changes in the built environment or identifiable sources of harmful interference, where such solutions are within their control. It is understood by the parties however, that signal coverage may fluctuate due to circumstances beyond the parties' control. The system was designed to provide street level coverage throughout Essex County. In building coverage is not guaranteed two (2) "talk around" conventional channels have been dedicated for this purpose. Some examples, but not limited to, that may cause signal variances are Industry Canada or FCC nearby frequency allocation and outside radio frequency interference.

UPTIME

Kelcom will make all reasonable efforts to ensure the radio system is functional and available for reliable use at all times. Planned maintenance will be scheduled in advance with minimal down-time and/or alternate system coverage plans agreeable between the parties. Emergency service and repairs will be available at all times to immediately address operational failures within the system without delay.

Channel Capacity

1. The digital radio system provides priority access for Essex Fire Department on multiple channels (talk paths). The radio system is designed to provide connection with Lakeshore, Tecumseh, Amherstburg and LaSalle Fire Services for any multi-agency event and includes a direct link to Windsor Fire Dispatch.

Paging Network Support

The existing County wide paging system will also be supported and maintained during the contract extension period.

ENTIRE AGREEMENT

This agreement and all attached schedules constitute the entire agreement between the parties to this agreement pertaining to the subject matter hereof and supersede all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no warranties, representations, or other agreements between the parties in connection with the subject matter of this agreement except as specifically set forth herein.

GOVERNING LAW

This agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

Proposal for service schedule (1).

RADIO MONTHLY FEES

The monthly fee for each two-way radio active unit on the system will be \$39.00 for the duration of this agreement.

PAGING MONTHLY FEES

The monthly fee for paging support will be a flat rate of \$704 for the duration of this agreement.

IN WITNESS WHEREOF the parties have executed this agreement the day, month and year first written above.

RadioCo Ltd. o/a KELCOM

Per: _____

Tim Schweyer

I have the authority to bind the Corporation.

Town of Essex

Per: _____

Print Name: _____

I have the authority to bind the Corporation.



Report to Council

Department: Infrastructure Services

Division: Drainage

Date: February 1, 2021

Prepared by: Lindsay Dean, Drainage Superintendent

Report Number: Drainage-2021-01

Subject: Appointment of an Engineer under Section 78 of the Drainage Act to install a new culvert in the Malden Road West Drain

Number of Pages: 3

Recommendation(s)

That Drainage-2021-01 entitled Appointment of an Engineer under Section 78 of the Drainage Act to install a new culvert in the Malden Road West Drain prepared by Lindsay Dean, Drainage Superintendent dated February 1, 2021 be received, and

That Council appoint Rood Engineering Incorporated under Section 78 of the Drainage Act to install a new culvert in the Malden Road West Drain.

Purpose

The Town of Essex has received a request to install a new culvert for the property located on the northwest corner of the Trembley Road and County Road 12 in the Malden Road West Drain.

Background and Discussion

The Malden Road West Drain runs from the Canard River along the west side of Trembley Road under County Road 12. The drain continues running along the south side of County Road 12 in a westerly direction in Lot 5, South Malden Road Concession, however, the legal status of this portion of drain is unknown at this time.

Under Section 78 of the Drainage Act, Council may appoint an engineer to make repairs or improvements to existing municipal drains that have been passed under municipal by-law. The Malden Road West Drain is a municipal drain that has been adopted by municipal by-law and any new culverts added to this section of the municipal drain would qualify under this section of the act.

Prior to the appointment of an engineer, notice must be sent to the Conservation Authority and after 30 days an engineer may be appointed to this project. An engineer appointment under Section 78 of the Drainage Act, gives the engineer authority to review the drainage works and prepare a report outlining their recommendations.

The procedures and appeals under Section 78 are followed in the same manner as Petition Drains, Section 4 of the Drainage Act. The general procedure is as follows:

- Council appointment of an engineer to prepare a report;
- Conduct an on-site meeting with affected landowners;
- Meeting to consider the report and passing of the provisional by-law;
- Court of Revision;
- 3rd and Final Reading of the by-law;
- Construction of drainage works.

Schedule

Should Council approve to proceed with the report and appoint an Engineer, the estimated schedule will be as follows:

- Council approval and appointment of Engineer –March 2021
- On Site Meeting – April 2021
- Submission of Report and notification period –August 2021
- Consideration of the Report by the Drainage Board –September 2021
- Provisional By-law and Adoption by Council – September 2021
- Court of Revision –October 2021
- 3rd and Final Reading of the By-law – November 2021
- Construction (dependent on weather and agency approvals)- End of 2021/Start of 2022

Financial Impact

The landowner receiving the culvert will be responsible for all costs associated with the construction, engineering and incidental costs. If the scope of the project is altered at the on-site meeting by the landowners in attendance, the project costs may be assessed to others within the watershed.

Link to Strategic Priorities

- ☒ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☐ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.

Report Approval Details

Document Title:	Appointment of Engineer for Malden Road West Drain New Culvert.docx
Attachments:	
Final Approval Date:	Jan 26, 2021

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

Norm Nussio, Manager Operations and Drainage - Jan 26, 2021 - 10:17 AM



Kevin Girard, Director, Infrastructure Services - Jan 26, 2021 - 11:31 AM



Chris Nepszy, Chief Administrative Officer - Jan 26, 2021 - 11:32 AM



Report to Council

Department: Development Services
Division: Economic Development
Date: February 1, 2021
Prepared by: Nelson Silveira, Economic Development Officer
Report Number: Economic Development-2021-02
Subject: Community Improvement Plan 2020 Summary
Number of Pages: 6

Recommendation(s)

That Economic Development-2021-02 entitled Community Improvement 2020 Summary prepared by Nelson Silveira, Economic Development Officer dated February 1, 2021 be received.

Purpose

To provide Council with a year-end summary of Community Improvement Plan applications in 2020.

Background and Discussion

The Town of Essex Community Improvement Plans (CIP) were created to stimulate private sector investment through municipal incentive-based programs. The CIP has a variety of grant programs for eligible property owners that invest in façade improvements, new signage, and building renovations and improvements. These programs have facilitated and encouraged

community change by providing grant funding for new development in three separate project areas that include Essex Centre, Harrow, and Colchester/County Road 50.

In 2020, the CIP program, particularly in Harrow and Colchester, has seen a high level of interest and applications. Applicants requesting funding are often submitting applications under multiple programs and for projects that are much larger in scope than previous years. As a result, the initial \$100,000 budget for both Harrow and Colchester was not sufficient to meet the demand from applicants. At the September 8, 2020 Council Meeting, Council approved transferring up to \$66,107.46 from the Harrow and Colchester CIP Reserves to the current CIP budget.

Completed Projects

The following table describes completed projects that have received CIP funding in 2020:

Harrow and Colchester/County Road 50 CIP

Address	Grant Program	Status of Grant	Total Grant Paid in 2020
26 Victoria St S Harrow Dry Cleaners (Harrow CIP)	Façade Improvement Grant Demolition Grant Landscaping & Buffering Grant	Grant Paid – March 2020	\$16,694.47
32 Munger St W Harrow Clinic (Harrow CIP)	Façade Improvement Grant	Grant Paid – March 2020	\$5,918.88
50 Maple (Rear Alley) 1818631 Ontario Inc. (Harrow CIP)	Façade Improvement Grant	Grant Paid – May 2020	\$12,000.00

178 Essex County Rd 50 Magnolia Ranch (Colchester/CR 50 CIP)	Landscaping & Buffering Grant Conversion & Rehabilitation Grant	Grant Paid – May 2020	\$9,744.55
6 King St W RC Bud Shop (Harrow CIP)	Façade Improvement Grant	Grant Paid – August 2020	\$11,564.00
37-39 King St W (Harrow CIP)	Façade Improvement Development Permit Fee Grant Conversion & Rehabilitation Grant	Grant Paid – August 2020	\$28,700.00
2636 County Road 20 Classy Caps MFG Inc. (Harrow CIP)	Professional Design Grant Development Permit Fee Grant Façade Improvement Grant Landscaping & Buffering Grant Accessible Entrance Grant Tax Increment Financing	Grant Paid – December 2020	\$34,075.69 (Grant Amount for Tax increment Financing TBD in 2021)
1341 County RD 13 Adam Keller Motors (Harrow CIP)	Façade Improvement Grant	Grant Paid – December 2020	\$7,502.22
43-45 King St E Boudreau Group (Harrow CIP)	Development Permit Fee Grant Façade Improvement Grant Conversion & Rehabilitation Grant	Grant Paid – November 2020	\$13,590.34
220 Jackson St Coolchester Creamery (Colchester/County RD 50)	Façade Improvement Grant Outdoor Café & Patio Grant	Grant Paid – September 2020	\$4,808.42
Total:			\$144,598.57

Essex Centre CIP

Address	Grant Program	Status of Grant	Total Grant Paid in 2020
328 Talbot St N Siefker Group (Essex Centre CIP)	Façade Improvement Grant Development Permit Fee Grant Accessible Entrance Grant	Grant Paid – August 2020	\$16,386.63
60 Fairview Ave Fitness Fury (Essex Centre CIP)	Landscaping & Buffering Grant Outdoor Café & Patio Grant	Grant Paid – June 2020	\$6,400.00
68 Talbot St N Former Schinkel's Building (Essex Centre CIP)	Development Permit Fee Grant Façade Improvement Grant	Grant Paid - October 2020	\$12,100.00
12 Talbot St N Century 21 Realty (Essex Centre CIP)	Façade Improvement Grant	Grant Paid – December 2020	\$2,266.08
361 Talbot St N Essex Motors (Essex Centre CIP)	Landscape & Buffering Grant Outdoor Café & Patio Grant	Grant Paid – June 2020	\$6,400.00
167-169 Irwin Ave First Steps Child Care Centre (Essex Centre CIP)	Accessible Entrance Grant Façade Improvement	Grant Paid – December 2020	\$18,000.00
43 Arthur Ave SX Communications (Essex Centre CIP)	Mini Grant (Façade Improvement)	Grant Paid – December 2020	\$2,000.00

19 Centre St Essex Stained Glass (Essex Centre CIP)	Façade Improvement Grant	Grant Paid – September 2020	\$6,852.50
22 Laird St The Polished Parlour (Essex Centre CIP)	Accessible Entrance Grant	Grant Paid – January 2021 (Funds allocated from 2020 Budget)	\$1,650.00
Total:			\$72,055.21

Community Improvement Plan Budget 2020

	Essex Centre CIP	Harrow & Colchester/CR 50 CIP
Approved 2020 Budget	\$100,000.00	\$100,000.00
Funds Transferred from Reserves	\$0	\$47,798.09
Total Grants Paid	\$72,055.21	\$144,598.57
Legal Fees Associated with Registering CIP works on Title	\$1,963.30	\$3,199.52
Total CIP Funding Allocated	\$74,018.51	\$147,798.09

Financial Impact

Unspent funds from the CIP programs are transferred to reserve at year-end, and are budgeted as revenue to offset the following year's expenditures of the CIP programs.

Consultations

Katelynn Giurissevich, Manager, Finance and Business Services

Jeffrey Morrison, Director, Corporate Services/Treasurer

Link to Strategic Priorities

- ☐ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☒ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☒ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☐ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☐ Improve the Town's capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

Document Title:	Community Improvement Plan 2020 Summary - Economic Development-2021-02.docx
Attachments:	
Final Approval Date:	Jan 26, 2021

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



Lori Chadwick, Director, Development Services - Jan 26, 2021 - 11:29 AM



Chris Nepszy, Chief Administrative Officer - Jan 26, 2021 - 11:32 AM



Report to Council

Department: Infrastructure Services

Division: Infrastructure Services

Date: February 1, 2021

Prepared by: Kevin Girard, P.Eng, MBA
Director, Infrastructure Services

Report Number: Infrastructure Services-2021-01

Subject: Engineering Services for Essex Centre Streetscape

Number of Pages: 5 (including attachments)

Recommendation(s)

That Infrastructure Services – 2021-01 entitled “Engineering Services for Essex Centre Streetscape” prepared by Kevin Girard, Director of Infrastructure Services dated February 1, 2021 be received, and

That Council appoint Stantec Consulting Ltd. to provide engineering services in the amount of \$347,286.53 (including non-refundable HST) to design, assist in procurement, and administer project GG-21-0001 - Essex Streetscaping in accordance with the completed request under Section 22 of the Town of Essex Procurement By-law 1043.

Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required to waive the requirements for proposals, tenders and quotations for consulting and professional services under Section 22.02 of the procurement and disposal of goods and services policy.

Background and Discussion

Since amalgamation, Stantec Consulting has been the Town's consultant for sanitary and stormwater sewer models and studies in Essex Centre. These studies have aided the Town to address hydraulic capacity issues related to climate change, while also addressing development pressures and community growth. Since the Essex Streetscape project includes a review of underground infrastructure, including storm sewers, within the scope, the flow monitoring, field investigations, and stormwater model completed by Stantec will be very useful in completing the design of the Essex Centre Streetscape.

In addition, with Stantec being the engineer of record for the Harrow Streetscape project, many of those design aspects will be replicated in the Essex Centre Streetscaping. Therefore, Stantec already has extensive background knowledge of the requirements and scope of the Essex Streetscape that would otherwise take time and additional effort for another consultant to acquire. Further, their experience with the Harrow Streetscape project will allow Stantec to competently manage the Essex Centre Streetscape project effectively and efficiently, both creating savings and ensuring timelines are met.

Financial Impact

Stantec's total estimate of fees for engineering services for GG-21-0001 - Essex Centre Streetscape is \$685,780.99 (including applicable taxes). Of this, \$347,286.53 is for design and tendering services, and \$338,494.46 is for construction and administration services. In the 2021 approved capital budget, the Town included \$460,000 for design and tendering services for this project. Therefore, it is recommended that the design and tendering costs of \$347,286.53 (including applicable taxes) is awarded to Stantec Consulting. Further, since procurement of the construction contract has not been completed, it is advised that unspent funds from capital project GG-21-001 of \$112,713.47 remain unspent to offset the construction and administrative engineering services fees associated with the future construction.

The additional engineering expenses of \$338,494.46 will be included in the 2022 capital budget request along with the construction costs, which will require Council approval during 2022 Budget Deliberations.

Based on a review of recent similar projects, including the Harrow Streetscape, undertaken by the Town, the estimated engineering costs provided by Stantec for this project appear comparable and reasonable.

Consultations

- Stantec Consulting Ltd.
- Jackson Tang, Assistant Manager, Business Services
- Jeffrey Morrison, Director, Corporate Services/Treasurer
- Kate Giurissevich, Manager, Finance and Business Services/Deputy Treasurer

Link to Strategic Priorities

- ☒ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☐ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.

Report Approval Details

Document Title:	Engineering Services for Essex Centre Streetscape - Infrastructure Services-2021-01.docx
Attachments:	- Procurement Section 22 - Essex Streetscape.pdf
Final Approval Date:	Jan 28, 2021

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

A handwritten signature in black ink, appearing to read "Chris Nepszy". The signature is fluid and cursive, with a large initial "C" and a stylized "N".

Chris Nepszy, Chief Administrative Officer - Jan 28, 2021 - 8:56 AM



Request to Council to Waive Requirement
for Proposals, Tenders and Quotations

33 Talbot St. S. t 519 776 7336
Essex, ON N8M 1A8 f 519 776 8811
www.essex.ca

Note: Requests to waive the requirement for Proposals, Tenders and Quotations are restricted to acquisitions that are predominantly or exclusively for consulting and professional services and must be made in accordance with Section 22.02 of By-Law No. 1043, Procurement & Disposal of Goods & Services Policy. Consulting and professional services means those services requiring the skills of a professional for a defined service and may include architects, engineers, surveyors, planners, financial consultants, lawyers, real estate agents or brokers, etc. Refer to Section 1.02 of the Policy for further examples of consulting and professional services.

1. REASON FOR REQUEST

This represents a formal request to Council to waive the requirement for proposals, tenders and quotations for Consulting and Professional Services under Section 22.02 of the Procurement and Disposal of Goods and Services Policy. This request is being made on the basis of the following criteria (please select at least one of the options below):

- ☐ The works to be performed by the consultant or professional service are a continuation of a previous project (Section 22.02(a) of the By-Law)
- ☐ The firm being recommended has demonstrated unique qualifications to undertake the project (Section 22.02(b) of the By-Law)
- ☐ The project is subject to time constraints (Section 22.02(c) of the By-Law)
- ☐ Other (provide explanation in 3. below)

2. NAME AND TYPE OF CONSULTING OR PROFESSIONAL SERVICE

Name of Professional Service: _____

Type of Professional Service (select one):

- ☐ Engineer ☐ Architect ☐ Surveyor ☐ Financial
- ☐ Planner ☐ Lawyer ☐ Real Estate Agent ☐ IT
- ☐ Appraiser ☐ Other (specify) _____

3. EXPLANATION OF REQUEST

Provide full explanation of how this request meets the criteria of Section 22.02 of By-Law No. 1043, Procurement & Disposal of Goods & Services Policy:



4. REQUESTING DEPARTMENT INFORMATION

Name of Department Head: _____

Department Name: _____

Date of Request: _____

5. APPROVAL INFORMATION *(to be completed by the Mayor and the Clerk of the Town of Essex)*

<input type="checkbox"/>	Request Approved	<input type="checkbox"/>	Request Not Approved
Date Approved/Not Approved: _____			
Mayor's Signature: _____			
Clerk's Signature: _____			

The Corporation of the Town of Essex

By-Law Number 1987

Being a by-law to provide for the Relocation of the Rush Drain, Former Township of Colchester North Now in the Town of Essex, File No. 19-1023

Whereas the Town of Essex Drainage Department recommended that Council appoint a Drainage Engineer to prepare a drainage report for the Relocation of the Rush Drain, Former Township of Colchester North Now in the Town of Essex, File No. 19-1023.

And Whereas Section 78 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010, states that the Council of any municipality whose duty it is to maintain and repair the drainage works or any part thereof, may on the report of an Engineer appointed by it, complete the drainage works as set forth in such report;

And Whereas an Engineers Drainage report dated January 8, 2021 and considered by the Drainage Board at its January 21, 2021 Consideration of Report meeting, has been procured and made by Tim R. Oliver, Professional Engineer, Dillon Consulting and that the said report is attached hereto and forms part of this by-law as Schedule "A" hereto;

And Whereas the Council of The Corporation of the Town of Essex is of the opinion that the said drainage works and/or improvements are warranted and desirable;

Now therefore the Council of The Corporation of the Town of Essex pursuant to the Drainage Act enacts as follows:

1. That the considered report dated January 8, 2021 and attached hereto as Schedule A to this By-law is hereby adopted and that the said drainage works and/or improvements as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith.
2. That the Corporation of the Town of Essex may borrow on the credit of the Corporation the amount of \$1,024,500, the amount necessary for the construction of the said drainage works.
3. Save and except for the properties identified as "Block B" in the Report attached hereto as Schedule 'A' to this By-law, the Corporation may issue debentures in respect of the lands identified in the Schedule(s) to the Report, in

accordance with and as further described below, for the amount borrowed less the total amount of:

- Grants received under Section 85 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended, 2010;
- Commuted payments made in respect of lands and roads assessed within the Municipality;
- Money paid under Section 61(3) of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010;

and such debentures shall be made payable: a) in the case of assessments in value of between \$1,500.00 and \$7,500.00 within (5) five years from the date of the debenture and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s); or b) in the case of assessments in value greater than \$7,500.00 , within (10) ten years from the date of the debenture and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s)

4. That a special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule, to be collected in the same manner as other taxes collected in each year for (5) five or (10) ten years (as applicable) after the passing of this by-law.
5. For paying the amount assessed upon the lands and roads belonging to or controlled by the Municipality, a special rate sufficient to pay the amount assessed plus interest thereon, shall be levied upon the whole rateable property in the Town of Essex, in each year for five years after the passing of this by-law to be collected in the same manner and at the same time as other taxes are collected.
6. All assessments of less than \$ 1,500.00 are payable in the first year in which the assessment is imposed.
7. The by-law comes into force on the passing thereof and may be cited as "Relocation of the Rush Drain".

Read a first and a second time and provisionally adopted on February 1, 2021.

Mayor

Clerk

Read a third time and finally passed on

Mayor

Clerk



Report to Council

Department: Office of the CAO

Division: Legal and Legislative Services

Date: February 1, 2021

Prepared by: Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk

Report Number: Legal and Legislative Services-2021-02

Subject: Court of Revision for Relocation of the Rush Drain, Former Township of Colchester North Now in the Town of Essex, File No. 19-1023

Number of Pages: 5

Recommendation(s)

That the following three (3) members of the Drainage Board: Kirk Carter, Percy Dufour and Felix Weigt-Bienze be appointed to sit as members of the Court of Revision to be convened for the Relocation of the Rush Drain, Former Township of Colchester North now in the Town of Essex, File No. 19-1023, pursuant to the Report prepared by Tim R. Oliver, Professional Engineer, Dillon Consulting, and dated January 8, 2021 (hereinafter the "Report"), such Court of Revision to be scheduled for 5:00 pm on February 24, 2021, via electronic meeting, and

That By-Law 1987 being a by-law to provide for the Relocation of the Rush Drain, Former Township of Colchester North Now in the Town of Essex, File No. 19-1023, be read a first and second time and be provisionally adopted on February 1, 2021.

Purpose

A Court of Revision is required in accordance with Section 46 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010 (hereinafter the "Drainage Act").

Background and Discussion

Dillon Consulting was instructed by the Town of Essex on or about December 13, 2018 to prepare a report for the above Relocation of the Rush Drain, pursuant to Section 78 of the Drainage Act.

On January 8, 2021 the Report was prepared by Dillon Consulting to provide the details, estimates and assessments therein.

A Consideration Meeting for this Report was held on January 21, 2021. At this meeting the Drainage Board received public correspondence/delegations (if applicable) and heard the various concerns or comments made by those who attended. At this meeting the Drainage Board resolved and recommended that the said Report be adopted and that a provisional By-Law be prepared for Council's consideration (see Drainage Board minutes from the January 21, 2021 consideration meeting, which minutes are included under Item 13 of the February 1, 2021 Regular Council Meeting Agenda).

Appointment of Court of Revision Members:

The Court of Revision is to be comprised of three (3) members of the Drainage Board and so accordingly it is recommended that Court of Revision members when required to be convened shall be appointed on a rotating, alphabetical order basis. If an appointed member is not available then that appointed member shall be replaced by the next available member of the Drainage Board (based on the aforementioned rotating, alphabetical order basis).

It is therefore recommended that Kirk Carter, Percy Dufour and Felix Weigt-Bienzle be selected and appointed to sit as the Court of Revision for the Relocation of the Rush Drain.

It is further recommended that By-law 1987 adopting the recommendations in the Dillon Consulting Report dated January 8, 2021 be provisionally adopted so that this project can proceed to the Court of Revision specified in this report.

The Court of Revision is the next step in the process in accordance with Section 46 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010.

Financial Impact

There is no financial impact.

Consultations

Drainage Department

Link to Strategic Priorities

- ☒ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☐ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☐ Improve the Town's capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

Document Title:	Szakacs Drain Repair and Improvement - Legal and Legislative Services-2020-19.docx
Attachments:	- BL 1968 Szakacs Drain Repair and Improvement.docx - y-Rpt Szakacs Dr REI2016Doo4.pdf
Final Approval Date:	Nov 30, 2020

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



Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk - Nov 30, 2020 - 11:22 AM



Chris Nepszy, Chief Administrative Officer - Nov 30, 2020 - 2:21 PM

Report Approval Details

Document Title:	Relocation of the Rush Drain - Legal and Legislative Services-2021-02.docx
Attachments:	- y-Rpt Szakacs Dr REI2016Doo4.pdf - By-Law No. 1987 Relocation of the Rush Drain.docx
Final Approval Date:	Jan 27, 2021

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



Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk - Jan 27, 2021 - 3:54 PM

No Signature - Task assigned to Chris Nepszy, Chief Administrative Officer was completed by workflow administrator Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk

Chris Nepszy, Chief Administrative Officer - Jan 27, 2021 - 4:06 PM

**DRAINAGE REPORT
FOR THE**

**RELOCATION OF THE
RUSH DRAIN**

**FORMER TOWNSHIP OF COLCHESTER NORTH
NOW IN TOWN OF ESSEX**



8 JANUARY 2021
TIM R. OLIVER, P.ENG.
FILE No. 19-1023

File No. 19-1023

Corporation of the Town of Essex
33 Talbot Street South
Essex, Ontario
N8M 1A8



**Drainage Report for the
RELOCATION OF THE
RUSH DRAIN
Former Township of Colchester North
Now in the Town of Essex**

10 Fifth Street South
Chatham, Ontario
Canada
N7M 4V4
Telephone
(519) 354-7802
Fax
(519) 354-2050

Mayor and Council:

Instructions

The Municipality received a request from the new owners of the Essex Town Centre Development for the relocation of the Rush Drain. The works are being undertaken as part of a future residential development within part Lots 284 & 285, South Talbot Road (STR) Concession, in the former Township of Colchester North, now in the Town of Essex. Council accepted the request under Section 78 of the Drainage Act and on 13th December 2018 appointed Dillon Consulting Limited to prepare a report.

Watershed Description

For the purpose of this report and accompanying drawings, the plan north direction is defined as being perpendicular to the King's Highway No. 3, with the said highway having an east-west alignment. The Rush Drain commences at the junction between Maidstone Avenue West and the Canadian Southern Railway and continues southerly as a closed drain across Allen Avenue to the southerly limit of the existing industrial properties. From there the Rush Drain continues as an open drain flowing in a southerly direction along the line between Lots 284 & 285 Concession STR to South Talbot Road allowance before turning east and then south again to align with and outlet into the 14th Concession East Drain.

For the purpose of future drainage assessments, we have divided the watershed area into block areas labelled Blocks 'A', 'B', 'C' and 'D' on the drawings appended to this report. The lands included within the Rush Drain watershed include a mix of existing residential and industrial land, denoted herein as Block 'A' having an area of approximately 45.12 hectares (111.5 acres).

The lower lands included within the Rush Drain watershed south of Block 'A' and lying west of the Cypher Systems Group Greenway corridor and to the north of South Talbot Road are slated for future residential and highway commercial development, being denoted herein as Block 'B' and Block 'C' respectively.

Block 'B' having an area of approximately 33.55 hectares (82.9 acres) presently divided up among nineteen (19) individual parcels with roll number identifiers listed below:

- Roll Number 210-01070 – Essex Town Centre Ltd.
- Roll Number 210-01020 – Essex Town Centre Ltd.
- Roll Number 210-00800 – Essex Town Centre Ltd.

- Roll Number 210-00820 – Essex Town Centre Ltd.
- Roll Number 210-00840 – Essex Town Centre Ltd.
- Roll Number 210-00880 – Essex Town Centre Ltd.
- Roll Number 210-00920 – Essex Town Centre Ltd.
- Roll Number 210-00960 – Essex Town Centre Ltd.
- Roll Number 210-01400 – Essex Town Centre Ltd.
- Roll Number 210-01300 – Essex Town Centre Ltd.
- Roll Number 210-01290 – Essex Town Centre Ltd.
- Roll Number 210-01250 – Essex Town Centre Ltd.
- Roll Number 210-01210 – Essex Town Centre Ltd.
- Roll Number 210-01160 – Essex Town Centre Ltd.
- Roll Number 210-01090 – Essex Town Centre Ltd.
- Roll Number 210-01500 – Essex Town Centre Ltd.
- Roll Number 210-01120 – Essex Town Centre Ltd.
- Roll Number 210-01350 – Essex Town Centre Ltd.
- Roll Number 210-01380 – Essex Town Centre Ltd.

Block 'C' having an area of approximately 6.47 hectares (16.0 acres) presently divided up among two (2) individual parcels with roll number identifiers listed below:

- Roll Number 210-50000 – 1954990 Ontario Inc.
- Roll Number 210-50200 – CL Benninger Equipment (1995) Ltd.

In the interim, these lands are used for agricultural purposes, specifically cash crop farming.

The King's Highway No. 3 and South Talbot Road allowance presently do not drain into the Rush Drain, however the said lands do have direct outlet into the 14th Concession East Drain and its associated branch drain which runs westerly along the north side of highway. Future improvements include the widening of the King's Highway No. 3 to four (4) lanes and the completion of South Talbot Road between Maidstone Avenue West and Victoria Road. Once relocated, the Rush Drain will provide drainage for a portion of these roadways totalling approximately 5.41 hectares (13.4 acres).

The Rush Drain also provides outlet for the Cypher Systems Greenway lands and beyond to the east including Sadler's pond and the north-westerly portion of the Viscount Estates, as denoted herein as Block 'D'. The Block 'D' having an area of approximately 8.71 hectares (21.5 acres).

The overall watershed area for the Rush Drain is approximately 102.20 hectares (252.6 acres) including Blocks 'A' to 'D' as well as future drainage from South Talbot Road and King's Highway No. 3. Most of the land parcels within the Rush Drain watershed are systematically drained through urban storm sewer systems, roadside swales and agricultural drainage tiles. There is little topographic relief. From the Ontario Soil Survey, the principle surficial soil in the study area is Brookston Clay and is characterized as a very slow draining soil type.

Drain History

The recent history of Engineers' reports for the Rush Drain follows:

- **8 March 2006 by N.J. Peralta Engineering Ltd.:** The recommended work included the relocation of the open portion of the Rush Drain and the abandonment

of the existing Rush Drain and Branch. The purpose of the drain relocation was to accommodate the request from the previous owner of the Essex Town Centre development (Block 'B') in 2006. The by-law for the report was passed, however only partial works were completed including the filling in of the Rush Drain Branch that was located along the northerly portion of the South Talbot Road allowance and extending from the Rush Drain easterly to the Cypher Systems Group Greenway corridor. Development plans were put on hold and the owner(s) of the said lands elected to sell the property thereafter. Subsequently, a private drainage ditch was constructed across the said development lands to pick up the drainage for part of the Greenway corridor that previously used the Rush Branch Drain as an outlet. Around the same time, maintenance work was performed to clean out the Rush Drain, 14th Concession East Drain Branch and a part of the 14th Concession East Drain to Pinkerton Road and beyond to the line between Lots 14 & 15, Concession 14.

- **29 November 1979 by LaFontaine, Cowie, Burratto and Associates Ltd.:** The report recommended enclosing the upper portion of the Rush Drain beginning from the Canadian Southern Railway along the south side of Maidstone Avenue West and extending through the Allen Avenue industrial subdivision, a total length of approximately 235 metres. The enclosed portion of drain consists of a 2060 mm span x 1520 mm rise arch pipe.
- **29 January 1965 by C.G.R. Armstrong, P.Eng.:** The recommended work included the repair and improvement of the Rush Drain and Branch, complete with brushing and cleaning. This report also included downstream cleanout works on the 14th Concession East Drain and 14th Concession East Drain Branch (previously known as the Munch Drain).

Meeting with Landowners

The first meeting was held at the Town of Essex Municipal Building on 26th March 2019. A record of the meeting is provided in Schedule 'A', which is appended hereto. There was representation from the Town of Essex, the landowner of Block 'C' lands, the Essex Region Conservation Authority and Dillon Consulting Limited.

Meetings with Ministry of Transportation

Subsequent meetings were held between the Town of Essex and the Ministry of Transportation Ontario on February 6, 2020 and April 29, 2020. The purpose of these meetings were to introduce and further discuss the proposed alignment of the relocated Rush Drain within the King's Highway No. 3 corridor. Dillon Consulting prepared some plans and cross sections for the Town to share with the Ministry representatives at their meeting of February 6, 2020. The Ministry was receptive to the drain relocation design provided the following conditions could be met as follows:

- Pre and post development flow calculations on the new Rush Drain show no increase in water elevations during the 1 in 100 year storm event and that a minimum 1 m freeboard is maintained below the travelled highway surface.
- A cost comparison between locating the Rush Drain to the south side of South Talbot Road versus the north side of South Talbot Road confirms there are substantial cost savings with locating the drain onto the King's Highway No. 3 corridor. Given the required width for the Rush Drain to be an open channel, there is insufficient room to locate the drain entirely within the South Talbot Road

allowance without having to shift the roadway to the most northerly limit which then conflicts with the existing overhead hydro transmission line pole locations, fire hydrants and also leaves no available space for a future multi-use trail or the future gas main on the road allowance.

Shifting the road entirely to the south limit of the road allowance and locating the drain to the north side would require costly utility relocations including the existing overhead hydro transmission line, watermain, and the future placement of a gas main that would need to acquire an easement on private future commercial lands adjacent to South Talbot Road. Alternatively, to construct an enclosed drain requiring less space than an open drain would not be an option. This is primarily due to the loss of fish habitat which is not acceptable to ERCA or DFO, as well as limiting the hydraulic capacity and creating a maintenance concern for the cleaning a long culvert with minimal gradient available.

- A cost comparison between locating the Rush Drain on lands north of South Talbot Road allowance versus lands on the King's Highway No. 3 corridor confirms there are substantial cost savings with locating the drain onto the King's Highway No. 3 corridor. For the drain to be located beyond the north limit of South Talbot Road allowance would require acquisition of lands for the drain. The costs of the land acquisition would be significant given its designated used for highway commercial development. In addition, the said lands would require driveway access bridges over the drain to South Talbot Road. With the relocation of the entire drain width onto the King's Highway No. 3 lands at its northerly limit, there is sufficient room to ensure the drain does not encroach into the required 13.5 m wide clear zone for the new widened highway. Prior the highway widening and its location being shifted more southerly than the current location, the requirement for a guide rail is the only additional cost.

On March 11, 2020 the Ministry of Transportation provided comments on the plans and sections illustrating the relocated Rush Drain within the King's Highway No. 3 corridor. A comment summary is enclosed within Schedule 'A' herein. In response, a re-submission of updated plans and cross sections were submitted by Dillon Consulting to the MTO on April 9, 2020 by formal letter. A copy of this correspondence has also been included within Schedule 'A' herein. Two options (Options No. 1 and No. 2) were proposed as part of the April 9, 2020 correspondence.

On April 28, 2020, Ministry representatives indicated their preference would be for Option No. 2. A copy of the email correspondence was received on April 28, 2020 and confirming same has been included within Schedule 'A' herein. Option No. 2 provides an increased offset distance from the Rush Drain to the nearest westbound lane of the future widened highway ranging between 14.2 m and 18.7 m. This satisfies the Ministry to have the relocated drain located entirely outside of the 13.5 m wide clear zone. The Town of Essex by similar correspondence on the same day instructed Dillon to proceed with the preparation of the drainage report including the Rush Drain relocation within the highway corridor as per Option No. 2.

Further to this response, the Town of Essex, MTO and Dillon held a virtual meeting on April 29, 2020 and there was further discussion pertaining to the Rush Drain relocation. This included the MTO's request for Dillon to provide updated cross sections as this realignment is a change from the current contract design for King's Highway No. 3. The drainage report drawings will detail the design and contain plan view and cross section drawings that would be used for the construction of the relocated Rush Drain. The MTO

requested that sections be provided at every 25 m intervals. The Town of Essex and Dillon confirmed that the MTO will be provided with a copy of the drainage report when it's completed for their review.

Survey and Existing Conditions

Our survey of the existing Rush Drain alignment and the surrounding lands it traverses (Blocks 'B' and 'C') was completed in March 2019 including the No-Name Drain that serves as a tributary to the Rush Drain. We also surveyed the adjacent drainage ditches within the Cypher Systems Group Greenway corridor and the Rush Drain outlet condition continuing south of the King's Highway No. into the 14th Concession East Drain downstream to Pinkerton Road.

Rush Drain

Our survey of the existing Rush Drain open portion that was abandoned in 2006 had revealed numerous sediment bars and drain bank erosion. Due to the lower land elevation abutting part of the drain, the channel is relatively shallow and unable to convey the upstream drainage flows without the over spilling and flooding of the surrounding lands. The upstream part of the Rush Drain is enclosed with a 2060 mm x 1520 mm pipe arch culvert, approximately 235 m in length. It continues to have municipal drain status and was not abandoned in 2006, however is presently without a legal outlet.

Most of the open drain channel is free and clear of brush with sparse weedy vegetation on the drain banks providing little stability. We also observed a significant amount of standing water within the lower part of the Rush Drain near its outlet at the King's Highway No. 3 culvert. This is mostly attributed to the significant sediment accumulation throughout the highway culvert that requires cleaning.

14th Concession East Drain

Our survey revealed some sediment build up within the upper part of the 14th Concession East Drain that would require cleaning. The drain was last cleaned in 2016 and there is only minimal brushing work required. The available drain bottom gradient between Pinkerton Road and the King's Highway No. 3 when considering the depth through existing culverts is 0.03%.

The design gradient established in the previous 1965 Armstrong report for the 14th Concession Drain East was 0.05%, however in terms of the drain's performance, with a slightly deeper drain at a reduced grade, there is no measurable loss in drain capacity. The reason being that for most cases, the existing culvert crossings limit the drain's capacity. With the additional drain depth, a lower tail water condition for each culvert exists and this results in a slight increase in capacity for each culvert. The reduction of flow velocity with a lesser 0.03% drain gradient is negligible, and no increase in sedimentation is expected.

No-Name Drain

The No-Name Drain has no drain by-law on record with the Town of Essex and therefore is presumed to be a private drain having no municipal drain status. The said drain flows are from east to west starting at the Cypher Systems Group Greenway and continuing along the rear property limit of the Allen Avenue industrial properties to the original Rush Drain. The No-Name Drain picks up drainage from the existing industrial lots on the south side of Allen Avenue, part of the Cypher Systems Group Greenway corridor ditches including drainage from the northwest portion of the Viscount Estates and the Sadler's Pond property.

With the proposed relocation of the Rush Drain and filling in the abandoned Rush Drain, the No-Name Drain no longer has an outlet and would require regrading in the opposite direction from west to east to direct the drainage from the industrial lands to the realigned Rush Drain. Alternatively, consideration has been given to partially fill in the No-Name and provide existing drainage connections for each of the industrial properties to extend across to the new relocated Rush Drain. We believe this to be more practical and the filling in of the No-Name Drain would improve accessibility through a future drain maintenance corridor along the rear of the existing industrial properties. The access corridor would be a part of the new realigned Rush Drain allowing the municipality (Town of Essex) access for both future maintenance of the drain and the industrial lot drainage connections.

The drainage from a portion of the Cypher Systems Group Greenway corridor, the northwest portion of Viscount Estates and Sadler's Pond would be intercepted by the new realigned Rush Drain situated along the greenway. The area represented by the said lands is approximately 11.65 hectares (28.8 acres). Given that the No-Name Drain currently has no known legal status, these lands are better served with a new outlet directly into the re-aligned Rush Drain. This is made possible by the two existing culverts that cross the greenway corridor at the north and the south ends of the re-aligned Rush Drain portion along the greenway corridor.

Cypher Systems Group Greenway

The Cypher Systems Group Greenway drainage presently has no legal outlet into a municipal drain. The lands are currently owned and maintained by the Essex Region Conservation Foundation and include a public trail existing since 2010. There are two existing culverts that cross the trail. The northerly culvert is aligned with and outlets to the No-Name Drain which provides drainage for the trail as well as Sadler's Pond and the northwest portion of the Viscount Estates trailer park. The southerly culvert is located at the South Talbot Road allowance. Its previous outlet was the Rush Drain Branch until it was abandoned as part of the 2006 N.J. Peralta Engineering report recommendations for the Rush Drain improvements. The Rush Drain Branch was then subsequently filled in.

A temporary drainage outlet for the south end of the greenway corridor was provided through an existing private open drain located near the southerly limit of the Essex Town Centre Development lands (denoted as Block 'B' on the drawings) which extends westerly over to the Rush Drain. Once this open portion of the Rush Drain, which had been previously recommended for abandonment, is replaced with the new relocated Rush Drain within the greenway corridor, the private open drain will remain for collecting surface water runoff from the Block 'B' lands and directing it into the relocated Rush Drain.

There exists a 3 m wide asphalt surfaced public trail on the Cypher Systems Group Greenway that is situated a minimum 1.5 metres away from the existing west side ditch. The new relocated Rush Drain essentially takes the place of this west side ditch and will continue to maintain the minimum 1.5 m wide buffer away from the edge of the trail. There is a significant overgrowth of brush and sucker growth type smaller trees occupying the existing ditch that will require clearing as part of the relocated Rush Drain construction. Within this buffer zone, some new tree and shrub plantings has been considered to re-establish some cover and shade for the drain as well as to provide habitat and restore the naturalization of the trail enhancing the aesthetic features. The Essex Region Conservation Authority should be consulted concerning the preferred type of tree and shrub species.

Overhead Hydro Transmission Line

An existing overhead hydro pole transmission line, owned and operated by Hydro One

Networks Inc. extends from Maidstone Avenue southerly along the east side of the covered portion of the Rush Drain and then heads easterly following the northerly limit of the Block 'B' lands and continuing across the greenway corridor, the southerly limit of the Sadler's pond property and beyond. Its alignment is approximately 0.5 m south of the northern property limit of the Block 'B' lands and will be directly adjacent to the future Rush Drain.

With the future development on Block 'B', a new road allowance (Bear Street) will border the northerly property limit. The width of the road allowance was designed to be 22.86 m (75') and is larger than the standard 20 m (66') wide road allowance. The wider road allowance was designed to accommodate the relocated Rush Drain as well as a new location for the hydro pole line inside a 2.8 m (9.2') wide grass boulevard between the Rush Drain and the future residential street.

Provision has been made to maintain a minimum 1.8 m clearance between the new line of hydro poles and the Rush Drain. Coordination with Hydro One Networks Inc. will be required to relocate the hydro transmission line in order to facilitate the relocated drainage works, the future construction of Bear Street and the noise barrier fence being located between the new pole line and the drain. The hydro transmission line location would be approximately 10.1 m (33.1') further south from its present alignment. Access to the relocated hydro transmission line would be available from the municipally owned lands of the future Bear Street, Bell Avenue and the storm water pond access road. In accordance with Section 26 of the Drainage Act, the increased costs to the drainage works would constitute all costs associated with the relocation of the existing public utility that is assessable against Hydro One Networks Inc. having jurisdiction over the transmission line.

King's Highway No. 3 Widening and South Talbot Road Construction

Over a 3 year time period (2021 – 2023) the Ministry of Transportation Ontario is committed to the widening of King's Highway No. 3 (Essex By-pass) to four lanes and extending eastward from the previous work in 2009 which ended approximately 670 m to the east of Maidstone Avenue West (County Road No. 8). In addition to the highway widening, there are plans in the Spring of 2021 to first complete the South Talbot Road extension eastward and join up with existing road previously completed at the North Malden Road entrance leading into Viscount Estates. The original portion of South Talbot Road going east of Maidstone Avenue West was constructed in 2006 for an approximate 400 m long distance. After completion of this future road extension, South Talbot Road will link Maidstone Avenue West to Victoria Avenue.

The South Talbot Road portion alongside the existing commercial properties has an existing ditch on the south side that drains westward. Drainage from this ditch is first directed into an existing storm water management pond that is located beyond the westerly portion of South Talbot Road near Maidstone Avenue. The pond has a controlled outlet discharging into the 14th Concession East Drain Branch. The easterly portion of South Talbot Road that is alongside future commercial properties has been designed, as part of the future highway improvements, and the existing drainage swale is being redirected into the relocated Rush Drain.

Design Considerations

As per the requirements for the Rush Drain relocation as set out by both the Town of Essex and the Essex Region Conservation Authority concerning the future Essex Town Centre residential development (Block 'B' lands), we have designed the new drain taking into account the application of storm water management for this development. We have considered the controlled discharge that has been designed for the future storm water

detention pond's pumping station to outlet into the relocated Rush Drain and have confirmed this will have no adverse impacts to the surrounding lands both upstream and downstream of the said development.

The following design criteria has been applied as noted below:

- An existing conditions model was completed using PCSWMM computer hydrologic modelling software to assess flow and hydraulic grade line conditions in the existing Rush Drain and associated drainage systems entering the drain. Inflow hydrographs from flow entering the Rush Drain, No-Name Drain and the Cypher Systems Group Greenway drainage ditches were made available by the Town of Essex through Stantec Inc., who is presently undertaking a storm water study for a larger part of the Town of Essex including the lands where the Essex Town Centre Development is located. The downstream extents of the PCSWMM model is the 14th Concession East Drain at Pinkerton Road. Associated drainage areas of the 14th Concession East Drain Branch up to this limit were also included in the model. The 1 in 100 year design storm was used in the analysis based on a 4 hour duration and 15 minute peak intensity of approximately 144 mm/hr and a total volume of 81.5 mm for the upstream watershed.
- The proposed conditions model was developed to simulate the hydraulic conditions of the relocated Rush Drain during the 1 in 100 year design storm to determine the required minimum drain cross section sizes to maintain water surface elevations at or below existing conditions for both the upstream and downstream ends of the Rush Drain. The recommended drain cross section sizes were determined based on the ultimate full developed condition of the Essex Town Centre development which accounts for the maximum controlled discharge rate that would be pumped from the storm water detention pond into the relocated Rush Drain for the new development. This controlled discharge rate is 160 L/s and was based on the allowable release rate using a 1 in 2 year design storm with a 24 hour duration and using the SCS Type II rainfall distribution which is most suitable for rural watersheds. Municipal drains like the Rush Drain and the 14th Concession East Drain have design capacity to serve rural watersheds with a typical 1 in 2 year storm conveyance.
- The storm water management pond for the Essex Town Centre development was designed to provide an oversized storage volume to account for the urban stress test due to climate change as defined within the Windsor/Essex Region Storm water Management Standards Manual (ERCA, 2018). This represents a higher intensity storm for this region beyond the 1 in 100 year design storm with a 24 hour rainfall distribution yielding an additional 42 mm depth of rainfall for a total of 150 mm. The overland surface flows within the development are designed to limit flooding of roadways to not exceed 0.3 m depth and are to be routed entirely to the storm water management pond to be temporarily stored and released at the 1 in 2 year design storm pre-development rate. The net effect of this oversized pond will be an attenuation of the peak drainage flows within the relocated Rush Drain as well as the downstream receiving drain being the 14th Concession East Drain. This accounts for larger storm events up to the 1 in 100 year frequency. With regular drain maintenance, these downstream drains will provide sufficient outlet.

Similar to the Essex Town Centre future residential lands, the relocated Rush Drain is designed to account for drainage at a pre-development flow rate from the future commercial lands, denoted herein as Block 'C', and representing a total of approximately 6.47 Ha (16.0 acres). It would be the responsibility of the owner(s) of the said future

commercial lands to address on-site storm water management requirements including all the necessary approvals associated thereof.

Recommendations

Rush Drain Relocation for Block 'B' & Block 'C' Lands

We recommend the relocation of the outlet for the Rush Drain that was previously abandoned and extends across the Block 'B' and Block 'C' lands measuring approximately 765 m in length. Once the relocated drain is constructed, including the full grass seeding of the channel, the original Rush Drain can be filled in across the said properties.

The new open portion of the Rush Drain would commence from the enclosed upper portion of the drain turning eastward and extending to the Cypher Systems Group Greenway corridor. From there the Rush Drain would continue southward along the west side of the existing pedestrian trail and remaining entirely within the greenway corridor. Once across the South Talbot Road allowance, the Rush Drain would turn to the west along the northern portion of King's Highway No. 3 corridor to its outlet through the existing highway culvert as part of the 14th Concession East Drain. The total length of relocated drain is approximately 1,445 m and would consist of a trapezoidal channel with a larger cross section and depth compared to the abandoned Rush Drain.

The new relocated Rush Drain is to be constructed off line and a grass cover established over the channel prior to connecting to and receiving the drain flows from the upstream enclosed portion of the Rush Drain. As for the other contributing flows from the No-Name Drain, the Cypher Systems Group greenway corridor, Viscount Estates, Sadler's Pond, South Talbot Road and King's Highway No. 3, drainage will be accommodated during construction of the relocated Rush Drain. A portion of the excavated materials that is sufficient in volume to completely fill in the abandoned Rush Drain alignment which traverses both the Block 'B' and Block 'C' lands shall be temporarily stockpiled along the east side of the said drain in a windrow until such time that the relocated Rush Drain has been fully vegetated and ready to be connected and receive upstream drainage flows. Thereafter, the abandoned Rush Drain shall be filled in across both the Block 'B' and Block 'C' lands. The temporary stockpiled materials along the abandoned Rush Drain shall be placed no closer than 2 m from the edge of the drain and openings provided within the stockpiled windrow to ensure surface drainage is maintained for the vacant Block 'B' lands.

A portion of the Rush Drain excavated materials that is sufficient in volume to partially fill in the No-Name Drain shall be stockpiled for this purpose. Despite the filling in of the above noted drains, there will remain a significant amount of excess excavated materials from the Rush Drain construction that shall remain on the Block 'B' lands and shall be stockpiled in the locations as directed by the owner or the owner's engineer for use in the future development of these lands.

The upper enclosed portion of the Rush Drain shall remain in place continuing through the Allen Avenue industrial lands northerly to Maidstone Avenue West to the Canada Southern Railway lands.

Rush Drain (Station 0+000 to Station 0+134)

Starting from the downstream end, the relocated Rush Drain requires the extension of the King's Highway No. 3 culvert (Bridge No. 1) by a 2.5 m length before the start of the new open drain channel that continues easterly for approximately 131.5 metres and parallel to the northerly limits of the highway corridor. From Station 0+002.5 to Station 0+134, the relocated drain is designed to have a bottom width of 2.5 m, 2:1 (H:V) side slopes, and

0.03% gradient. It is oversized to ensure that the 1 in 100 year storm flows are conveyed below full bank conditions and that the resulting water surface elevation is below the travelled highway surface providing a minimum 1 m freeboard to satisfy the Ministry of Transportation Ontario's highway design requirements. The location of the Rush Drain will be entirely beyond the minimum 13.5 m wide clear zone measured from the northern edge of the future westbound lanes of the widened highway. The existing drainage areas for the King's Highway No. 3 and South Talbot Road shall be directed into this drain segment.

Additional works associated with this new drain segment include provisions for a steel guiderail to be located 0.5 m south of the south drain bank for the relocated Rush Drain from Station 0+000 easterly along the same alignment. If the Rush Drain is constructed prior to the widening and shifting of the King's Highway No. 3 further south, the guiderail will be situated approximately 5 metres away from the north edge of the present highway. The guiderail if it were to remain in place after the highway widening is completed would remain outside of the 13.5 m clear zone and address avoiding any safety hazard or structure being erected inside the clear zone.

Should construction of the South Talbot Road extension linking Maidstone Avenue West to Victoria Avenue be initiated before the Rush Drain relocation, the road would be crossing the abandoned Rush Drain at its outlet and requires a new culvert as a temporary measure. We recommend a 30 m long, 1800 mm diameter concrete pipe culvert with sloping stone end treatment. This culvert is designed to convey a 10 year storm peak flows as the minimum design standard for a local road. The Ministry of Transportation Ontario would be responsible for the temporary culvert placement and may elect to install a larger culvert, if necessary, to meet their highway drainage standards.

In the event that the Rush Drain relocation was completed prior to the South Talbot Road extension, there would be no requirement for a temporary culvert across the road. This relocated off line Rush Drain segment from Station 0+000 to Station 0+134 would receive drainage flows directly from King's Highway No. 3, South Talbot Road and the Block 'C' lands. With the relocation of the Rush Drain, the Block 'C' lands still require an outlet for which the abandoned Rush Drain presently provides. However, when South Talbot Road is constructed, there would be the requirement for a culvert. The size of this culvert would be considerably smaller than the temporary culvert being required under South Talbot Road in the event that the relocated Rush Drain was completed prior to construction of the road.

Rush Drain (Station 0+134 to Station 0+171.5)

The relocated Rush Drain turns northward to cross South Talbot Road and follows the west side of the Cypher Systems Group Greenway. Since the new location of the Rush Drain will be situated on the south side of South Talbot Road within the limits of the King's Highway No. 3, a new road culvert will be required in the future. We have recommended a 36 m long, 2400 mm span by 1200 mm rise precast concrete box culvert (denoted herein as Bridge No. 2) to facilitate the future construction of South Talbot Road. The culvert is designed to ensure that the 1 in 100 year storm flows are conveyed without exceeding the full bank conditions and preventing any increase in the backwater elevation extending to the upper end of the drain. The new bridge alignment will be diagonally across the road following same north-south direction as the relocated Rush Drain.

There will be the necessary lowering of an existing 200 mm diameter water main to pass below the drain and the future road culvert and providing a minimum 0.5 m clearance. The existing underground Bell Canada telephone cables will cross over the new culvert in two locations within both the South Talbot Road allowance and King's Highway No. 3 corridor.

The Bell utility would otherwise require relocation below the drain if the road culvert was not installed prior to or at the same time as the construction of the relocated Rush Drain. Care shall be taken not to damage the cables during installation of the new culvert.

In the vicinity of the existing water main location, there is also an existing 450 mm diameter sanitary sewer, however it is approximately 2.5 metres below the new culvert and does not pose an elevation conflict with the new culvert. The existing sanitary sewer maintenance hole structures are in close proximity to the new culvert. Care shall be taken not to disturb these structures during installation of the new culvert.

There is also an existing culvert crossing of the greenway corridor that we have recommended be abandoned and replaced with a new culvert to be located further north and outside of the South Talbot Road allowance. The original outlet for this existing culvert was the Rush Drain Branch, however it was previously abandoned and filled in. The new culvert outlet shall be into the relocated Rush Drain on the upstream side of Bridge No. 2.

Should the South Talbot Road extension, as part of the Ministry of Transportation Ontario's project to widen the King's Highway No. 3 precede the Rush Drain relocation, the Ministry will be responsible for all costs associated with this crossing.

Rush Drain (Station 0+171.5 to Station 0+925)

The north-south portion of the relocated Rush Drain shall occupy the lands of the Cypher Systems Greenway situated entirely within and parallel to the westerly limit of the corridor. From Station 0+171.5 to Station 0+925, the Rush Drain has been designed to have a bottom width of 1.7 m, 1.5:1 (H:V) side slopes and 0.03% gradient. It is oversized to ensure that the 1 in 100 year storm flows are conveyed without exceeding the full bank conditions and preventing any increase in the backwater elevation extending to the upper end of the drain.

With the presence of an existing asphalt pedestrian trail, the relocated Rush Drain has also been designed to maintain the minimum 1.5 m separation continuously between the existing west side ditch and the westerly edge of the trail. For the most part, the pedestrian trail is straight and very close to being parallel to the existing west side ditch and greenway corridor alignment. The exception is between Station 0+266 and Station 0+416 for the new relocated Rush Drain where the trail shifts to the west and there would be only a 0.5 m clearance from the trail. To establish a minimum 1.5 m separation, we have recommended the westerly bank be constructed at 1:1 side slopes and lined with gabion stone erosion protection. The easterly drain bank will remain at 1.5:1 side slope and seeded to grass.

Alongside the Greenway corridor the drainage from the east side is received by the relocated Rush Drain via two separate culverts crossings under the pedestrian trail. The west side ditch within the greenway corridor, the northwest portion of the Viscount Estates residential area and Sadler's Pond use the existing 600 mm diameter culvert that is aligned with the No-Name Drain at the north end of the relocated Rush Drain. We recommend a new north culvert consisting of a 15 m long, 600 mm diameter high density polyethylene (HDPE) pipe to align with the new Rush Drain and abandonment of the existing culvert. The new culvert shall be considered a part of the Rush Drain drainage works while the existing culvert will remain the responsibility of the owner of the greenway corridor.

The existing east side ditch within the greenway corridor uses the existing 750 mm diameter culvert that is aligned with South Talbot Road allowance at the south end of the relocated Rush Drain. We recommend a new south culvert consisting of a 9 m long, 750 mm diameter high density polyethylene (HDPE) pipe to outlet into the new Rush Drain upstream of Bridge No. 2 and abandonment of the existing culvert. The existing culvert is

completely filled in with sediment. Rather than removing the culvert, we recommend the ends of the pipe be capped and sealed with non-shrink concrete grout. The new culvert shall be considered a part of the Rush Drain drainage works while the existing culvert will remain the responsibility of the owner of the greenway corridor.

There is also a private east-west ditch traversing the Block 'B' lands and is located near its southerly limit that cross connects between the greenway corridor ditch and the abandoned Rush Drain to the west. With the future filling in of the abandoned Rush Drain, the new outlet for this private east-west ditch will be the relocated Rush Drain. We have recommended a new 600 mm diameter high density polyethylene pipe outlet where the ditch enters the new relocated Rush Drain at Station 0+374 complete with a backwater gate.

We have also recommended a new drain crossing (denoted herein as Bridge No. 3) over the relocated Rush Drain to connect the greenway pedestrian trail to the Block 'B' lands and future Essex Town Centre residential development. The location of the crossing (Station 0+705) is near the southerly limit of the future storm water detention pond and will serve primarily as a pedestrian access link between the future residential area and the greenway corridor. It will also serve a secondary function for future drain maintenance where the access corridor would switch from the west side of the drain on the storm water pond property to the greenway corridor lands on the east side of the drain and continuing southward to South Talbot Road. The bridge shall comprise of a 15 m long, 2500 mm x 1830 mm corrugated steel pipe arch with sloping stone endwalls providing a minimum 6 m wide top width. The culvert is designed to ensure that the 1 in 100 year storm flows are conveyed without exceeding the full bank conditions and preventing any increase in the backwater elevation extending to the upper end of the drain.

Rush Drain (Station 0+925 to Station 1+445)

The relocated Rush Drain turns westward to follow along the northerly limit of the Block 'B' lands continuing upstream and returning to the enclosed upper part of the Rush Drain. Gabion stone erosion protection has been recommended on the drain bends and in the vicinity of existing hydro poles that are close to the drain bank within a 0.5 metre clearance. The hydro poles are part of an existing hydro transmission line that will require future relocation to facilitate both the Rush Drain relocation and the future Essex Town Centre Development on the Block 'B' lands. Should the hydro poles be removed prior to the drain relocation, the erosion protection measures, as noted herein, would not be required.

From Station 0+925 to Station 1+445, the relocated drain is designed to have a bottom width of 3.0 m, 1.5:1 (H:V) side slopes, and 0.13% gradient. It is oversized to ensure that the 1 in 100 year storm flows are conveyed below full bank conditions. This section of drain will also receive the new drainage outlets being recommended for the existing Allen Ave industrial lots that back on to the No-Name Drain as the said private drain will no longer have an outlet into the abandoned Rush Drain that will be filled in as part of the works recommended herein. The recommended work for these new drainage outlets is further explained below under the section titled "No-Name Drain (Station 0+000B to Station 0+538B)".

We have also recommended a new drain crossing (denoted herein as Bridge No. 4) over the relocated Rush Drain for the future Bell Avenue road allowance. The bridge shall comprise of a 20 m long, 2400 mm span x 1200 mm rise pre-cast concrete box culvert with sloping stone endwalls. There will be the required future extension of the existing 250 mm diameter water main on Bell Avenue to cross and deflect under the new culvert and provide a minimum 0.5 m clearance.

14th Concession East Drain (Station 0+000A to Station 0+593A)

We recommend a bottom cleaning of the 14th Concession East Drain starting from the downstream side of the Pinkerton Road and continuing upstream to the north side of King's Highway No. 3. The work shall include excavation and levelling of drain spoils onto adjacent agricultural lands to the west within the designated working corridor as well as the cleaning of three (3) existing bridges located within this reach of drain. The bottom shall be maintained at a minimum 1 m width and the 1.5:1 side slopes to remain undisturbed.

Within the limits of available depth at these bridges, we have recommended a modified design gradient for the 14th Concession East Drain reducing it from 0.05% to 0.03% in order for the Rush Drain outlet at the King's Highway No. 3 crossing to be lowered by approximately 0.12 m. This extra depth compensates for any capacity loss with a reduced grade, and furthermore permits the relocated Rush Drain to be designed of sufficient size and gradient to convey the upstream drainage flows without any adverse impacts to upstream or downstream properties.

The Ministry of Transportation Ontario intends to extend the southerly end of the existing highway culvert (denoted herein as Bridge No. 1) as part of the future widening of King's Highway No. 3 and expansion of the highway corridor. The extension of the existing 3000 mm span x 1500 mm rise concrete culvert by approximately 33.5 m will be completed as part of the future highway improvements. With a deeper drain resulting from the grade change downstream, the resulting increase in flow rate compensates for the minor hydraulic losses associated with increased culvert length. The existing highway culvert is of adequate size and poses no restriction to the Rush Drain upstream flows. We have also recommended stone erosion protection at the existing drain bend location near the south limit of the King's Highway No. 3 corridor. The drain bend is situated within the same vicinity as the downstream end of the extended highway culvert.

No-Name Drain (Station 0+000B to Station 0+538B)

We have recommended the No-Name Drain be partially filled in and re-graded such that each industrial lot has at least one new rear yard catch basin to collect surface drainage. The drainage flows are discharged via outlet pipes directly into the relocated Rush Drain complete with stone erosion protection on the pipe ends. Where existing storm drain connections exist from the industrial properties, we have recommended they be connected to the rear yard catch basins. Sediment control measures to be implemented around the catch basins and the filled area of the No-Name Drain to receive a top soil layer to be fine graded and seeded to grass.

The new rear yard catch basins and lead pipes shall form part of the drainage works for the Rush Drain in order to maintain drainage for the existing industrial properties. We recommend a 4.5 m wide access corridor along the north side of the relocated drain Rush Drain, of which a 4 m width is available across the rear limit of the existing industrial properties continuing up to the existing fences where they are present. The purpose of the corridor is not only for the construction of the individual drain connections, catch basins, associated infilling and grading works, it will further provide a future maintenance corridor for the Rush Drain with the access to the corridor being available from Bell Avenue.

Allowances (Relocated Rush Drain)

In accordance with Section 29 of the Drainage Act, we have made a determination of the amount to be paid for lands used or taken for the purpose of relocating the Rush Drain

including areas used for both the construction and future maintenance corridors. For affected lands which are presently occupied by the abandoned Rush Drain, we have not provided a land allowance since the said lands occupied by the abandoned drain when filled in become re-usable and are no longer encumbered. Schedule 'B-1' herein shows the distribution of these allowances in a total amount of \$14,000.00.

In accordance with Section 30 of the Drainage Act, we determined the amount to be paid to the owners for damages to lands and crops (if any) occasioned by the operation of equipment and the disposal of material excavated from the drain. For affected lands which are presently occupied by the abandoned Rush Drain, we have not provided a damage allowance since the said lands occupied by the abandoned drain when filled in become re-usable and are no longer encumbered. For non-agricultural lands which may be disturbed during the drain excavation works, we have recommended the restoration to original or better than original conditions in lieu of providing a damage allowance.

Allowances (14th Concession East Drain)

In accordance with Section 30 of the Drainage Act, we have made a determination of the amount to be paid to the owners for damages to lands and crops (if any) occasioned by the operation of equipment and the disposal of material excavated from the drain. For non-agricultural lands which may be disturbed during the drain excavation works, we have recommended the restoration to original or better than original conditions in lieu of providing a damage allowance. The allowance for damage costs is calculated at a rate of \$3,707 per hectare, (\$1,500 per acre). Schedule 'B-2' herein shows the distribution of these allowances in a total amount of \$2,000.00.

Cost Estimate (Rush Drain)

We have estimated the costs of the recommended drainage improvements to the Rush Drain, as outlined below:

Item	Description	Amount
	<u>RUSH DRAIN</u>	
1.	Tree and brush removal within the Cypher Systems Group Greenway corridor specifically the west side of the pedestrian trail including the existing ditch. The work shall also include the removal of tree stumps to permit construction of the new drain and the disposal of all trees, brush and stumps by burning on-site or removal off-site as required to accommodate the drainage works.	\$40,000.00
2.	Fencing and Guiderail works, as follows:	
	a) Remove existing wire fence along north limit of King's Highway No. 3 corridor where required to gain access for construction and to re-instate fence as per OPSD 971.101 & OPSD 971.103 drawing details.	\$5,000.00

Item	Description	Amount
	b) Supply and installation of a steel guiderail (OPSD 912.125) and Type M20 steel posts (OPSD 912.127) complete with a flared extruder terminal at the east end (overall guiderail length approximately 150 metres) meeting the Ministry of Transportation Ontario design standards and highway safety requirements.	\$60,000.00
3.	Strip and place topsoil as follows:	
	a) From Station 0+925 to Station 1+440 strip topsoil (minimum 150 mm depth) across a minimum 10 m width over the proposed drain location and temporarily stockpile separately within the designated working corridors. Upon completion of excavation, spread a thin layer of salvaged topsoil a minimum 25 mm thickness over the drain banks of the new drain from Station 0+000 to Station 1+440 and fine grade.	\$25,000.00
4.	Excavation, trucking, filling and compaction of excavated materials, as follows:	
	a) Excavation of new Rush Drain from Station 0+000 to Station 1+440, totalling approximately 1,440 lineal metres of drain and approximately 11,200 m ³ of material including trucking to temporary stockpile area on site of (Block 'B' lands) as directed by the property owner.	\$80,000.00
	b) (Future Work) Excavation of new Rush Drain from Station 1+440 to Station 1+445, totalling approximately 5 lineal metres of drain and approximately 50 m ³ of material including trucking to temporary stockpile area on site of (Block 'B' lands) as directed by the property owner. <u>Note:</u> Work shall be completed once the relocated Rush Drain is a fully established grass lined channel.	\$1,000.00
	c) (Future Work) Remove all vegetation and organic debris from the existing drain slopes from the abandoned Rush Drain on the Block 'B' lands prior to infilling. Fill existing drain (approximately 3,000 m ³) including trucking, filling and compaction of material in 250 mm lifts. Compaction to a minimum of 95% standard proctor density. Any excess materials to be stockpiled on site in location specified by property owner. <u>Note:</u> Work shall be completed once the relocated Rush Drain is a fully established grass lined channel and connected to upstream Rush Drain portion between Station 1+440 and Station 1+445.	\$30,000.00


Item	Description	Amount
	d) (Future Work) Remove all vegetation and organic debris from the existing drain slopes from the abandoned Rush Drain on the Block 'C' lands prior to infilling. Fill existing drain (approximately 1,200 m ³) including trucking, filling and compaction of material in 250 mm lifts. Compaction to a minimum of 95% standard proctor density. Any excess materials to be stockpiled on site in location specified by property owner. Note: Work shall be completed once the relocated Rush Drain is a fully established grass lined channel and connected to upstream Rush Drain portion between Station 1+440 and Station 1+445.	\$12,000.00
5.	Seeding of new drain banks as follows:	
	a) Supply and placement of bonded fibre matrix hydro-seed on new drain banks from Station 0+000 to Station 1+440 (approximately 15,000 m ²).	\$50,000.00
6.	Supply and plant new trees (red cedar or other as specified by ERCA) @ minimum 9 m spacing along west side of Greenway pedestrian trail from Station 0+180 to Station 0+898 providing a minimum 1 m clearance from trail edge (approx. 80 trees). Between the trees, supply and plant shrubs (Black Chokeberry or Winterberry Holly or other as specified by ERCA) @ minimum 3 m spacing providing a minimum of 1 m clearance from trail edge (approx. 160 shrubs). Work shall include watering, fertilizer and staking where required.	\$20,000.00
7.	Pedestrian trail drainage works, as follows:	
	a) <u>Station 0+176 (Cypher Systems Group Greenway) –</u> Supply and install 750 mm diameter HDPE pipe, 9 m long culvert under trail including heavy duty steel flap gate, clear stone bedding (approximately 10 tonnes), compacted full Granular 'B' backfill (approximately 55 tonnes) Granular 'A' subgrade (approximately 5 tonnes) and asphalt restoration of pedestrian trail (approximately 2 tonnes) and sloped stone end walls with filter fabric underlay (approximately 40 m ²). The work shall also include the capping and sealing of the existing culvert ends with non-shrink concrete grout. Note: Contractor to hydrovac excavate & daylight existing Cogeco fibre line prior to installation.	\$7,500.00

Item	Description	Amount
	b) <u>Station 0+907 (Cypher Systems Group Greenway) –</u> Supply and install 600 mm diameter HDPE pipe, 15 m long for outlet of under trail including heavy duty steel flap gate, clear stone bedding (approximately 10 tonnes), compacted full Granular 'B' backfill (approximately 70 tonnes), Granular 'A' subgrade (approximately 5 tonnes) and asphalt surface for trail (approximately 2 tonnes). The work shall also include excavation and re-grading of south side ditch on upstream end of culvert and sloped stone erosion protection (approximately 100m ²). Note: Contractor to hydrovac excavate & daylight existing Cogeco fibre line prior to installation.	\$15,000.00
8.	Supply and install stone erosion protection (minimum 300 mm thickness) on drain banks complete with filter fabric underlay at the following locations:	
	a) Station 0+000 - Supply and install 150 m ² (300 mm thick) of stone erosion protection (SEP) including new filter fabric underlay on drain banks.	\$9,000.00
	b) Station 0+226 to Station 0+416 - Supply and install 560 m ² (300 mm thick) of stone erosion protection (SEP) including new filter fabric underlay on west drain bank.	\$33,600.00
	c) Station 0+898 to Station 0+925 - Supply and install 350 m ² (300 mm thick) of stone erosion protection (SEP) including new filter fabric underlay on drain banks.	\$21,000.00
	d) Station 0+925 to Station 1+443 - Supply and install 130 m ² (300 mm thick) of stone erosion protection (SEP) at hydro pole locations (13 @ 10 m ² each) including new filter fabric underlay on drain banks.	\$7,800.00
	e) Station 1+440 to Station 1+449 - Supply and install 120 m ² (300 mm thick) of stone erosion protection (SEP) including new filter fabric underlay on drain banks.	\$7,200.00
9.	<u>Lateral private ditch outlet Station 0+374 -</u> Supply and install 600 mm diameter HDPE outlet pipe 6 m long, complete with heavy duty flap gate. The work shall also include stone erosion protection on inlet end of pipe (approximately 5 m ²).	\$2,500.00
10.	Trail access to Block 'B' lands, as follows:	

Item	Description	Amount
	a) <u>Bridge No. 3– (Station 0+705)</u> Supply and installation of a new 2500 mm x 1830 mm aluminized corrugated steel pipe arch (CSPA), 15.0 m long with 3.5 mm thickness (see specifications) complete with clear stone bedding up to springline of pipe complete with filter fabric overlay (approximately 60 tonnes), clean native backfill material above (approximately 70 m ³), Granular 'A' driveway material (approximately 30 tonnes) and sloping stone end walls c/w filter fabric underlay (approximately 60 m ²) providing a minimum 6.0 m (20 ft.) top width.	\$30,000.00
11.	<u>Station 0+005 to Station 0+013 Rock flow check dam</u> – Supply and install stone erosion protection (minimum 450 mm thickness) (approximately 30 m ²) including filter fabric underlay beneath small rock dam constructed across the drain bottom for silt and sediment control measures during construction (OPSD 219.211).	\$3,000.00
	<u>NO-NAME DRAIN (NEW DRAINAGE WORKS)</u>	
12.	Clearing and grubbing of existing drain from Station 0+000B to Station 0+538B (light brushing) including the disposal by burning on-site or removal off-site.	\$2,500.00
13.	<u>Station 0+000B to Station 0+538B</u> - Supply and placement of clay fill within existing drain including grading and compaction (approximately 500 m ³).	\$6,000.00
14.	<u>Station 0+000B to Station 0+538B</u> - Supply and placement of topsoil over graded fill materials (minimum 100 mm thickness) including fine grading and hydraulic seeding (approximately 2,200 m ²).	\$10,000.00
15.	Supply and install four (4) 450 mm diameter HDPE rear yard catch basins (RYCB) complete with cast iron grate and 6 m long, 300 mm diameter HDPE pipe connection from rear yard catch basin to Rush Drain complete with heavy duty steel flapgate. The work shall also include tie-in of existing drain connections and stone erosion protection on drain bank (approximately 10 m ² each).	
	a) RYCB - Station 0+076B	\$2,000.00
	b) RYCB - Station 0+190B	\$2,200.00
	c) RYCB - Station 0+236B	\$2,000.00
	d) RYCB - Station 0+327B	\$1,800.00

Item	Description	Amount
16.	Supply and install one (1) 900 mm diameter HDPE rear yard catch basin (RYCB) complete with cast iron grate and 6 m long, 450 mm diameter HDPE pipe connection from rear yard catch basin to Rush Drain complete with heavy duty flapgate. The work shall also include stone erosion protection on drain bank (approximately 10 m ²).	
	a) RYCB - Station 0+496B	\$3,000.00
17.	Supply and install one (1) 600 mm x 1200 mm precast concrete catch basin complete with heavy duty galvanized steel grate and 6 m long, 600 mm diameter HDPE connection from rear yard catch basin to Rush Drain complete with heavy duty flapgate. The work shall also include tie-in of existing 600 mm HDPE drainage pipe, grouting all pipe connections to catch basin with non-shrink grout and stone erosion protection on drain bank (approximately 10 m ²).	
	a) CB – Station 0+149B	\$4,000.00
18.	Temporary Silt Control Measures During Construction	\$600.00
	SUB-TOTAL – EXCLUDING SECTION 26 COSTS	\$493,700.00
19.	Allowances under Sections 29 and 30	\$14,000.00
20.	Survey, Report, Assessment, Meetings and Final Inspection (cost portion)	\$87,000.00
21.	Application for DFO review & SAR Habitat Screening Assessment.	\$7,000.00
22.	Tendering costs and Part time Construction Observation	\$18,500.00
23.	Expenses and incidentals (cost portion)	5,000.00
24.	Incidentals & Net Harmonized Sales Tax	\$10,800.00
25.	ERCA review permit fee	\$800.00
	TOTAL – EXCLUDING SECTION 26 COSTS	\$636,500.00

Item	Description	Amount
	SECTION 26 NON PRO-RATEABLE COSTS	
26.	<u>Road Bridge works, as follows:</u>	
	a) <u>Bridge No. 2 – (South Talbot Road Station 0+152.75)</u> – Supply and installation of a new 2400 mm span x 1200 mm rise precast concrete box culvert (CHBDC CAN/CSA S6-06), 36 m long including 27 degree bend with sloped stone end walls (approx. 125 m ²) including clear stone levelling base (approx. 65 tonnes), compacted Granular ‘B’ backfill up to road subgrade (approx. 580 tonnes) and Granular ‘A’ road base minimum 300 mm thickness (approx. 80 tonnes). Work shall also include full restoration of asphalt surface and concrete curb and gutter.	\$190,000.00
	b) <u>Bridge No. 4 – (Bell Avenue Station 1+055)</u> – Supply and installation of a new 2400 mm span x 1200 mm rise precast concrete box culvert (CHBDC CAN/CSA S6-06), 20 m long with sloped stone end walls (approx. 40 m ²) including clear stone levelling base (approx. 30 tonnes), compacted Granular ‘B’ backfill up to road subgrade (approx. 210 tonnes) and Granular ‘A’ road base minimum 300 mm thickness (approx. 80 tonnes).	\$95,000.00
	c) <u>(South Talbot Road Station 0+005)</u> – Supply and install 1800 mm diameter Class 65-D (CSA-A257.2) concrete pipe culvert, 30 m long for outlet of abandoned Rush Drain including clear stone bedding (approx. 25 tonnes), compacted Granular ‘B’ backfill to 300 mm above pipe (approx. 270 tonnes), native material backfill above to existing grade (approx. 20 m ³) and sloped stone end wall with filter fabric underlay (approx. 20 m ²).	\$80,000.00
27.	Construct gabion stone spillways at west and east ends of new Rush Drain (Station 0+005 and Station 0+130) including the supply and placement of stone erosion protection (approx. 40 m ²) with filter fabric underlay.	\$5,000.00
28.	<u>Watermain lowering works, as follows:</u>	
	a) Existing 200 mm diameter watermain to be deflected under South Talbot Road culvert (Bridge No. 2) including testing and commissioning.	\$15,000.00
	b) Future 250 mm diameter watermain extension to be deflected under Bell Avenue culvert (Bridge No. 4) including testing and commissioning.	\$15,000.00
29.	Traffic Control, Plans and Signage in accordance with the current version of the Ontario Traffic Manual and the Occupational Health and Safety Act.	\$1,500.00
	SUB-TOTAL – SECTION 26 NON PRO-RATEABLE COSTS	\$401,500.00



Item	Description	Amount
30.	Survey, Report, Assessment & Final Inspection (cost portion)	\$69,300.00
31.	Tendering costs and Part time Construction Observation	\$16,000.00
32.	Expenses & Incidental (cost portion)	\$3,000.00
33.	Incidentals & Net Harmonized Sales Tax	\$8,700.00
	TOTAL – SECTION 26 NON PRO-RATEABLE COSTS	\$498,500.00
	TOTAL ESTIMATE – RUSH DRAIN	\$1,135,000.00

Cost Estimate (14th Concession East Drain)

We have estimated the costs of the recommended drainage improvements to the 14th Concession East Drain, as outlined below:

Item	Description	Amount
	<u>14TH CONCESSION EAST DRAIN</u>	
1.	Brushing of the drain banks with trimming of existing trees as required to accommodate the drainage works from Station 0+000A to Station 0+513A including disposal by burning on-site or removal off-site. Work shall also include tree removal within designated working corridor on the south side of Bridge No. 2A to permit access to west side of drain for drain cleaning work.	\$2,500.00
2.	Excavation, levelling and trucking of excavated materials, as follows:	
	a) Excavation of the drain bottom only, as follows:	
	i) Station 0+000A to Station 0+513A, totalling approx. 513 lineal metres of drain and approx. 140 m ³ of material.	\$4,000.00
	b) Levelling of excavated materials, as follows:	
	i) Station 0+000A to Station 0+203A and Station 0+260A to Station 0+513A, totalling approx. 456 lineal metres of drain and approx. 130 m ³ of material to be levelled.	\$1,000.00
	c) Trucking of excavated materials, as follows:	
	i) Station 0+203A to Station 0+260A, totalling approx. 57 lineal metres of drain and approx. 10 m ³ of material to be trucked and levelled from Station 0+153A and Station 0+203A.	\$400.00

Item	Description	Amount
3.	Supply and install stone erosion protection (minimum 300 mm thickness) on drain banks complete with filter fabric underlay at the following locations:	
	a) Station 0+525A to Station 0+532A - Supply and install stone erosion protection (SEP) approx. 60 m ² including new filter fabric underlay on existing drain bend.	3,600.00
4.	Bridge cleaning works, as follows:	
	a) <u>Bridge No. 1A</u> – Pinkerton Road Station 0+000A being approx. 10 m long, 3600 mm span x 1800 mm rise concrete culvert. Work shall include disposal of sediment off-site.	\$3,000.00
	b) <u>Bridge No. 2A</u> – (Roll No. 570-03500) Station 0+211A being approx. 5 m long, 2400 mm span x 1800 mm rise concrete culvert. Work shall include disposal of sediment off-site.	\$1,800.00
5.	Temporary Silt Control Measures During Construction	\$500.00
	SUB-TOTAL – EXCLUDING SECTION 26 COSTS	\$16,800.00
6.	Allowances under Section 30	\$2,000.00
7.	Survey, Report, Assessment and Final Inspection (cost portion)	\$3,400.00
8.	Tendering costs and Part time Construction Observation	\$700.00
9.	Expenses and incidentals (cost portion)	\$350.00
10.	Incidentals & Net Harmonized Sales Tax	\$400.00
	TOTAL EXCLUDING SECTION 26 COSTS	\$23,650.00
	SECTION 26 NON PRO-RATEABLE COSTS	
11.	Excavation and trucking of excavated materials, as follows:	
	a) Excavation of the drain bottom only, as follows:	
	i) Station 0+513A to Station 0+566A, totalling approx. 53 lineal metres of drain and approx. 15 m ³ of material.	\$500.00
	b) Trucking of excavated materials off-site, as follows:	
	i) Station 0+513A to Station 0+566A, totalling approx. 53 lineal metres of drain and approx. 15 m ³ of material.	\$500.00
12.	Road bridge works, as follows:	

Item	Description	Amount
	a) Bridge No. 1 – King's Highway No. 3 Station 0+593A – Supply and installation of a new 3000 mm span x 1500 mm rise precast concrete box culvert extension, 2.5 m long including clearstone levelling base (approx. 5 tonnes), compacted Granular 'A' backfill (approx. 110 tonnes) and including connection to existing highway culvert complete with scribed holes, 15M dowels and inserts as required.	\$20,000.00
13.	Bridge cleaning works, as follows:	
	c) Bridge No. 1 – King's Highway No. 3 (Station 0+566A to Station 0+593A) being approx. 27 m long, 3000 mm span x 1500 mm rise precast concrete box road culvert. Work shall include disposal of sediment off-site.	\$8,000.00
	SUB-TOTAL – SECTION 26 NON PRO-RATEABLE COSTS	\$29,000.00
14.	Survey, Report, Assessment & Final Inspection (cost portion)	\$5,200.00
15.	Tendering costs and Part time Construction Observation	\$1,200.00
16.	Expenses & Incidental (cost portion)	\$250.00
17.	Incidentals & Net Harmonized Sales Tax	\$700.00
	TOTAL – SECTION 26 NON PRO-RATEABLE COSTS	\$36,350.00
	TOTAL ESTIMATE – 14th CONCESSION EAST DRAIN	\$60,000.00

The estimate provided in this report was prepared according to current materials and installation prices as of the date of this report. In the event of delays from the time of filing of the report by the Engineer to the time of tendering the work, it is understood that the estimate of cost is subject to inflation. The rate of inflation shall be calculated using the Consumer Price Index applied to the cost of construction from the date of the report to the date of tendering. For each of the cost items above, with the exception of the allowances cost items, there is a 1.76% tax included within the estimate that represents the non-rebated portion of the provincial sales tax.

Assessment of Costs

The individual assessments are comprised of three (3) assessment components:

- i. Benefit (*advantages relating to the betterment of lands, roads, buildings, or other structures resulting from the improvement to the drain*).
- ii. Outlet Liability (*part of cost required to provide outlet for lands and roads*).
- iii. Special Benefit (*additional work or special feature that may not affect function of the drain*) or increased costs to the drainage works due to presence of a public utility or road authority).

Assessment Rationale (Rush Drain)


We have assessed the estimated costs against the affected lands and roads as listed in Schedule 'C-1' under "Special Benefit," "Benefit" and "Outlet". For the Rush Drain

watershed, we have split the assessment of costs between the Blocks 'A', 'B', 'C', 'D' lands and roads areas where applicable, and the two roads, namely the King's Highway No. 3 and South Talbot Road. Details of Special Benefit listed in Schedule 'C-1' are provided in Schedule 'D-1'.

Special Benefit as per Section 24 (Rush Drain)

Special Benefit in accordance with Section 24 of the Drainage Act were derived as follows:

1. The costs of the new 750 mm diameter HDPE culvert and flap gate across the south end of the pedestrian trail (Station 0+176 on the Rush Drain), including engineering cost apportionment, shall be assessed 100% against the Block 'B' lands. The rationale being the original culvert was located further south inside the South Talbot Road allowance and previously drained into the Rush Drain Branch, however that outlet has since been abandoned and filled in as part of the 2006 drainage work intended for the development of the Block 'B' lands.
2. The costs of stone erosion protection on the west drain bank of the Rush Drain from Station 0+266 to Station 0+416, including engineering cost apportionment, shall be assessed 60% against the Block 'B' lands and 40% against the Block 'C' lands. The rationale being that in order to maintain the relocated Rush Drain entirely within the Cypher Systems Greenway corridor and to further acquire the necessary separation from the pedestrian trail, the Rush Drain requires a 1:1 bank slope and the use of rip rap for erosion protection.
3. The costs of stone erosion protection for the south drain bank of the relocated Rush Drain adjacent to the existing hydro pole locations between Station 0+925 to Station 1+443, including engineering cost apportionment, shall be assessed 100% against Block 'B' lands, if the said owner of the lands opts to construct the drain before the transmission line is moved. The rationale being the hydro transmission line could be moved before the drain construction to avoid the bank protection costs. The transmission line relocation costs shall be the responsibility of the public utility (Hydro One Networks Inc.) having jurisdiction and would otherwise be assessable to the utility in accordance with Section 26 of the Drainage Act. Under Section 69 of the Drainage Act, the public utility is at liberty to do the work with its own forces, but if it should not exercise this option within a reasonable time, the Municipality will arrange to have this work completed and the costs will be charged to the public utility affected.
4. The costs of a 600 mm diameter HDPE outlet pipe and flap gate on the lateral private ditch outlet at Station 0+374 of the Rush Drain (west bank), including engineering cost apportionment, shall be assessed 100% against the Block 'B' lands. The rationale being to control the rate of overland flows from the Block 'B' lands entering the relocated Rush Drain, given that an outlet to the west into the original Rush Drain will be unavailable once filled in.
5. The costs of a new 2500 mm x 1830 mm aluminized corrugated steel pipe arch culvert (Bridge No. 3 - Station 0+705 on the Rush Drain), including engineering cost apportionment, shall be assessed 100% against Block 'B' lands. The rationale being the bridge will serve to connect the pedestrian trail to the future residential development on the Block 'B' lands. The bridge will also serve as an equipment access to permit future drain maintenance of the Rush Drain from the greenway corridor lands without having to occupy the rear yards of future residential properties on Block 'B'.


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6. The costs of the new 2400 mm x 1200 mm concrete box culvert for the future Bell Avenue crossing (Bridge No. 4 - Station 1+055 on the Rush Drain), including engineering cost apportionment, shall be assessed 80% against the Block 'B' lands. The rationale being the relocated Rush Drain is required mostly for the benefit of the said lands, however the relocated drain also provides a legal outlet for the lands that presently depend on the No-Name Drain for drainage. The No-Name Drain crosses the Bell Avenue road allowance and the road authority would require a culvert to permit future construction of the road to the property limit of the Block 'B' lands. For a local road crossing (Bell Avenue), a 10 year storm design standard being applied would have required a smaller 750 mm diameter concrete culvert that would represent approximately 20% of the costs of the 2400 mm x 1200 mm concrete box culvert.
 7. The costs of the infilling of the abandoned Rush Drain across the Block 'B' lands, including engineering cost apportionment, shall be assessed 100% against the Block 'B' lands. The rationale being the original Rush Drain required relocation and the costs to fill in the abandoned drain portion becomes the responsibility of the property owner on which the drain resides.
 8. The costs of the infilling of the abandoned Rush Drain across the Block 'C' lands, including engineering cost apportionment, shall be assessed 100% against the Block 'C' lands. The rationale being the original Rush Drain required relocation and the costs to fill in the abandoned drain portion becomes the responsibility of the property owner on which the drain resides.
 9. The costs of the new 600 mm diameter HDPE culvert and flap gate across the north end of the pedestrian trail (Station 0+907 on the Rush Drain) and associated ditching and stone erosion protection on inlet side of culvert, including engineering cost apportionment, shall be assessed 75% against the Block 'D' lands and the remaining 25% against the owner of the pedestrian trail (Essex Region Conservation Foundation). The rationale being the new culvert will serve as a legal outlet directly into the Rush Drain for improved drainage of the Block 'D' lands instead of using the No-Name drain that has no municipal drain status and no access to maintain it. The increased costs due to restoration work of the trail represents approximately 25% of the costs of the crossing.

For these special benefit assessment items, the costs shall be kept separate during tendering of the drainage works such that the actual construction costs plus the engineering cost portion that is identified in Schedule 'D-1' are assessed as a non pro-ratable assessment.

Special Benefit as per Section 26 (Rush Drain)

Special Benefit in accordance with Section 26 of the Drainage Act were derived as follows:

1. The costs of the new 2400 mm x 1200 mm concrete box culvert for the South Talbot Road crossing (Bridge No. 2 Station 0+152.75 on the Rush Drain), including engineering cost apportionment, shall be assessed 100% against the Ministry of Transportation Ontario as the road authority having jurisdiction over the construction of South Talbot Road as part of the King's Highway No. 3 improvements. The rationale being that future highway improvements will eliminate access to the highway from Victoria Avenue that will alternatively require the South Talbot Road to be extended westward to Maidstone Avenue West where there is access to the highway.

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2. The costs of the new temporary 1800 mm diameter concrete pipe culvert for the South Talbot Road crossing (Station 0+005 on the Rush Drain), including engineering cost apportionment, shall be assessed 100% against the Ministry of Transportation Ontario. The rationale being that the temporary drain crossing is necessitated by the construction of the South Talbot Road extension in advance of the relocation of the Rush Drain.
 3. The costs to construct rip rap spillways at both the west and east ends of the Rush Drain (Station 0+005 and Station 0+130), including engineering cost apportionment, shall be assessed 100% against the Ministry of Transportation Ontario. The rationale being that the spillways serve as the outlet location into the Rush Drain for the highway drainage swales.
 4. The costs of Traffic Control, Plans and Signage, including engineering cost apportionment, shall be assessed 100% against the Ministry of Transportation Ontario. The rationale being that should the South Talbot Road be constructed and opened to traffic prior to the Rush Drain relocation, the working corridor for the drainage work is within the South Talbot Road allowance and thereby necessitates a traffic control plan.
 5. The costs of the new 2400 mm x 1200 mm concrete box culvert for the future Bell Avenue crossing (Bridge No. 4 - Station 1+055 on the Rush Drain), including engineering cost apportionment, shall be assessed 20% against the Town of Essex Road Authority. The rationale being that a smaller 750 mm diameter concrete culvert would only be required to complete Bell Avenue crossing of the No-Name Drain, if hypothetically the Rush Drain did not require relocation. The 750 mm diameter concrete culvert has the capacity necessary to meet a minimum 1 in 10 year design storm standard for the upstream lands using the No-Name Drain.
 6. The costs of lowering the existing 200 mm diameter watermain located at South Talbot Road and the future 250 mm diameter watermain extension on Bell Avenue to cross under the relocated Rush Drain, including engineering cost apportionment, shall be assessed 100% against the Town of Essex Environmental Services Department, as the affected public utility, in accordance with Section 26 of the Drainage Act. The rationale being the Town of Essex preferred the relocated Rush Drain cross the South Talbot Road allowance and be located within the King's Highway No. 3 corridor necessitating the crossing of the existing infrastructure. The Town of Essex Environmental Services Department also benefits from the future connection and looping of the existing watermain network with the Bell Avenue watermain extension for both existing and future developments.

For these special benefit assessment items, the costs shall be kept separate during tendering of the drainage works such that the actual construction costs plus the engineering cost portion that is identified in Schedule 'D-1' are assessed as a non pro-ratable assessment. Should the Road Authority and/or Public Utility elect to construct the culvert and/or watermain works respectively with their own forces, as per Section 69 of the Drainage Act, R.S.O., 1990, the Road Authority shall remain responsible for their allotment of costs for the preparation of this report as outlined in our estimate. Should the Road Authority elect not to undertake this work, the work items, as noted under Section 26 above, should be kept separate when tendering out the entire drainage works.

Benefit and Outlet (Rush Drain)

For the remaining costs, we have assessed 90% as a Benefit assessment and 10% as an Outlet assessment. The high proportion of Benefit assessment is being attributed to the relocation of the Rush Drain which significantly benefits the future lands to be developed, namely Block 'B' lands and Block 'C' lands. The improved drain capacity with the larger relocated Rush Drain further provides benefit to the surrounding lands and roads including the lands and roads area within Block 'A' that partially drain directly into the No-Name Drain and future relocated Rush Drain, Block 'B' unopened road allowances, Block 'C' and Block 'D' lands, King's Highway No. 3 and South Talbot Road.

Assessment Rationale (14th Concession East Drain)

We have assessed the estimated costs against the affected lands and roads as listed in Schedule 'C-2' under "Special Benefit," "Benefit" and "Outlet". For the 14th Concession East Drain watershed that uses the drain upstream of Pinkerton Road, we have split the assessment of costs between the Blocks 'A', 'B', 'C', 'D' lands and roads areas where applicable, between the roads, namely the King's Highway No. 3, South Talbot Road and 14th Concession Road and adjacent lands thereto. For the lands and roads contributing in to the drain downstream of the King's Highway No. 3 there was no assessment applied for either Benefit or Outlet since the drain was recently maintained during the Spring of 2016. Details of Special Benefit listed in Schedule 'C-2' are provided in Schedule 'D-2'.

Special Benefit as per Section 26 (Rush Drain)

Special Benefit in accordance with Section 26 of the Drainage Act were derived as follows:

1. The costs of excavating and trucking of sediment removed from the drain within the King's Highway No. 3 corridor (Station 0+513A to Station 0+566A) shall be assessed 100% against the Ministry of Transportation Ontario. The rationale being that the Town's contractor may be prohibited from accessing the highway corridor for the duration of the highway improvement project.
2. The costs of extending the north end of the 3000 mm x 1500 mm culvert by 2.5 m additional length beyond Station 0+593A shall be assessed 100% against the Ministry of Transportation Ontario. The rationale being the end of the culvert requires an extension such that the Rush Drain and the sloping stone end treatment on the north end of culvert extend pass the 13.5 m wide clear zone.
3. The costs of cleaning of the 27 m long Bridge No. 1 (King's Highway No. 3 – Station 0+566A to Station 0+593A) shall be assessed 100% against the Ministry of Transportation Ontario. The rationale being the increased costs to remove and dispose of the quantity of sediment from a highway culvert. Should the Road Authority elect to complete the above works respectively with their own forces, as per Section 69 of the Drainage Act, R.S.O., 1990, the Road Authority shall remain responsible for their allotment of costs for the preparation of this report as outlined in our estimate.

Future Maintenance (Rush Drain)

We recommend that future work of repair and maintenance of the Rush Drain be carried out by the Town of Essex and the costs assessed against the affected lands and roads that are upstream of the said future work and listed herein under Schedule 'E-1' in the same relative proportions as the amounts listed under "Benefit" and "Outlet". This includes ancillary lateral outlet drainage works such as the No-Name Drain and the new north and south

pedestrian culverts. The costs are based on an arbitrary \$10,000.00. The exception being road bridges and culverts. The costs to repair or clean out sediment from these road bridges and culverts under South Talbot Road, Bell Avenue and King's Highway No. 3 shall be assessed to the applicable road authority having jurisdiction over the said road. The costs to repair and maintain the pedestrian access bridge over the Rush Drain shall be assessed to the Block 'B' roads to the applicable road authority having jurisdiction over the said road. The costs to repair and maintain the pedestrian trail culverts (north and south) shall be assessed to the Block 'D' lands.

Future Maintenance (14th Concession East Drain)

We recommend that future work of repair and maintenance of the 14th Concession East Drain be carried out by the Town of Essex and the costs assessed against the affected lands and roads listed herein under Schedule 'E-2' in the same relative proportions as the amounts listed under "Benefit" and "Outlet". The costs are based on an arbitrary \$10,000.00. The exception being existing road crossings. Costs to repair or clean out sediment from these bridges shall be assessed to the applicable road authority having jurisdiction over the said bridge.

Drawings and Specifications

Attached to this report is "Schedule F," which contains specifications setting out the details of the recommended works, and "Schedule G," which represents the following drawings that are also attached to this report.

Page 1 of 19:	Overall Watershed Plan
Page 2 of 19:	Plan (Sta. 0+000 to 0+170)
Page 3 of 19:	Plan (Sta. 0+170 to 0+900)
Page 4 of 19:	Plan (Sta. 0+900 to 1+445)
Page 5 of 19:	Profile 1 (Sta. 0+000A to 0+593A)
Page 6 of 19:	Profile 2 (Sta. 0+000 to 0+750)
Page 7 of 19:	Profile 3 (Sta. 0+750 to 1+445)
Page 8 of 19:	Profile 4 (Sta. 0+000B to 0+538B)
Page 9 of 19:	Cross Sections 1
Page 10 of 19:	Cross Sections 2
Page 11 of 19:	Cross Sections 3
Page 12 of 19:	Cross Sections 4
Page 13 of 19:	Bridge No. 2 & 4 Details
Page 14 of 19:	South Talbot Road Culvert Details
Page 15 of 19:	Greenway Culvert Details
Page 16 of 19:	Bridge No. 3 Details
Page 17 of 19:	Details
Page 18 of 19:	Miscellaneous Details
Page 19 of 19:	Guiderail Details

Approvals

The construction and/or improvement to a drainage works, including repair and maintenance activities, and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced by the proposed works. Prior to any construction or maintenance works, the Municipality or proponent designated on the Municipality's behalf shall obtain all required approvals/permits and confirm any

construction limitations including timing windows, mitigation/off-setting measures, standard practices or any other limitations related to in-stream works.

Respectfully submitted,



DILLON CONSULTING LIMITED

Tim Oliver, P.Eng.

TO:wlb



SCHEDULE 'A'
RECORD OF ON-SITE MEETING

Date: March 26, 2019, 9:00 am
Location: Town of Essex Municipal Building
33 Talbot St South

Attendees: Norm Nussio, Town of Essex
Richard Beausoleil, Town of Essex
Chris Nepsey, P. Eng., Town of Essex
Kevin Money, ERCA
James Bryant, ERCA
Murray Troup, 1954990 Ontario Inc. (Block 'C' lands)
Rob Molliconi, P. Eng., Dillon Consulting Limited
Tim Oliver, P. Eng., Dillon Consulting Limited

Norm Nussio introduced the purpose of the meeting is a requirement of the Drainage Act, and that is in response to a Section 78 request received from Essex Town Centre Ltd. to relocate the Rush Drain. The Town has appointed Dillon to prepare a new drainage report recommending the relocation of the drain. Tim Oliver is the engineer named from Dillon to author this report.

Norm Nussio displayed a map to where the relocated drain is being considered. Starting beyond the upper enclosed portion of the drain through the existing industrial lands south of Allen Avenue, it would head east as an open drain along the boundary between the Essex Town Centre lands and the existing Allen Avenue industrial lots. It would run parallel to and south of the No-Name Drain that provides drainage for the industrial properties extending to the Greenway corridor.

From there the drain would head southerly occupying the lands within the greenway corridor where the existing ditch resides on the west side of the existing pedestrian trail to the Highway 3 Essex By-Pass. Very similar to another municipal drain (Essex Outlet Drain) that is located further east along Highway 3 near Victoria Road, the preference is to also locate a portion of the relocated Rush Drain within the highway corridor between South Talbot Road and Highway 3. From there, the Rush Drain would head west and return to the existing highway culvert that aligns and outlets into the 14th Concession East Drain. In this fashion, the relocated Rush Drain will not require to occupy lands that will be future residential lots and highway commercial lots currently in the planning and design phase.

Chris Nepsey indicated that communication has been initiated with the MTO to consider the new municipal drain within the Highway 3 corridor as part of the previous meetings discussing preliminary design and the future plans for the extension of the Essex By-Pass as a four lane highway along with the completion of the South Talbot Road as part of the same highway project. It was understood that timing for the highway design work is to be completed within the next 2 years with expectations of the highway construction within 5 years. In terms of moving forward, Chris requested that Dillon provide some conceptual plans and sections to him that he can present to MTO at future meetings.

Tim Oliver explained there was a previous drainage report that was adopted under by-law in 2006 for the relocation of the Rush Drain when it was previously requested by a former landowner of the same future residential development, now owned by Essex Town Centre Ltd. The report recommended the abandonment of the Rush Drain original alignment and that it follow a similar course with the exception being the

downstream portion along Highway No.3. This portion of drain was also recommended to be located between the highway and South Talbot, however to occupy the South Talbot Road allowance immediately north of the existing highway fence. What has also changed from the 2006 report is the design capacity requirements for the drain. The new requirements established by ERCA, in conjunction with the future Stormwater Master Plan being prepared for the Town of Essex have set out new guidelines for all future developments. This affects the Essex Town Centre Development lands and the net result is a higher design level of service applied to a municipal drain to provide a higher level of protection from flooding. A 1 in 100 year storm event was used in the design analysis and included an additional 40% increase in flows as the climate change factor to be applied.

Given the higher flows to be conveyed by the drain, the footprint area now required to locate a larger drain channel exclusively within the South Talbot Road allowance is not available without acquiring adjacent lands from either the Highway No. 3 corridor or the future commercial highway developments. There are overhead transmission lines and the plans for a 3 m wide future multi-purpose trail that would be in conflict with the future alignment of South Talbot Road that would need to be shifted significantly northward to accommodate the new Rush Drain.

James Bryant confirmed these design capacity requirements which Tim has eluded to are what ERCA will be requiring in the design of the new Rush Drain. As to the placement of the relocated drain within the Greenway corridor they are amenable to this, however expect that drainage needs of the greenway and pedestrian trail are met as well as consideration for lands east of the trail that are partially draining into the existing ditch infrastructure within the greenway corridor.

Meeting summary prepared by Tim Oliver, P. Eng., Dillon Consulting Limited.

RE: Summary - 14th Concession Drain (Rush Drain)

P&D Design Requirements / Corridor Permit Requirements

Design Deficiencies:

- 1st Submission of design provided to MTO (Dillon drawings dated Oct.19, 2019) do not meet MTO standards.
- 90deg culvert extension to redirect water from new municipal drain to the existing drain alignment does not allow highway runoff collected west of Rush Drain to outlet into the drain as it does currently.
- Highway Drainage Design Standards identifies a minimum longitudinal slope for highway ditches and watercourses that also serve as roadside ditches to have a slope of 0.3% Currently the design drawings specify a significantly flatter grade of 0.03% within MTO R.O.W. boundaries.
- Highwater elevation should be clearly identified in all plans and documents
- Desirably ditch water level elevation should be 0.5m below the road subgrade elevation during a 100-year storm event, and 0.3m below the edge of travelled lanes during a regulatory storm event.
- Water level elevation is also required to determine water depth and if hazard protection is necessary due to the water depth. The developer should ensure that all hazards created by realigning the drain are protected.
- There is currently no space provided behind the backslope of the ditch/watercourse and highway fence installed on R.O.W. This is a concern as it does not provide space for maintenance and may cause the fence to go out of plumb in the long run.
- According to MTO Roadside Design Manual Table 2-2, desirable clear zone value for a Negative 4:1 Fore slope should be 13.5m rather than 8m.
- Provide confirmation that clear zone minimum requirements have been met
- Legal Agreement to define maintenance of the drain if warranted for future development & Site Plan Agreement
- Joint drainage assessments required for both Rush & Victoria municipal drainage
- pre/post development flow rates to be confirmed. The development flow rates should not exceed existing flowrate.

Required:

- Town of Essex to provide MTO with revised drawings, drainage report, SWMR for all additional subdivision development adjacent to MTO ROW & SWM ponds addressing all of the above noted details.
- **Design alternatives to be further explored and presented to MTO (drainage infrastructure to be located outside MTO ROW)** MTO not opposed to accepting the drain realignment provided; Town of Essex provides drawings, reports and meets all MTO requirements.
- MTO shall not incur any additional costs created by the municipal drain realignment

Benefits to Town of Essex not having Rush Drain realignment within MTO ROW:

- Not have to enter into any agreements legal and/or maintenance with MTO
- Would service S Talbot Rd extension as open ditch for drainage
- Would further facilitate development plans for lands north of S Talbot Rd.

If Town of Essex provides alternatives to locate drain outside MTO ROW – Building and Land Use permit will be required

- Town to define all works and conditions for MTO review and approval as a condition of permits, comprehensive engineered drawings that define the setbacks from the property limits, grades and elevations, cross-sections, profiles relevant to the highway and details of any new land developments i.e. New subdivision and commercial developments adjacent to the highway and any additional affected culverts
- Design provided for the proposed Rush Drain alignment is cohesive with MTO's Hwy 3 expansion project.

Town to locate drain within MTO ROW – Encroachment permit will be required (if works to commence prior to Hwy 3 widening project)

- Town of Essex to provide revised drawings, drainage report, SWMR for all additional subdivision development adjacent to MTO ROW & SWM ponds.
- Drain end treatment / culvert connection (not 90deg culvert extension)
- Fore slope / Back slope details
- Design presented is cohesive with MTO's Hwy 3 expansion project.

April 9, 2020

Highway Corridor Management Section
Ministry of Transportation Ontario-West Region
659 Exeter Road
London, ON
N6E 1L3

Attention: Mr. Andrew Robertson
Corridor management Officer



10 Fifth Street South
Chatham, Ontario
Canada
N7M 4V4
Telephone
519.354.7802
Fax
519.354.2050

RE: Response to MTO Comment Summary – 14th Concession Drain (Rush Drain)

Dear Mr. Robertson,

On March 11, 2020 we received a copy of MTO's comment summary pertaining to Dillon's first submission design (Dillon drawings dated October 2019). A copy is enclosed herein for reference.

Following our previous conference call discussion of April 2, 2020, we hereby submit our revised drawings (Options 1 & 2, dated April 8, 2020) accompanied by a copy of the Stormwater Management Report for the Essex Town Centre Development lands being proposed to the north of South Talbot Road.

Option 1 drawings (2 pages) entail a plan and corresponding cross sections for the proposed Rush Drain realignment situated between South Talbot Road and Highway No. 3. The drawings take into account the preliminary design and alignment for Highway 3 issued in December 2019.

Design characteristics of Option 1 are outlined below:

- 4:1 Fore slope
- 2:1 Back slope
- 2.5 m wide bottom
- Rush Drain located entirely within Highway 3 corridor and parallel to South Talbot Road (overall channel width = 17.8 m and channel length = 140 m)
- South bank offset from Highway 3 westbound lanes varies - 8 m to 13.1 m
- North bank offset from north property limit – 1 m
- 6% grade for highway shoulder/boulevard
- Road culvert ends and drain bank protection all outside of 13.5 m clear zone

Option 2 drawings (2 pages) entail a plan and corresponding cross sections for the proposed Rush Drain realignment situated between South Talbot Road and Highway No. 3. The drawings take into account the preliminary design and alignment for Highway 3 issued in December 2019.

Design characteristics of Option 2 are outlined below:

- 2:1 Fore slope
- 2:1 Back slope
- 2.5 m wide bottom
- Rush Drain located entirely within Highway 3 corridor and parallel to South Talbot Road (overall channel width = 11.6 m and length = 140 m)
- South bank offset from Highway 3 westbound lanes varies – 14.2 m to 18.7 m
- North bank offset from north property limit – 1 m
- 6% grade for highway shoulder/boulevard
- Road culvert ends and rip rap channel lining all outside of 13.5 m clear zone

For both options noted above, we have addressed the design deficiencies that were previously identified as follows:

1. Eliminated the 90deg culvert extension of the Highway 3 culvert over the 14th Concession Drain at the Rush Drain confluence. As such, the east-west drainage swales collecting highway runoff will discharge directly into the west and east ends of the realigned Rush Drain on rip rap lined spillways and are not obstructed by the road culvert ends.
2. Highwater elevation (100 year storm HGL = 193.75 m) determined by storm water modelling analysis is labelled on the cross sections for each option. The desirable minimum 0.5 m clearance between the highway subgrade elevation and the 100 year design storm water depth is achievable as illustrated herein.
3. Water level within the Rush Drain is anticipated to remain under 0.3 m depth during base flow conditions and in between smaller precipitation events under 25 mm per day. For a 1 in 2 year storm event, the maximum depth of 0.8 m; for 1 in 5 year storm event, the maximum depth of 1 m; and for 1 in 100 year storm event, the maximum depth 1.8 m. Water levels comparable for both Options 1 & 2. To ascertain whether the Rush Drain is a hazard that should be protected through a guiderail barrier system, we support whatever the MTO feels is appropriate.
4. A minimum 1 m buffer has been designed between the back slope of the drain and the existing wire fence for the highway in both Options 1 & 2.
5. We confirm that a desirable clear zone of 13.5 m has been met for both Options 1 & 2.
6. Concerning legal and/or maintenance agreements with the MTO, in addition thereto a drainage report is being prepared by Dillon, in accordance with Section 78 of the Drainage Act, to include legal provisions for future drain maintenance. The drainage report and governing by-law associated therewith will establish a working easement on the north side of the Rush Drain where a

minimum 4 m wide boulevard will exist to access the drain from the South Talbot Road right-of-way.

In the design of the realigned Rush Drain, the drainage capacity was increased to convey the 1 in 100 year storm peak flows from the approximate 100 hectare upstream watershed comprised of mixed agricultural, residential, industrial and commercial land uses. As part of this watershed, approximately 33.4 hectares that is currently existing as agricultural lands is proposed for residential development, known as the Essex Town Centre Development. Storm water discharge flows from this development will be controlled to a 1 in 2 year pre-development flow rate being pumped from a storm water detention facility. This size of the facility has been designed to capture not only the 100 year storm runoff but an additional 39% increase in volume for climate change and infrastructure resiliency, as outlined within the Stormwater Management Report.

The existing Rush Drain alignment that is traversing north-south through the proposed Essex Town Centre Development lands is not presently capable of conveying the 1 in 100 year storm flows without experiencing channel overtopping and flooding of adjacent lands. This is typical of most municipal drains which are not designed to handle the flows beyond a 1 in 2 year storm event.

However, the realigned Rush Drain that will be constructed along the northerly and easterly limits of the proposed development, and then continuing westerly within the Highway 3 corridor to its outlet into the existing 14th Concession Drain will be designed to convey the 1 in 100 year storm flows within its banks. In terms of a hydraulic grade line comparison between the existing Rush Drain and the new realigned Rush Drain, a significant drop of 0.22 m in the hydraulic grade upstream of Highway 3 will be experienced lowering it from 193.97 m to 193.75 m during a 1 in 100 year storm event. This is attributed to the reduction in the 100 year storm peak flows resulting from the post development condition with the storm water detention facility.

Following the MTO's decision and preferred selection of either Option 1 or Option 2, or a modification thereof, we will be proceeding with the completion of the drainage report for the Rush Drain realignment and submitting over to the Town of Essex for subsequent circulation and notice to affected landowners. The detailed drawings and specifications will be contained within this report. At the same time, an application for an encroachment permit will be submitted with the intention to commence the construction of these drainage works prior to the Highway 3 widening. We are in agreement that the design provided for the Rush Drain alignment is cohesive with MTO's Highway 3 expansion project.

We trust this submission has addressed all your concerns. Should you have any questions, comments, and/or concerns, please do not hesitate to contact the undersigned at (519) 354-7802 ext. 3317.

Respectfully,



DILLON CONSULTING LIMITED

Tim Oliver, P. Eng.

Drainage Engineer

TRO:

Encl. Option 1 & 2 Drawings (Revised April 8, 2020)
Stormwater Management Report – October 2019 (Final version)
MTO Comment Summary – March 11, 2020 email to Town of Essex

cc: Robert Molliconi, P. Eng., Project Manager, Dillon Consulting Limited
Chris Nepsey, P. Eng., Town of Essex
Kevin Girard, P. Eng., Town of Essex
Norman Nussio, C.E.T., CRS, Town of Essex

Our file: 19-1023

From: Saraceni, Anthony (MTO) [mailto:Anthony.Saraceni@ontario.ca]
Sent: Tuesday, April 28, 2020 11:57 AM
To: Girard, Kevin <kgirard@essex.ca>
Cc: Nussio, Norman <nnussio@essex.ca>; Naylor, Amanda (MTO) <Amanda.Naylor@ontario.ca>
Subject: RE: Highway 3 Widening - Utility Meeting

Hi Kevin,

To follow up with my email last week and our phone conversation please find MTO's comments regarding the Rush Drain attached for your review and discussion tomorrow.

The ministry is willing to accept option 2 as the proposed Rush Drain Realignment as long as the requirements of the Municipal Drain Act are met and the Engineer's Report for the Drain demonstrates the following:

- * The 100 year design storm will be at a minimum 0.5 m below Highway 3 subgrade. (including Highway 3 & South Talbot Road Drainage);
- * The grading for the drain is outside the clear zone for Highway 3;
- * The maintenance needs (and increased needs because of combining the drain with the ministry ditch) will be addressed appropriately and immediately by the Town;
- * The report addresses climate change;
- * The existing crossing culvert is not perched (without showing it on the cross-section and showing the new bottom of ditch, it appears that it will be perched);
- * There is no ponding at the culvert inlet or outlet;
- * Scour control/protection has been reviewed and implemented and reviewed (there may need to be rip-rap added to the ditch west of the culvert);
- * Reassessment of the drain (if there is any reassessment) is clear and documents the changes to the ministry clearly and take into account the Highway 3 expansion;
- * South Talbot Road drainage and outlets need to be identified;
- * Highway 3 drainage will not be negatively impacted.

A Legal Agreement will be created for this realignment where it will outline the maintenance requirements, procedures, contacts and timeline to implement maintenance to the drain. In addition, please also provide 25 m cross-sections along the length of the drain realignment.

The Ministry will provide final approval upon incorporation of the above comments, and review of the engineers report completed as per the drainage act.

Thanks,

Anthony Saraceni, P.Eng.
Project Engineer
Planning and Design - West Region
Ministry of Transportation
659 Exeter Road,
London ON N6E 1L3
Tel: (548) 388 3120

PROJECT: Highway 3: Windsor to Leamington Widening
GWP 317-98-00

MEETING: Rush Drain /Utilities Teleconference

DATE: Wednesday, April 29th, 2020 **TIME:** 09:00 – 11:00 am

LOCATION: N/A

ATTENDEES:

Anthony Saraceni:	Ministry of Transportation
Amanda Naylor:	Ministry of Transportation
Michael Gibb:	Ministry of Transportation
Andrew Robertson:	Ministry of Transportation
Ryan Mentley:	Ministry of Transportation
Allan Hodgins:	Ministry of Transportation
Tim Oliver:	Dillon
Robert Molliconi:	Dillon
Richard Beausoleil:	Town of Essex
Norman Nussio:	Town of Essex
Kevin Girard:	Town of Essex

MEETING MINUTES

Item	Discussion	Action By
1.0	Drain Discussions	
1.1.	<p>Rush Drain</p> <p>Ministry requesting cross section drawings from Dillon along the Rush Drain as the realignment is a change to our current contract design. -Dillon to provide the cross sections to the Ministry.</p> <p>Town of Essex inquiring if Letter of Opinion is required for Rush Drain culvert extension? -Dillon commenting that end of culvert will split the 14 concession drain and Rush Drain. Dillon can also add the Letter of Opinion to the Engineers Report however costs will be directed to the Ministry if this route is requested.</p>	Dillon MTO

	<p>-Ministry to review if a Letter of Opinion is required for this section as it is just a culvert extension. Ministry will prepare Letters if required.</p> <p>Dillon commenting on Engineers Report, Dillon was waiting on final resolution of the Rush Drain alignment prior to beginning work on the report. 2-3 months required for the Engineers Report. Estimating June/July for the Draft Report. Following up on approvals and permits to try and finish them within the same time period.</p> <p>Town of Essex requesting elevations of the bottom of culvert from Dillon for the Enbridge gas line to still be installed in the meantime.</p> <p>Dillon commenting Bell plant near Rush Drain may conflict with new Rush Drain alignment.</p> <p>-Ministry reviewed Bell location. Current relocation plan has plant being relocated Easterly. If the town needs it moved in a different spot and it will cost more, the town will have to pay for that.</p>	
1.2	<p>Essex Outlet Drain</p> <p>Town of Essex scheduled to go to council May 18th with the Letter of Opinion by-law amendment.</p>	
2.0	<p>Road Closures</p> <p>Ministry inquiring about bylaw amendments for road closures at Pinkerton/Old South Talbot road closures. TOE would have to bring road closure to council for these location on their own.</p> <p>-Town of Essex to follow up about when Victoria Ave closure is going to council and provide response.</p> <p>-UPDATE- Town to bring forward a council resolution on May 18th accepting the future road closure.</p>	TOE
3.0	<p>Utilities</p>	

3.1	<p>Reviewing Town of Essex response to letter 5</p> <p>Town of Essex has a need to install a new watermain crossing close to 14th Concession Drain, requesting to complete now before construction.</p> <ul style="list-style-type: none"> - Ministry commenting existing utilities should be relocated first, legal agreements and encroachment permits will be required. - Town has no issues with requirements. Significant cost savings to combine new watermain with Victoria Ave relocation. <p>Town of Essex requesting further discussions in the future about new watermain.</p> <p>Inquiries into the Cogeco and Bell lines that are to be relocated at Rush Drain location.</p> <ul style="list-style-type: none"> - Dillon to confirm Cogeco is not in conflict with new Rush Drain alignment. - UPDATE: Cogeco confirmed to not be in conflict. - Bell is planning to relocate line, timeline unknown. <p>Town of Essex doesn't have necessary resources to complete design relocation of the sanitary sewer trunk line, requires additional design to be prepared by engineer. Essex to review cost sharing/utility specifications, Ministry doesn't typically bear those costs and will only cover 50% of labour.</p> <ul style="list-style-type: none"> - Town of Essex and Ministry requesting further discussion at a higher level about the costs associated to this sanitary sewer, manhole, and watermain relocation. <p>Town of Essex requesting culvert crossing Victoria Ave to be replaced and incorporated into the contract. Town employing engineer to complete review of culvert. Town of Essex also requesting electrical installation at South Talbot/Victoria for future signalized intersection.</p> <ul style="list-style-type: none"> - Ministry to review requirements to add culvert and electrical installation. A legal agreement will be required for this additional work and Town of Essex will be required to provide drawings and cover all associated costs. <p>Watermain conflict at Victoria Ave to be relocated further easterly to the toe of the grade.</p> <p>Town of Essex inquiring what is the process for pedestrian bridge to be constructed?</p> <ul style="list-style-type: none"> - Ministry review of submission and permit required. Typically 20 days to review depending on quality of submission, however experiencing delays due to Covid. 	<p>MTO TOE</p>
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	<p>Town of Essex inquiring about the estimated timeline for needing services relocated.</p> <p>-Ministry requires the services to be moved by Oct 2020.</p> <p>-Town of Essex hasn't budgeted for these costs. Town will need to inquire about funding.</p>	
4.0	ELK Hydro South Talbot	
2.1	<p>Town of Essex has no issues with removal of concrete sidewalk for construction of MUT. Town willing to accept reduced width of MUT throughout this section if it avoids conflicts.</p> <p>-Ministry to review and provide drawing with new MUT proposed design.</p> <p>-UPDATE: Drawing provided with minutes.</p>	MTO
3.0	Closing Comments	
	<p>Ministry inquiring what the Town's clearance requirement for poles is.</p> <p>-Town of Essex typically requires 1m, however 0.5m can be accommodated in this instance.</p> <p>Ministry inquiring is it feasible to have everything relocated this construction season.</p> <p>-Town of Essex estimates that is unlikely due to available funding and COVID delays.</p>	

"SCHEDULE B-1"
SCHEDULE OF ALLOWANCES

RUSH DRAIN
TOWN OF ESSEX

Roll No.	Con.	Description	Owner	Section 30 Damages	Section 29 Land	Total Allowances
210-00010	STR	Lot 284	Essex Region Conservation Foundation	\$0.00	\$7,500.00	\$7,500.00
200-00117	STR	370 Allen Avenue	1486047 Ontario Inc.	\$0.00	\$700.00	\$700.00
200-00207	STR	370 Allen Avenue	1486047 Ontario Inc.	\$0.00	\$600.00	\$600.00
200-00115	STR	350 Allen Avenue	1413559 Ontario Inc.	\$0.00	\$600.00	\$600.00
200-00114	STR	340 Allen Avenue	1571749 Ontario Inc.	\$0.00	\$600.00	\$600.00
200-00113	STR	340 Allen Avenue	1571749 Ontario Inc.	\$0.00	\$600.00	\$600.00
200-00112	STR	320 Allen Avenue	Essex Ready Mix Inc.	\$0.00	\$600.00	\$600.00
200-00110	STR	300 Allen Avenue	Essex Ready Mix Inc.	\$0.00	\$1,100.00	\$1,100.00
190-01900	STR	280 Allen Avenue	2463154 Ontario Inc.	\$0.00	\$1,200.00	\$1,200.00
190-01902	STR	0 Bell Avenue	1486047 Ontario Inc.	\$0.00	\$500.00	\$500.00
TOTAL ALLOWANCES				\$0.00	\$14,000.00	\$14,000.00

"SCHEDULE B-2"
SCHEDULE OF ALLOWANCES

14TH CONCESSION EAST DRAIN
TOWN OF ESSEX

Roll No.	Con.	Description	Owner	Section 30 Damages	Section 29 Land	Total Allowances
570-03500	14	Lot 17	John P. & Lorraine P. Egeto	\$2,000.00	\$0.00	\$2,000.00
TOTAL ALLOWANCES				\$2,000.00	\$0.00	\$2,000.00

"SCHEDULE C-1"
SCHEDULE OF ASSESSMENT
RUSH DRAIN
TOWN OF ESSEX

ONTARIO LANDS:

Description	Area Affected (Acres)	(Ha.)	Owner	Special Benefit	Benefit	Outlet	Total Assessment
King's Highway No. 3	7.42	3.00	Ministry of Transportation Ontario	\$337,330.00	\$25,190.00	\$690.00	\$363,210.00
Total on Ontario Lands.....				\$337,330.00	\$25,190.00	\$690.00	\$363,210.00

MUNICIPAL LANDS:

Description	Area Affected (Acres)	(Ha.)	Owner	Special Benefit	Benefit	Outlet	Total Assessment
Block 'A' Roads	23.75	9.61	Town of Essex - Ward 1	\$0.00	\$5,466.00	\$10,869.00	\$16,335.00
South Talbot Road	5.95	2.41	Town of Essex	\$0.00	\$24,986.00	\$555.00	\$25,541.00
Total on Municipal Lands.....				\$0.00	\$30,452.00	\$11,424.00	\$41,876.00

NON-AGRICULTURAL LANDS:

Roll No. / Description	Area Affected (Acres)	(Ha.)	Owner	Special Benefit	Benefit	Outlet	Total Assessment
Block 'A' Lands	87.75	35.51	Town of Essex - Ward 1	\$0.00	\$12,119.00	\$24,101.00	\$36,220.00
Block 'B' Lands	62.40	25.25	Essex Town Centre Ltd.	\$213,570.00	\$304,872.00	\$5,310.00	\$523,752.00
Block 'B' (Unopened road allowance)	20.50	8.30	Essex Town Centre Ltd.	\$0.00	\$4,292.00	\$2,817.00	\$7,109.00
Block 'C' Lands (Roll No. 210-50000)	12.60	5.10	1954990 Ontario Inc.	\$31,310.00	\$45,850.00	\$516.00	\$77,676.00
Block 'C' Lands (Roll No. 210-50200)	3.40	1.37	CL Benninger Equipment (1995) Ltd.	\$0.00	\$446.00	\$138.00	\$584.00
Block 'D' Lands	21.53	8.71	Town of Essex - Ward 1	\$13,860.00	\$2,836.00	\$1,832.00	\$18,528.00
210-00010	7.27	2.94	Essex Region Conservation Foundation (Cypher Systems Group Greenway)	\$4,630.00	\$957.00	\$618.00	\$6,205.00
Total on Non-Agricultural Lands.....				\$263,370.00	\$371,372.00	\$35,332.00	\$670,074.00

SECTION 26 (NON PRO-RATABLE)

Description	Owner	Special Benefit	Benefit	Outlet	Total Assessment
Public Utility	Town of Essex Environmental Services Department	\$36,600.00	\$0.00	\$0.00	\$36,600.00
Bell Avenue	Town of Essex	\$23,240.00	\$0.00	\$0.00	\$23,240.00
Total Section 26 (Non Pro-ratable).....		\$59,840.00	\$0.00	\$0.00	\$59,840.00
TOTAL ASSESSMENT		\$660,540.00	\$427,014.00	\$47,446.00	\$1,135,000.00
Total Area:		252.57	102.20		

"SCHEDULE C-2"
SCHEDULE OF ASSESSMENT
14TH CONCESSION EAST DRAIN
TOWN OF ESSEX

ONTARIO LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
King's Highway No. 3	17.50	7.08	Ministry of Transportation Ontario	\$36,350.00	\$998.00	\$2,396.00	\$39,744.00
Total on Ontario Lands.....				\$36,350.00	\$998.00	\$2,396.00	\$39,744.00

MUNICIPAL LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
Block 'A' Roads	23.75	9.61	Town of Essex - Ward 1	\$0.00	\$341.00	\$3,252.00	\$3,593.00
South Talbot Road	5.95	2.41	Town of Essex	\$0.00	\$496.00	\$816.00	\$1,312.00
14th Concession Road	3.00	1.21	Town of Essex	\$0.00	\$0.00	\$0.00	\$0.00
Total on Municipal Lands.....				\$0.00	\$837.00	\$4,068.00	\$4,905.00

NON-AGRICULTURAL LANDS:

Roll No./ Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
Block 'A' Lands	87.75	35.51	Town of Essex - Ward 1	\$0.00	\$756.00	\$7,210.00	\$7,966.00
Block 'B' Lands	62.40	25.25	Essex Town Centre Ltd.	\$0.00	\$1,051.00	\$2,564.00	\$3,615.00
Block 'B' (Unopened road allowance)	20.50	8.30	Essex Town Centre Ltd.	\$0.00	\$267.00	\$843.00	\$1,110.00
Block 'C' Lands (Roll 210-50000)	12.60	5.10	1954990 Ontario Inc.	\$0.00	\$401.00	\$518.00	\$919.00
Block 'C' Lands (Roll 210-50200)	3.40	1.37	CL Benninger Equipment (1995) Ltd.	\$0.00	\$44.00	\$139.00	\$183.00
Block 'D' Lands	21.53	8.71	Town of Essex - Ward 1	\$0.00	\$281.00	\$884.00	\$1,165.00
210-00010	7.27	2.94	Essex Region Conservation Foundation (Cypher Systems Group Greenway)	\$0.00	\$95.00	\$298.00	\$393.00
570-04200 13 Pt. Lot 17	5.95	2.41	1635625 Ontario Inc.	\$0.00	\$0.00	\$0.00	\$0.00
Total on Non-Agricultural Lands.....				\$0.00	\$2,895.00	\$12,456.00	\$15,351.00

AGRICULTURAL LANDS:

Roll No.	Con.	Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
570-03500	14	Pt. Lot 17	0.50	0.20	John P. & Lorraine P. Egeto	\$0.00	\$0.00	\$0.00	\$0.00
Total on Agricultural Lands.....						\$0.00	\$0.00	\$0.00	\$0.00

TOTAL ASSESSMENT						\$36,350.00	\$4,730.00	\$18,920.00	\$60,000.00
			(Acres)	(Ha.)					
Total Area:			272.10	110.10					

"SCHEDULE D-1"
DETAILS OF SPECIAL BENEFIT
RUSH DRAIN
TOWN OF ESSEX

SPECIAL BENEFIT ASSESSMENT

(SECTION 24-NON PRO-RATABLE)

Roll No.	Owner	Item Description	Estimated Cost	Cost of Report	Special Benefit
Block 'B' Lands	Essex Town Centre Ltd.	<u>Station 0+176 (Cypher Systems Group Greenway)</u> – Supply and install 750 mm diameter HDPE pipe, 9 m long culvert under trail (100%)	\$7,500.00	\$1,730.00	\$9,230.00
		Station 0+226 to Station 0+416 - Supply and install 560 m ² (300 mm thick) of stone erosion protection (SEP) including new filter fabric underlay on west drain bank (60%)	\$20,160.00	\$4,660.00	\$24,820.00
		Station 0+925 to Station 1+443 - Supply and install 130 m ² (300 mm thick) of stone erosion protection (SEP) at hydro pole locations (13 @ 10 m ² each) including new filter fabric underlay on drain banks (100%)	\$7,800.00	\$1,800.00	\$9,600.00
		<u>Lateral private ditch outlet Station 0+374</u> - Supply and install 600 mm diameter HDPE outlet pipe 6 m long, complete with heavy duty flap gate. The work shall also include stone erosion protection on inlet end of pipe (approximately 5 m ² (100%))	\$2,500.00	\$580.00	\$3,080.00
		<u>Bridge No. 3- (Station 0+705)</u> Supply and installation of a new 2500 mm x 1830 mm aluminized corrugated steel pipe arch (CSPA), 15.0 m long culvert under trail (100%)	\$30,000.00	\$6,930.00	\$36,930.00
		(Future Work) Remove all vegetation and organic debris from the existing drain slopes from the abandoned Rush Drain on the Block 'B' lands prior to infilling. Fill existing drain (approximately 3,000 m3) including trucking, filling and compaction of material in 250 mm lifts. Compaction to a minimum of 95% standard proctor density. Any excess materials to be stockpiled on site in location specified by property owner. Note: Work shall be completed once the relocated Rush Drain is a fully established grass lined channel (100%).	\$30,000.00	\$6,930.00	\$36,930.00
		<u>Bridge No. 4 - (Bell Avenue Station 1+055)</u> – Supply and installation of a new 2400 mm span x 1200 mm rise precast concrete box culvert (CHBDC CAN/CSA S6-06), 20 m long (80%)	\$76,000.00	\$16,980.00	\$92,980.00
Sub-total - Block 'B' Lands (Essex Town Centre Ltd.)					\$213,570.00

Roll No.	Owner	Item Description	Estimated Cost	Cost of Report	Special Benefit
Block 'C' Lands 210-50000	1954990 Ontario Inc.	Station 0+226 to Station 0+416 - Supply and install 560 m ² (300 mm thick) of stone erosion protection (SEP) including new filter fabric underlay on west drain bank (40%)	\$13,440.00	\$3,100.00	\$16,540.00
		(Future Work) Remove all vegetation and organic debris from the existing drain slopes from the abandoned Rush Drain on the Block 'B' lands prior to infilling. Fill existing drain (approximately 3,000 m ³) including trucking, filling and compaction of material in 250 mm lifts. Compaction to a minimum of 95% standard proctor density. Any excess materials to be stockpiled on site in location specified by property owner. Note: Work shall be completed once the relocated Rush Drain is a fully established grass lined channel (100%).	\$12,000.00	\$2,770.00	\$14,770.00
Sub-total - Block 'C' Lands (1954990 Ontario Inc.)					\$31,310.00
Block 'D' Lands	Town of Essex - Ward 1	Station 0+907 (Cypher Systems Group Greenway) - Supply and install 600 mm diameter HDPE pipe, 15 m long for outlet of under trail (75%)	\$11,250.00	\$2,610.00	\$13,860.00
210-00010	Essex Region Conservation Foundation	Station 0+907 (Cypher Systems Group Greenway) - Supply and install 600 mm diameter HDPE pipe, 15 m long for outlet of under trail (25%)	\$3,750.00	\$880.00	\$4,630.00
Total Special Benefit Assessment (Section 24 Non Pro-Ratable)			\$214,400.00	\$48,970.00	\$263,370.00
<u>(SECTION 26-NON PRO-RATABLE)</u>					
King's Highway No. 3	Ministry of Transportation Ontario	Bridge No. 2-Station 0+152.75 - Supply & installation of 37.5 m long, 2400 mm x 1200 mm precast concrete box culvert (CHBDC CAN/CSA S6-06) (100%)	\$190,000.00	\$41,800.00	\$231,800.00
King's Highway No. 3	Ministry of Transportation Ontario	(South Talbot Road Station 0+005) - Supply and install 1800 mm diameter Class 65-D (CSA-A257.2) concrete pipe culvert, 30 m long	\$80,000.00	\$17,600.00	\$97,600.00
		Construct gabion stone spillways at west and east ends of new Rush Drain (Station 0+005 and Station 0+130) (100%)	\$5,000.00	\$1,100.00	\$6,100.00
		Traffic Control, Plans and Signage in accordance with the current version of the Ontario Traffic Manual and the Occupational Health and Safety Act (100%)	\$1,500.00	\$330.00	\$1,830.00
Sub-total - King's Highway No. 3 (Ministry of Transportation Ontario)					\$337,330.00

Roll No.	Owner	Item Description	Estimated Cost	Cost of Report	Special Benefit
Bell Avenue	Town of Essex Road Authority	<u>Bridge No. 4</u> = (Bell Avenue Station 1+055) – Supply and installation of a new 2400 mm span x 1200 mm rise precast concrete box culvert (CHBDC CAN/CSA S6-06), 20 m long (20%)	\$19,000.00	\$4,240.00	\$23,240.00
Public Utility	Town of Essex Environmental Services Department	Existing 200 mm diameter watermain at South Talbot Road culvert crossing (Bridge No. 2) including testing and commissioning (100%)	\$15,000.00	\$3,300.00	\$18,300.00
		Future 250 mm diameter watermain extension to be deflected under Bell Avenue culvert crossing (Bridge No. 4) including testing and commissioning (100%)	\$15,000.00	\$3,300.00	\$18,300.00
Sub-total - Public Utility (Town of Essex Public Works)					\$36,600.00
Total Special Benefit Assessment (Section 26 Non Pro-Ratable)			\$325,500.00	\$71,670.00	\$397,170.00
OVERALL TOTAL SPECIAL BENEFIT ASSESSMENT					\$660,540.00

"SCHEDULE D-2"
DETAILS OF SPECIAL BENEFIT
14TH CONCESSION EAST DRAIN
TOWN OF ESSEX

SPECIAL BENEFIT ASSESSMENT

(SECTION 26-NON PRO-RATABLE)

Roll No.	Owner	Item Description	Estimated Cost	Cost of Report	Special Benefit
King's Highway No. 3	Ministry of Transportation Ontario	Excavation and trucking of excavated materials from Station 0+513A to Station 0+566A (100%)	\$1,000.00	\$250.00	\$1,250.00
		<u>Bridge No. 1</u> – King's Highway No. 3 Station 0+593A – Supply and installation of a new 3000 mm span x 1500 mm rise precast concrete box culvert extension, 2.5 m long (100%)	\$20,000.00	\$5,070.00	\$25,070.00
		<u>Cleaning of Bridge No. 1</u> – King's Highway No. 3 Station 0+566A to Station 0+593A – approx. 27 m long including disposal of sediment off-site. (100%)	\$8,000.00	\$2,030.00	\$10,030.00
Total Special Benefit Assessment (Section 26 Non Pro-Ratable)			\$29,000.00	\$7,350.00	\$36,350.00
OVERALL TOTAL SPECIAL BENEFIT ASSESSMENT					\$36,350.00

"SCHEDULE E-1"
SCHEDULE OF ASSESSMENT
RUSH DRAIN (FUTURE MAINTENANCE)
TOWN OF ESSEX

ONTARIO LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
King's Highway No. 3	7.42	3.00	Ministry of Transportation Ontario	\$0.00	\$35.00	\$61.00	\$96.00
Total on Ontario Lands				\$0.00	\$35.00	\$61.00	\$96.00

MUNICIPAL LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
Block 'A' Roads	23.75	9.61	Town of Essex - Ward 1	\$0.00	\$214.00	\$1,595.00	\$1,809.00
Block 'B' Roads	20.50	8.30	Town of Essex - Ward 1	\$0.00	\$168.00	\$413.00	\$581.00
South Talbot Road	5.95	2.41	Town of Essex	\$0.00	\$34.00	\$49.00	\$83.00
Total on Municipal Lands				\$0.00	\$416.00	\$2,057.00	\$2,473.00

NON-AGRICULTURAL LANDS:

Roll No. /Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
Block 'A' Lands	87.75	35.51	Town of Essex - Ward 1	\$0.00	\$925.00	\$3,536.00	\$4,461.00
Block 'B' Lands	62.40	25.25	Town of Essex - Ward 1	\$0.00	\$1,109.00	\$861.00	\$1,970.00
Block 'C' Lands	16.00	6.47	Town of Essex - Ward 1	\$0.00	\$69.00	\$93.00	\$162.00
Block 'D' Lands	21.53	8.71	Town of Essex - Ward 1	\$0.00	\$243.00	\$293.00	\$536.00
210-00010	7.27	2.94	Essex Region Conservation Foundation (Cypher Systems Group Greenway)	\$0.00	\$203.00	\$99.00	\$302.00
Total on Non-Agricultural Lands				\$0.00	\$2,549.00	\$4,882.00	\$7,431.00

TOTAL ASSESSMENT				\$0.00	\$3,000.00	\$7,000.00	\$10,000.00
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	(Acres)	(Ha.)
Total Area:	252.57	102.20

"SCHEDULE E-2"
SCHEDULE OF ASSESSMENT
14TH CONCESSION EAST DRAIN (FUTURE MAINTENANCE)
TOWN OF ESSEX

ONTARIO LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
King's Highway No. 3	17.50	7.08	Ministry of Transportation Ontario	\$0.00	\$335.00	\$980.00	\$1,315.00
Total on Ontario Lands.....				\$0.00	\$335.00	\$980.00	\$1,315.00

MUNICIPAL LANDS:

Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
Block 'A' Roads	23.75	9.61	Town of Essex - Ward 1	\$0.00	\$136.00	\$1,330.00	\$1,466.00
Block 'B' Roads	20.50	8.30	Town of Essex - Ward 1	\$0.00	\$107.00	\$345.00	\$452.00
South Talbot Road	5.95	2.41	Town of Essex	\$0.00	\$104.00	\$333.00	\$437.00
14th Concession Road	3.00	1.21	Town of Essex	\$0.00	\$238.00	\$167.00	\$405.00
Total on Municipal Lands.....				\$0.00	\$585.00	\$2,175.00	\$2,760.00

NON-AGRICULTURAL LANDS:

Roll No./Description	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
Block 'A' Lands	87.75	35.51	Town of Essex - Ward 1	\$0.00	\$303.00	\$2,948.00	\$3,251.00
Block 'B' Lands	62.40	25.25	Town of Essex - Ward 1	\$0.00	\$323.00	\$1,046.00	\$1,369.00
Block 'C' Lands	16.00	6.47	Town of Essex - Ward 1	\$0.00	\$84.00	\$269.00	\$353.00
Block 'D' Lands	21.53	8.71	Town of Essex - Ward 1	\$0.00	\$112.00	\$362.00	\$474.00
210-00010	7.27	2.94	Essex Region Conservation Foundation (Cypher Systems Group Greenway)	\$0.00	\$38.00	\$122.00	\$160.00
570-04200 13 Pt. Lot	5.95	2.41	1635625 Ontario Inc.	\$0.00	\$140.00	\$92.00	\$232.00
Total on Non-Agricultural Lands.....				\$0.00	\$1,000.00	\$4,839.00	\$5,839.00

AGRICULTURAL LANDS:

Roll No.	Con.	Descrip	Area Affected (Acres) (Ha.)		Owner	Special Benefit	Benefit	Outlet	Total Assessment
570-03500	14	Pt. Lot	0.50	0.20	John P. & Lorraine P. Egeto	\$0.00	\$80.00	\$6.00	\$86.00
Total on Agricultural Lands.....						\$0.00	\$80.00	\$6.00	\$86.00
TOTAL ASSESSMENT						\$0.00	\$2,000.00	\$8,000.00	\$10,000.00

	(Acres)	(Ha.)
Total Area:	272.10	110.10

"SCHEDULE F"
DRAINAGE REPORT FOR THE
RELOCATION OF THE RUSH DRAIN
TOWN OF ESSEX

SPECIAL PROVISIONS - GENERAL

1.0 GENERAL SPECIFICATIONS

The General Specifications attached hereto is part of "Schedule F." It also forms part of this specification and is to be read with it, but where there is a difference between the requirements of the General Specifications and those of the Special Provisions which follow, the Special Provisions will take precedence.

2.0 DESCRIPTION OF WORK

The work to be carried out under this Contract includes, but is not limited to, the supply of all **labour and materials** to complete the following items:

- Tree and brush removal within the Cypher Systems Group Greenway corridor specifically the west side of the pedestrian trail including the existing ditch. The work shall also include the removal of tree stumps to permit construction of the new drain and the disposal of all trees, brush and stumps by burning on-site or removal off-site as required to accommodate the drainage works.
- Fencing and Guiderail works, as follows:
 - Remove existing wire fence along north side of King's Highway No. 3 right-of-way for access and re-instate fence as per drawing details when work is completed.
 - Supply and installation of a steel guiderail (OPSD 912.125) and Type M20 steel posts (OPSD 912.127) complete with a flared extruder terminal at the east end (overall guiderail length approximately 150 metres) meeting the Ministry of Transportation Ontario highway safety requirements.
- Strip and place topsoil as follows:
 - From Station 0+925 to Station 1+440 strip topsoil (minimum 150 mm depth) across a minimum 10 m width over the proposed drain location and temporarily stockpiled separately within the designated working corridors. Upon completion of excavation, spread a thin layer of salvaged topsoil a minimum 25 mm thickness over the drain banks of the new drain from Station 0+000 to Station 1+440 and fine grade.
- Excavation, trucking, filling and compaction of excavated materials, as follows:
 - Excavation of new Rush Drain from Station 0+000 to Station 1+440, totalling approximately 1,440 lineal metres of drain and approximately 11,200 m³ of material including trucking to temporary stockpile area on site of (Block 'B' lands) as directed by the property owner.
 - **(Future Work)** Excavation of new Rush Drain from Station 1+440 to Station 1+445, totalling approximately 5 lineal metres of drain and approximately 50 m³ of material including trucking to temporary stockpile area on site of (Block 'B' lands) as directed by the property owner.
Note: Work shall be completed once the relocated Rush Drain is a fully established grass lined channel.

- **(Future Work)** Remove all vegetation and organic debris from the existing drain slopes from the abandoned Rush Drain on the Block 'B' lands prior to infilling. Fill existing drain (approximately 3,000 m³) including trucking, filling and compaction of material in 250 mm lifts. Compaction to a minimum of 95% standard proctor density. Any excess materials to be stockpiled on site in location specified by property owner. Note: Work shall be completed once the relocated Rush Drain is a fully established grass lined channel.
- **(Future Work)** Remove all vegetation and organic debris from the existing drain slopes from the abandoned Rush Drain on the Block 'C' lands prior to infilling. Fill existing drain (approximately 1,200 m³) including trucking, filling and compaction of material in 250 mm lifts. Compaction to a minimum of 95% standard proctor density. Any excess materials to be stockpiled on site in location specified by property owner. Note: Work shall be completed once the relocated Rush Drain is a fully established grass lined channel and connected to upstream Rush Drain portion between Station 1+440 and Station 1+445.
- Seeding of drain banks and filled in drain as follows:
 - Supply and placement of bonded fibre matrix hydro-seed on new drain banks from Station 0+000 to Station 1+440 (approximately 15,000 m²).
- Supply and plant new trees (red cedar or other as specified by ERCA) @ minimum 9 m spacing along west side of Greenway pedestrian trail from Station 0+180 to Station 0+898 providing a minimum 1 m clearance from trail edge (approx. 80 trees). Between the trees, supply and plant shrubs (Black Chokeberry or Winterberry Holly or other as specified by ERCA) @ minimum 3 m spacing providing a minimum of 1 m clearance from trail edge (approx. 160 shrubs). Work shall include watering, fertilizer and staking where required.
- Pedestrian trail drainage works, as follows:
 - **Station 0+176 (Cypher Systems Group Greenway)** – Supply and install 750 mm diameter HDPE pipe, 9 m long culvert under trail including heavy duty steel flap gate, clear stone bedding (approximately 10 tonnes), compacted full Granular 'B' backfill (approximately 55 tonnes) Granular 'A' subgrade (approximately 5 tonnes) and asphalt restoration of pedestrian trail (approximately 2 tonnes) and sloped stone end walls with filter fabric underlay (approximately 40 m²). **Note: Contractor to hydrovac excavate & daylight existing Cogeco fibre line prior to installation..**
 - **Station 0+907 (Cypher Systems Group Greenway)** – Supply and install 600 mm diameter HDPE pipe, 15 m long for outlet of under trail including heavy duty steel flap gate, clear stone bedding (approximately 10 tonnes), compacted full Granular 'B' backfill (approximately 70 tonnes), Granular 'A' subgrade (approximately 5 tonnes) and asphalt surface for trail (approximately 2 tonnes). The work shall also include excavation and re-grading of south side ditch on upstream end of culvert and sloped stone erosion protection (approximately 100m²). **Note: Contractor to hydrovac excavate & daylight existing Cogeco fibre line prior to installation.**
- Supply and install stone erosion protection (minimum 300 mm thickness) on drain banks complete with filter fabric underlay at the following locations:
 - Station 0+000 - Supply and install 150 m² (300 mm thick) of stone erosion protection (SEP) including new filter fabric underlay on drain banks.
 - Station 0+226 to Station 0+416 - Supply and install 560 m² (300 mm thick) of stone erosion protection (SEP) including new filter fabric underlay on north drain bank.

- Station 0+898 to Station 0+925 - Supply and install 350 m² (300 mm thick) of stone erosion protection (SEP) including new filter fabric underlay on drain banks.
- Station 0+925 to Station 1+443 - Supply and install 130 m² (300 mm thick) of stone erosion protection (SEP) at hydro pole locations (13 @ 10 m² each) including new filter fabric underlay on drain banks.
- Station 1+443 to Station 1+449 - Supply and install 120 m² (300 mm thick) of stone erosion protection (SEP) including new filter fabric underlay on drain banks.
- Lateral private ditch outlet Station 0+374 - Supply and install 600 mm diameter HDPE outlet pipe 6 m long, complete with heavy duty flap gate. The work shall also include stone erosion protection on inlet end of pipe (approximately 5 m²)
- Bridge No. 3 – (Station 0+705) Supply and installation of a new 2500 mm x 1830 mm aluminized corrugated steel pipe arch (CSPA), 15.0 m long with 3.5 mm thickness (see specifications) complete with clear stone bedding up to springline of pipe complete with filter fabric overlay (approximately 60 tonnes), clean native backfill material above (approximately 70 m³), Granular 'A' driveway material (approximately 30 tonnes) and sloping stone end walls c/w filter fabric underlay (approximately 60 m²) providing a minimum 6.0 m (20 ft.) top width.
- Station 0+005 to Station 0+013 Rock flow check dam – Supply and install stone erosion protection (minimum 450 mm thickness) (approximately 30 m²) including filter fabric underlay beneath small rock dam constructed across the drain bottom for silt and sediment control measures during construction (OPSD 219.211).
- Road Bridge works, as follows:
 - Bridge No. 2 – (South Talbot Road Station 0+152.75) – Supply and installation of a new 2400 mm span x 1200 mm rise precast concrete box culvert (CHBDC CAN/CSA S6-06), 36 m long including 27 degree bend with sloped stone end walls (approx. 125 m²) including clear stone levelling base (approx. 65 tonnes), compacted Granular 'B' backfill up to road subgrade (approx. 580 tonnes) and Granular 'A' road base minimum 300 mm thickness (approx. 80 tonnes). Work shall also include full restoration of asphalt surface and concrete curb and gutter.
 - Bridge No. 4 – (Bell Avenue Station 1+055) – Supply and installation of a new 2400 mm span x 1200 mm rise precast concrete box culvert (CHBDC CAN/CSA S6-06), 20 m long with sloped stone end walls (approx. 40 m²) including clear stone levelling base (approx. 30 tonnes), compacted Granular 'B' backfill up to road subgrade (approx. 210 tonnes) and Granular 'A' road base minimum 300 mm thickness (approx. 80 tonnes).
 - (South Talbot Road Station 0+005) – Supply and install 1800 mm diameter Class 65-D (CSA-A257.2) concrete pipe culvert, 30 m long for outlet of abandoned Rush Drain including clear stone bedding (approx. 25 tonnes), compacted Granular 'B' backfill to 300 mm above pipe (approx. 270 tonnes), native material backfill above to existing grade (approx. 20 m³) and sloped stone end wall with filter fabric underlay (approx. 20 m²).
- Construct gabion stone spillways at west and east ends of new Rush Drain (Station 0+005 and Station 0+130) including the supply and placement of stone erosion protection (approx. 40 m²) with filter fabric underlay.
- Traffic Control, Plans and Signage in accordance with the current version of the Ontario Traffic Manual and the Occupational Health and Safety Act.

- Watermain lowering, as follows:
 - Lowering of existing 200 mm diameter watermain at South Talbot Road culvert crossing (Bridge No. 2) including testing and commissioning.
 - Future 250 mm diameter watermain extension to be deflected under Bell Avenue culvert (Bridge No. 4) including testing and commissioning.

NO NAME DRAIN (NEW DRAINAGE WORKS)

- Clearing and grubbing of existing drain from Station 0+000B to Station 0+538B (light brushing) including the disposal by burning on-site or removal off-site with trimming and/or removal of existing trees as required to accommodate the drainage works.
- Station 0+000B to Station 0+538B - Supply and placement of clay fill within existing drain including grading and compaction (approximately 500 m³).
- Station 0+000B to Station 0+538B - Supply and placement of topsoil over graded fill materials (minimum 100 mm thickness) including fine grading and hydraulic seeding (approximately 2,200 m²).
- Supply and install 450 mm diameter HDPE rear yard catch basin (RYCB) complete with cast iron grate, 6 m long, 300 mm diameter HDPE connection from rear yard catch basin to Rush Drain complete with heavy duty steel flapgate. The work shall also include tie-in of existing drain connections and stone erosion protection on drain bank (approximately 10 m² each) as follows:
 - RYCB - Station 0+076B
 - RYCB - Station 0+190B
 - RYCB - Station 0+236B
 - RYCB - Station 0+327B
- Supply and install 450 mm diameter HDPE rear yard catch basin (RYCB) complete with cast iron grate, 6 m long, 300 mm diameter HDPE connection from rear yard catch basin to Rush Drain complete with heavy duty steel flapgate. The work shall stone erosion protection on drain bank (approximately 10 m² each) as follows:
 - RYCB - Station 0+496B
- Supply and install one (1) 600 mm x 1200 mm precast concrete catch basin complete with heavy duty galvanized steel grate and 6 m long, 600 mm diameter HDPE connection from rear yard catch basin to Rush Drain complete with heavy duty flapgate. The work shall also include tie-in of existing 600 mm HDPE drainage pipe, grouting all pipe connections to catch basin with non-shrink grout and stone erosion protection on drain bank (approximately 10 m²).
 - CB – Station 0+149B.
- Temporary Silt Control Measures During Construction

14TH CONCESSION EAST DRAIN

- Brushing of the drain banks with trimming of existing trees as required to accommodate the drainage works from Station 0+000A to Station 0+513A including disposal by burning on-site or removal off-site. Work shall also include tree removal within designated working corridor on the south side of Bridge No. 2A to permit access to west side of drain for drain cleaning work.
- Excavation, levelling and trucking of excavated materials, as follows:

- Excavation of the drain bottom only, as follows:
 - Station 0+000A to Station 0+513A, totalling approx. 513 lineal metres of drain and approx. 140 m³ of material.
- Levelling of excavated materials, as follows:
 - Station 0+000A to Station 0+203A and Station 0+260A to Station 0+513A, totalling approx. 456 lineal metres of drain and approx. 130 m³ of material to be levelled.
- Trucking of excavated materials, as follows:
 - Station 0+203A to Station 0+260A, totalling approx. 57 lineal metres of drain and approx. 10 m³ of material to be trucked and levelled from Station 0+153A and Station 0+203A
- Supply and install stone erosion protection (minimum 300 mm thickness) on drain banks complete with filter fabric underlay at the following locations:
 - Station 0+525A to Station 0+532A - Supply and install stone erosion protection (SEP) approx. 60 m² including new filter fabric underlay on existing drain bend.
- Road bridge works, as follows:
 - Bridge No. 1 – King's Highway No. 3 Station 0+593A – Supply and installation of a new 3000 mm span x 1500 mm rise precast concrete box culvert extension, 2.5 m long including clearstone levelling base (approx. 5 tonnes), compacted Granular 'A' backfill (approx. 110 tonnes) and including connection to existing highway culvert complete with scribed holes, 15M dowels and inserts as required.
- Bridge cleaning works, as follows:
 - Bridge No. 1A – Pinkerton Road Station 0+000A being approx. 10 m long, 3600 mm span x 1800 mm rise concrete culvert. Work shall include disposal of sediment off-site.
 - Bridge No. 2A – (Roll No. 570-03500) Station 0+211A being approx. 5 m long, 2400 mm span x 1800 mm rise concrete culvert. Work shall include disposal of sediment off-site.
- Excavation of the drain bottom only, as follows:
 - Bridge No. 1A – Pinkerton Road Station 0+000A being approx. 10 m long, 3600 mm span x 1800 mm rise concrete culvert. Work shall include disposal of sediment off-site.
- Levelling of excavated materials, as follows:
 - Station 0+000A to Station 0+203A and Station 0+260A to Station 0+513A, totalling approx. 456 lineal metres of drain and approx. 130 m³ of material to be levelled.
- Trucking of excavated materials, as follows:
 - Station 0+203A to Station 0+260A, totalling approx. 57 lineal metres of drain and approx. 10 m³ of material to be trucked and levelled from Station 0+153A and Station 0+203A
- Bridge cleaning works, as follows:
 - Bridge No. 1 – King's Highway No. 3 (Station 0+566A to Station 0+593A) being approx. 27 m long, 3000 mm span x 1500 mm rise precast concrete box road culvert. Work shall include disposal of sediment off-site.
- Temporary Silt Control Measures During Construction

3.0 ACCESS TO THE WORK

Rush Drain

Access to the Rush Drain shall be from the Bell Avenue right-of-way entering the working area on the Block 'B' lands. From there, the designated access corridors shall be used as defined herein.

The Contractor shall make his/her own arrangements for any additional access for his/her convenience. All roads, pedestrian trail and grassed areas disturbed during construction and/or future maintenance of the drain shall be restored to original conditions at the Contractor's expense.

14th Concession East Drain

Access to the 14th Concession East Drain shall be from the 14th Concession Road entering the working area from Bridge No. 2A. One lane shall remain open during the construction period and traffic control (found in General Specifications) maintained at all times. The Contractor shall make his/her own arrangements for any additional access for his/her convenience. All roads and grassed areas disturbed during construction and/or future maintenance of the drain shall be restored to original conditions at the Contractor's expense.

4.0 DRAIN CONSTRUCTION & FUTURE MAINTENANCE CORRIDORS

The Contractor shall restrict his equipment to the working corridors as specified in this Section. Any damage resulting from non-compliance with this Section shall be borne by the Contractor. The working corridor shall be measured from the top of the nearest drain bank and shall be as follows:

FROM STA.	TO STA.	PRIMARY (See Note 1)	SECONDARY (See Note 2)
RUSH DRAIN (CONSTRUCTION)			
0+000	0+170	South Talbot Road allowance	King's Highway No. 3 corridor (north of westbound lanes only)
0+170	0+925	15.0 m wide on west side of drain	5.0 m wide on east side of drain Cypher Systems Group Greenway
0+925	1+445	15.0 m wide on south side of drain	4.5 m wide on north side of drain (4 m width at the back of the Allen Avenue industrial lots)
<u>14th CONCESSION EAST DRAIN (CONSTRUCTION)</u>			
0+000A	0+203A	9.0 m wide on west side of drain	14 th Concession Road allowance
0+203A	0+260A	14 th Concession Road allowance	5.0 m wide around perimeter of existing farmstead (buildings and grassed areas)
0+260A	0+513A	9.0 m wide on west side of drain	14 th Concession Road allowance
0+513A	0+525A	14 th Concession Road allowance	N/A

FROM STA.	TO STA.	PRIMARY (See Note 1)	SECONDARY (See Note 2)
0+525A	0+566A	King's Highway No. 3 corridor (south of eastbound lanes only)	N/A
		<u>RUSH DRAIN (FUTURE MAINTENANCE)</u>	
0+000	0+170	South Talbot Road allowance	King's Highway No. 3 corridor (north of westbound lanes only)
0+170	0+700	5.0 m wide on east side of drain Cypher Systems Group Greenway	N/A
0+700	0+925	7.3 m wide on west side of drain	5.0 m wide on east side of drain Cypher Systems Group Greenway
0+925	1+445	4.5 m wide on north side of drain (4 m width at the back of the Allen Avenue industrial lots)	N/A
		<u>14th CONCESSION EAST DRAIN (FUTURE MAINTENANCE)</u>	
0+000A	0+203A	9.0 m wide on west side of drain	14 th Concession Road allowance
0+203A	0+260A	14 th Concession Road allowance	5.0 m wide around perimeter of existing farmstead (buildings and grassed areas)
0+260A	0+513A	9.0 m wide on west side of drain	14 th Concession Road allowance
0+513A	0+525A	14 th Concession Road allowance	N/A
0+525A	0+566A	King's Highway No. 3 corridor (south of eastbound lanes only)	N/A

Note 1: *Primary working corridor* indicates the access corridor along the side of the drain where drain excavation, levelling or trucking of drain spoils is recommended unless noted otherwise below and/or in the Specifications, as well as all purposes listed for Secondary Working Corridors.

Note 2: *Secondary working corridor* indicates the access corridor alongside the drain where equipment may travel for the purpose of trucking, drain bank repairs, culvert work, tile outlet repairs, surface water inlet repairs, and other miscellaneous works. **No disposal of fill or levelling of materials shall be permitted within a secondary working corridor. As further specified, use of this secondary working corridor may be further restricted due to site condition. Read all Specifications, Drawings and/or notes before completing works.**

SPECIAL PROVISIONS – OPEN DRAIN

5.0 BRUSHING

Brushing shall be carried out on the entire drain within the above identified sections of the drain where required and as specified herein. **All** brush and trees located within the drain side slopes shall be cut parallel to the side slopes, as close to the ground as practicable. Tree branches that overhang the drain shall be trimmed. Small branches and limbs are to be disposed of by the Contractor along with the other brush. Tree stumps, where removed to facilitate the drain excavation and reshaping of the drain banks, may be burned by the Contractor where permitted; otherwise, they shall be disposed of, off the site. The Contractor shall make every effort to preserve mature trees which are beyond the drain side slopes, and the working corridors. If requested to do so by the Drainage Superintendent, the Contractor shall preserve certain mature trees within the designated working corridors (see Section 4.0).

Except as specified herein, all brush and trees shall be stockpiled adjacent to the drain within the working corridors. Stockpiles shall not be less than 100 m apart and shall be a minimum of 2.0 m from the edge of the drain bank. All brush, timber, logs, stumps, large stones or other obstructions and deleterious materials that interfere with the construction of the drain, as encountered along the course of the drain are to be removed from the drain by the Contractor. Large stones and other similar material shall be disposed of by the Contractor off the site.

Following completion of the work, the Contractor is to trim up any broken or damaged limbs on trees which remain standing, disposing of the branches cut off along with other brush and leaving the trees in a neat and tidy condition. Brush and trees removed from the working area are to be put into piles by the Contractor, in locations where they can be safely burned, and to be burned by the Contractor after obtaining the necessary permits, as required. Should these locations be outside of the working corridors to obtain safe distance from neighbouring property owners and roadways, the Contractor shall first obtain permission of the landowner(s) of Blocks 'B' and 'C'.

If, in the opinion of the Drainage Superintendent, any of the piles are too wet or green to be burned, or smoke is excessive, the Contractor may be advised to haul away the unburned materials to an approved dump site. When burning is permitted, during the course of burning operations the Contractor shall comply with the current guidelines prepared by the Air Quality Branch of the Ontario Ministry of Environment and shall ensure that the Environmental Protection Act is not violated.

As part of this work, the Contractor shall remove any loose timber, logs, stumps, large stones or other debris from the drain bottom and from the side slopes. **Timber, logs, stumps, large stones or other debris shall be disposed of off-site.**

6.0 NEW OPEN DRAIN CONSTRUCTION (RUSH DRAIN)

6.1 Setting Out

Benchmarks are provided on the attached drawings (Page No. 13 of 18). From these benchmarks, the Contractor will do his own setting out. The setting out by the Contractor shall include but shall not be limited to the preparation of grade sheets, the installation of centreline stakes, grade stakes, offsets, and sight rails.

If, during the setting out, the Contractor finds a discrepancy in the benchmarks provided by the Engineer in the attached drawings, or is uncertain as to the interpretation of the information provided or the work intended, he shall notify the Engineer immediately for additional verification or clarification before proceeding with construction.

The Contractor shall be responsible for the true and proper setting out of the works and for the correctness of the position, levels, dimensions and alignment of all parts of the work. The Contractor shall take every precaution and to ensure that the property limit is clearly and regularly marked and to have its accuracy confirmed by a professional land surveyor prior to constructing any part of the new drain.

If, at any time during the progress of the works, an error shall appear or arise in the position, levels, dimensions or alignment of any part of the works, the Contractor shall, at his own expense, rectify such error to the satisfaction of the Engineer, unless such error is based on incorrect data supplied in writing by the Engineer.

6.2 Profile and Excavation of New Drain Construction

Excavation shall be carried out in accordance with the profile shown on the drawings for the drain relocation.

In all cases, the Contractor shall use the benchmarks to establish the proposed grade. However, for convenience, the drawings provide the approximate depth from the surface of the ground and from the existing drain bottom to the proposed grades. **The Contractor shall not excavate deeper than the gradelines shown on the drawings.**

Should over excavation of the drain bank occur, the Contractor will not be permitted to repair with native material packed into place by the excavator and re-shaped. Should over excavation occur, the Contractor will be required to have a bank repair detail engineered by a Professional Engineer (hired by the Contractor), to ensure long term stability of the bank is maintained. Such repairs shall be subject to approval by the Engineer and will be at no extra cost to the item.

All excavation work shall be done in such a manner as to not harm any vegetation or trees, not identified in this report or by the Drainage Superintendent for clearing. Any damages to trees or vegetation caused by the Contractors work shall be rectified to the satisfaction of the Drainage Superintendent. The Contractor shall exercise caution around existing tile outlets and shall confirm with the property owners that all tiles have been located and tile ends repaired as specified.

6.3 Topsoil Stripping, Salvaging and Re-use on new drain banks

Prior to any drain excavation from Station 0+925 to Station 1+440, the topsoil shall be stripped across a minimum 10 m width over the proposed new drain location (515 m length) and temporarily stockpiled within the designated working corridors. Drain excavation materials shall be stockpiled separately. The salvaged topsoil shall be trucked within the working corridor where it can be later spread and levelled to a minimum 25 mm thickness on the banks of the newly constructed drain alignment from Station 0+000 to Station 1+440. It is anticipated that the amount of topsoil stripped will be greater than the amount required to fully dress the banks of the new drain alignment, however if needed, the Contractor may elect to import screened topsoil to complete the work at their expense. Excess topsoil shall not be removed from the site.

6.4 Construction of relocated drain portion offline

The Contractor shall construct the relocated Rush Drain offline from its outlet at the King's Highway No. 3 culvert (Station 0+000) continuing upstream to Station 1+440 and stopping short of and without connecting into the abandoned Rush Drain at Station 1+445. The purpose of the off line drain construction is to fully establish a grass lined channel and stabilize the banks to minimize erosion and sediment transport once the off line drain is subsequently connected to the upstream and covered portion of the Rush Drain starting at Station 1+449. Over this time period, the abandoned Rush Drain shall remain open and drainage maintained through the original alignment.

During the construction of the off line drain, the drainage from the King's Highway No. 3 and South Talbot Road that is directly into the Rush Drain, the Block 'D' lands and the Allen Avenue industrial lots within Block 'A' which are using the No-Name Drain shall be permitted to outlet. That is provided there is stone erosion protection placed at the designated new lateral pipes, culverts and spillways as shown on the drawings. The exception being, the private outlet swale from the Block 'B' lands that shall be blocked from entering the new drain until approval has been given by the Drainage Superintendent and Engineer to fill in the abandoned Rush Drain and connect the upstream Rush Drain at Station 1+449. The temporary stockpiled materials along the east side of the abandoned Rush Drain shall be placed no closer than 2 m from the edge of the drain. Openings to be provided within the stockpiled windrow where necessary to ensure surface drainage is maintained for the vacant Block 'B' lands. Prior to constructing the off line drain, the

rock flow check dam shall be installed between Station 0+005 and 0+013 across the bottom of the drain in accordance with specification OPSD 219.211.

6.5 Stone erosion protection on new drain banks

Stone erosion protection at the drain bend locations, where specified, shall be constructed at same time as the new channel excavation between Station 0+000 and Station 1+440. For the locations where the new drain channel will be constructed parallel to and in close proximity (minimum 1 m clearance) to the existing overhead hydro transmission, the north drain bank shall be provided with a 3 m wide strip of stone erosion protection centred at each of the existing poles. Should the existing utility be relocated prior to the drain construction, its alignment will still remain in close proximity to the south bank (minimum 1 m clearance) and as such the same stone erosion protection would be required.

For the new drain segment between Station 0+266 and Station 0+416 along the Cypher Systems Group Greenway, stone erosion protection is required to fully cover the west drain bank where a steeper 1:1 side slope is required to maintain the drain channel entirely within the greenway corridor lands. The top of the west drain bank shall be no closer than 0.5 m from the property limit and the top of the east bank shall be no closer than 1.5 m from the west edge of the pedestrian trail.

6.6 New Road Culverts and Pedestrian Access Culverts

The Contractor may elect to install the new road culverts and pedestrian access culvert into the offline relocated Rush Drain prior to it be connected to the upstream portion of the Rush Drain.

The new road culvert required for the drain crossing of South Talbot Road (Bridge No. 2 at Station 0+152.75) shall consist of a 2400 mm span x 1200 mm rise precast concrete box culvert, 36 m long including one 27 degree bend section complete with sloping stone endwalls. The culvert shall be designed and manufactured to the Canadian Highway Bridge Design Code (CHBDC CAN/CSA S6.06). Prior to installing the culvert, an existing 200 mm diameter watermain shall require to be lowered to a minimum 0.5 m below the bridge structure. Should the construction of South Talbot Road occur prior to the new culvert placement, there will be additional works to restore the roadway to its original new condition.

The new road culvert required for the drain crossing of Bell Avenue (Bridge No. 4 at Station 1+055) shall consist of a 2400 mm span x 1200 mm rise precast concrete box culvert, 20 m long complete with sloping stone endwalls. Prior to installing the culvert, there is an existing 250 mm diameter watermain on Bell Avenue that will require extension further south to cross under the bridge structure providing a minimum 0.5 m clearance. The watermain extension work should be coordinated with the Town of Essex Public Works Department and scheduled to go before the installation of the bridge.

An additional road culvert on South Talbot Road may be necessary should the road be constructed prior to the offline Rush Drain. With the intent to have the offline drain constructed before the construction of South Talbot Road, a minimum 1800 mm diameter size precast concrete pipe culvert shall be installed. This culvert will convey only the upstream flows of the abandoned Rush Drain (Block 'A' portion excluding the No-Name Drain flows), the Block 'B' and Block 'C' pre-development flows with outlet into the 14th Concession East Drain at the existing 3000 mm x 1500 mm concrete culvert under King's Highway No. 3.

The offline drain will convey the flows from the No-Name Drain, Block 'D' and the greenway corridor drainage and would by-pass the new 1800 mm diameter culvert.

The new pedestrian access culvert is required to permit the future trail extension westerly and crossing the drain into the Block 'B' lands. It shall consist of a 2500 mm x 1830 mm aluminized corrugated steel pipe arch culvert, 15 m long, 125 mm x 25 mm corrugations and 3.5 mm thickness, complete with sloping stone endwalls and a gravel driveway surface having a minimum top width of 6 metres.

There are two (2) existing culverts that cross the pedestrian trail within the Cypher Systems Group Greenway. The Contractor shall replace them with two new culverts of equal size. The south culvert shall be located at Station 0+176 consisting of a 9 m long, 750 mm diameter high density polyethylene (HDPE) Boss 2000 pipe, 320 kPA with split coupler joining system and complete with sloping stone endwalls and a heavy duty

galvanized steel flapgate attached to the outlet end of the pipe. The ends of the existing 750 mm diameter culvert shall be capped and sealed with non-shrink grout.

The north culvert shall be located at Station 0+907 consisting of a 15 m long, 600 mm diameter high density polyethylene (HDPE) Boss 2000 pipe, 320 kPA with gasket insert bell and spigot joining system complete with sloping stone endwalls and a heavy duty galvanized steel flapgate attached to the outlet end of the pipe.

6.7 No-Name Drain Infilling and New Drainage Works

In conjunction with the construction of the offline Rush Drain between Station 0+925 and Station 1+440, the Contractor shall be required to re-direct the drainage flows from the No-Name Drain into the new drain. The work includes clearing and grubbing of brush and vegetation, filling in of the existing ditch with clean clay fill from the new drain excavation and the re-grading a new swale to be directed to new catch basins to be installed in the locations as shown on the drawings.

The catch basins shall consist of high density polyethylene (HDPE) Boss 2000 pipe to the diameters as specified and to be supported on a clearstone base and to include a foundry cast iron grate of same diameter to fit the top of the catch basin pipe. The grades and elevations are provided on the drawings. Any variation made to these grades shall first obtain approval from the Drainage Superintendent and Engineer. Associated with the catch basin work, the Contractor shall re-connect all the existing storm drain outlets to the catch basins using inserta tee fittings and including the supply and installation of the new drainage outlet pipes to the new Rush Drain complete with a 3 m wide strip of sloping stone erosion protection on the entire north drain bank. The outlet pipes to consist of high density polyethylene (HDPE) Boss 2000 pipes, 320 kPA, to the diameters specified, and 6 m in length.

For the existing 600 mm diameter storm drain that outlets drainage flows from Allen Avenue to the No-Name Drain, the Contractor shall connect to the new Rush Drain. The work shall include a 600 mm x 1200 mm precast concrete catch basin complete with galvanized heavy duty steel grate, a 6 m long, 600 mm diameter high density polyethylene (HDPE) Boss 2000 outlet pipe and the tie-in of the existing 600 mm diameter pipe to the catch basin with grouting of all pipe connections with non-shrink grout. The work shall also include a 3 m wide strip of sloping stone erosion protection on the entire north drain bank.

Once grading and drainage works installed, the Contractor shall place a minimum 100 mm layer of topsoil, fine grade and hydro seed to grass. Prior to grass being established, silt and erosion control measure shall be put in place including straw bale filter dams to be staked on each side of the new catch basins.

6.8 Filling and Levelling of Abandoned Rush Drain

Native soil materials excavated from the new Rush Drain alignment shall be used to fill the upstream portion of the abandoned Rush Drain original alignment across the Block 'B' and Block 'C' lands. The work may proceed once approval has been given to connect the offline relocated Rush Drain at Station 1+445. Prior to the infilling of the open drain, the Contractor shall remove all vegetation, organic debris and topsoil from the existing drain. The native materials used to fill the drain shall be placed in maximum 250 mm loose lifts and compacted with a sheepsfoot type compaction equipment capable of achieving 95% of the maximum standard proctor density or better. For any existing lateral and main tile outlets that may exist within abandoned Rush Drain, the Contractor shall mark them for future relocation. The relocation of lateral drain tiles are the responsibility of the landowner.

6.9 Lateral private ditch outlet at Station 0+374

Following the filling in of the abandoned Rush Drain, the Contractor shall re-connect the existing lateral private ditch to the Rush Drain at Station 0+374. The work shall include the supply and installation of a 600 mm diameter high density polyethylene (HDPE) Boss 2000 pipe, 320 kPA with gasket insert bell and spigot joining system complete with heavy duty galvanized steel flapgate attached to the outlet end of the pipe and sloping stone erosion protection on inlet side of the pipe.

7.0 EXCAVATION AND LEVELLING (14th CONCESSION EAST DRAIN)

7.1 Excavation of Existing Drain Channel

In all cases, the Contractor shall use the benchmarks to establish the proposed grade. However, for convenience, the drawings provide the approximate depth from the surface of the ground and from the existing drain bottom to the proposed grades. **THE CONTRACTOR SHALL NOT EXCAVATE DEEPER THAN THE GRADELINES SHOWN ON THE DRAWINGS.** Should over-excavation of the drain bank occur, the Contractor will **not** be permitted to repair with native material packed into place by the excavator and re-shaped. Should over-excavation occur, the Contractor will be required to have a bank repair detail engineered by a Professional Engineer (hired by the Contractor), to ensure long term stability of the bank is maintained. Such repairs shall be subject to approval by the Engineer and will be at no extra cost to the item.

All excavated material shall be handled as specified in Section 7.2. Materials deposited on the farmlands shall be within the working corridors, at least 2.0 m from the top of the drain bank, or as specified on the drawings. Upon allowing drying of excavated materials (if necessary) and as approved by the Drainage Superintendent, the Contractor shall level excavated materials in accordance with Section 7.2. Excavated material shall not be placed on dykes, in ditches, tiles or depressions intended to conduct water into the drain.

All excavation work shall be done in such a manner as to not harm any vegetation or trees, not identified in this report or by the Drainage Superintendent for clearing. Any damages to trees or vegetation caused by the Contractors work shall be rectified to the satisfaction of the Drainage Superintendent. The exception being at Station 0+203A where the existing tree line to the west side of the access bridge (Bridge No. 2A) prevents access to the working corridor. Only the trees within the 9 m wide corridor may be removed for equipment access. The Contractor may dispose of the trees by means of burning as defined in Section 5 above.

The Contractor shall exercise caution around existing tile inlets and shall confirm with the property owners that all tiles have been located and tile ends repaired as specified.

7.2 Levelling of Excavated Materials

Excavation of the drain bottom shall be completed as specified in Section 7.1, above and also as specified below and as shown on the drawings. Excavated drain materials shall be spread to a depth not to exceed 150 mm and kept within the designated working corridors as defined in Section 4 above. The material shall be sufficiently levelled to allow further working by agricultural implements. All stones and other debris removed from the drain, which may interfere with agricultural implements, shall be disposed of off-site. Excavated material shall not be placed on dykes, in ditches, tiles or depressions intended to conduct water into the drain.

7.3 Trucking of Excavated Materials

Excavated materials to be removed from the drain in between Station 0+203A and Station 0+260A are to be trucked to the property adjacent to the drain and downstream of Station 0+203A to be levelled as specified in Section 7.2. **The Contractor shall be solely responsible for acquiring any and all permits and approvals required prior to hauling and disposal of materials off-site.** The Contractor shall restore any such areas which are damaged by his operations, to original or better condition. The Contractor will be held liable for damages to roads and grassed areas resulting from his non-compliance with **these specifications.**

8.0 STONE EROSION PROTECTION (SEP)

The Contractor shall supply and install the required quantities of graded stone rip-rap erosion protection materials where specified. All stone to be used for erosion protection shall be 125 - 250 mm clear **quarried rock** or OPSS 1001 placed over a non-woven filter fabric Terrafix 270R or approved equivalent. **Concrete rip-rap will not be permitted.** The minimum thickness requirement of the erosion stone layer is 300 mm with no portion of the filter fabric to be exposed.

9.0 HYDRAULIC SEEDING OF DRAIN BANKS ON NEW DRAIN CHANNEL

The newly established drain banks and all existing grassed areas disturbed by construction shall be hydraulic mulch seeded as specified herein. The surface shall be predominantly fine and free from weeds and other unwanted vegetation. All other loose surface litter shall be removed and disposed of.

Bonded Fibre Matrix shall consist of thermally refined wood fibers and 10% cross-linked hydro-colloidal tackifiers. It should be 100% biodegradable. The curing period shall be not more than 48 hours. Bonded Fibre Matrix shall be hydraulically applied and after application be capable of adhering to the soil. In a dry state, shall be comprised of not less than 70% by weight of long, stranded wood fibres held together by organic or mineral bonding agents or both.

Bonded Fibre Matrix shall be applied at a minimum rate of 3,700 kg of dry product per 10,000 m². It shall be thoroughly mixed with water in a hydraulic seeder and mulcher at a rate of 20-30 kg of dry product to 500-600 litres of water to form a homogeneous slurry. Refer to OPSS.PROV 804 for specifications.

Seeding and mulching shall be a one step process in which the seed, fertilizer and hydraulic mulch are applied simultaneously in a water slurry via the hydraulic seeder/mulcher. The materials shall be added to the supply tank while it is being loaded with water. The materials shall be thoroughly mixed into a homogeneous water slurry and shall be distributed uniform, cohesive mat over the prepared surface. The materials shall be measured by mass or by a mass-calibrated volume measurement, acceptable to the Drainage Superintendent.

The hydraulic seeder/mulcher shall be equipped with mechanical agitation equipment capable of mixing the materials into a homogenous state until applied. The discharge pumps and gun nozzles shall be capable of applying the material uniformly. Grass seed shall be Canada No. 1 grass seed mixture meeting the requirements of a Waterway Slough Mixture as supplied by Growmark or approved equal, as follows:

<i>Creeping Red Fescue</i>	20%
<i>Meadow Fescue</i>	30%
<i>Tall Fescue</i>	30%
<i>Timothy</i>	10%
<i>White Clover</i>	10%

Bags shall bear the label of the supplier indicating the content by species, grade and mass. Seed shall be applied at a rate of 200 kg per 10,000 m². Fertilizer shall be 8-32-16 applied at 350 kg per 10,000 m². It shall be in granular form, dry, free from lumps and in bags bearing the label of the manufacturer, indicating mass and analysis. **The hydraulic seeding shall be deemed "Completed by the Contractor" when the seed has established in all areas to the satisfaction of the Engineer. Re-seeding and/or other methods required to establish the grass will be given consideration to achieve the end result and the costs shall be incidental to the works.**

10.0 CLEANING OF PRIVATE ACCESS CULVERTS AND ROAD BRIDGES

At the locations listed below, the Contractor shall clean the existing pipes or culverts to their full capacity and cross section or width. The operation may be carried out by mechanical means or by flushing. Any damage resulting from the Contractor's operation shall be rectified at his expense. All material removed from the pipes or culverts shall be transported to a dump site arranged by the Contractor. The Contractor shall be solely responsible for acquiring all permits required for the dump site. The Contractor shall take precautions during the construction period to avoid re-sedimentation of the pipes and culverts. Any sediment deposited as a result of construction activities shall be removed at the Contractor's expense.

- Bridge No. 1 – King's Highway No. 3 Station 0+000, 27 m long, 3000 mm span x 1500 mm rise concrete box road culvert.
- Bridge No. 1A – Pinkerton Road Station 0+000A, 10 m long, 3600 mm span x 1800 mm rise concrete culvert.

- Bridge No. 2A – Roll No. 570-03500 Station 0+211A, 5 m long, 2400 mm span x 1800 mm rise concrete culvert.

12.0 ROAD BRIDGE CONSTRUCTION

12.1 Location of New Road Bridges

The bridges shall be located and installed as shown on the drawings attached hereto.

12.2 Materials for New Road Bridges

Materials shall be as follows:

Culvert **Bridge No. 1** – **King's Highway No. 3 Station 0+000:** New 2.5 m long, 3000 mm span x 1500 mm rise precast concrete box culvert extension as per CHBDC CAN/CSA S06-06.

Bridge No. 2 – **South Talbot Road Station 0+152.75:** New 36.0 m long, 2400 mm span x 1200 mm rise precast concrete box culvert as per CHBDC CAN/CSA S06-06.

Bridge No. 4 – **Bell Avenue Station 1+055:** New 20.0 m long, 2400 mm span x 1200 mm rise precast concrete box culvert as per CHBDC CAN/CSA S06-06.

South Talbot Road Culvert – **Station 0+005:** New 30.0 m long, 1800 mm diameter precast concrete pipe, Class 65-D, as per CSA-A257.2

Pipe Bedding Below Pipe 20-25 mm clear stone conforming to OPSS Division 10.

Backfill to 300 mm above culvert (Bridge No. 1) Granular 'A' conforming to OPSS Division 10.

Backfill 300 mm below existing ground (temporary condition) Dry native material free of topsoil, organic matter, broken concrete, steel, wood and deleterious substances. Alternatively, Granular 'A' or 'B' conforming to OPSS Division 10.

Backfill to 300 mm above culvert (Bridge No. 2 & 4, South Talbot Road culvert) Granular 'B' conforming to OPSS Division 10.

12.3 Lateral Tile Drains

The Contractor shall re-route any outlet tile drains, in consultation with the Drainage Superintendent, as required to accommodate the new culverts. Tile drain outlets through the wall of the new culvert will not be permitted. All costs associated with re-routing lateral tile drains (if any) shall be at the Contractor's expense.

12.4 Bridge Installation

Suitable dykes shall be constructed in the drain so that the installation of the pipe or culvert can be accomplished in the dry. The drain bottom shall be cleaned, prepared, shaped and compacted to suit the new culvert configuration, as shown on the drawings. Granular materials shall be compacted to 100% of their maximum dry density; native materials shall be compacted to 95% of their maximum dry density.

12.5 Sloping Stone End Walls

Sloping stone end walls shall be constructed of quarry stone rip-rap, as shown on the drawings and as specified herein. Each end wall shall extend from the invert of the new culvert to the top of the proposed lane. The end walls shall be sloped 1 vertical to 1.5 horizontal, with a filter fabric underlay surrounding the pipe and spanning across the entire width of the drain. The minimum thickness requirement of the erosion stone layer is 300 mm, with no portion of the filter fabric to be exposed.

12.6 Native Materials

Native materials suitable for use as backfill, as defined under Section 12.2, shall be salvaged from the bridge site as required to complete the work as shown on the drawings and/or from the drain excavation. Where there is an insufficient amount of native fill materials for backfilling the culvert, the Contractor may elect to import additional dry native materials or alternatively use Granular 'B' at his/her own expense.

13.0 PEDESTRIAN ACCESS BRIDGE

13.1 Location of Access Bridge

The bridges shall be located and installed as shown on the drawings attached hereto.

13.2 Materials for Access Bridge

Materials shall be as follows:

<i>Culvert pipe</i>	Bridge No. 3 – Station 0+705 (Essex Town Centre Ltd.): <i>New 15 m long, 2500 mm x 1830 mm aluminized Type II corrugated steel pipe arch culvert (CSPA), wall thickness of 3.5 mm and 125x25 corrugations with rerolled ends.</i>
<i>Coupler</i>	<i>New culvert shall be joined with annular aluminized corrugated wide bolt and angle couplers (minimum of 8 corrugation overlap and 2.8 mm wall thickness) and no single pipe less than 6.0 m length. All pipes connected with couplers shall abut to each other with no more than a 25 mm gap between pipes prior to installation of the coupler and wrapped with filter fabric.</i>
<i>Pipe Bedding Below Pipe</i>	<i>20-25 mm clear stone conforming to OPSS Division 10.</i>
<i>Backfill</i>	<i>Native material or Granular 'B' conforming to OPSS Division 10</i>
<i>Driveway surface</i>	<i>Granular 'A' conforming to OPSS Division 10.</i>

13.3 Lateral Tile Drains

The Contractor shall re-route any outlet tile drains, in consultation with the Drainage Superintendent, as required to accommodate the new culverts. Tile drain outlets through the wall of the new culvert will not be permitted. All costs associated with re-routing lateral tile drains (if any) shall be at the Contractor's expense.

13.4 Bridge Installation

Suitable dykes shall be constructed in the drain so that the installation of the pipe or culvert can be accomplished in the dry. The drain bottom shall be cleaned, prepared, shaped and compacted to suit the new culvert configuration, as shown on the drawings. Granular materials shall be compacted to 100% of their maximum dry density; native materials shall be compacted to 95% of their maximum dry density.

13.5 Sloping Stone End Walls

Sloping stone end walls shall be constructed of quarry stone rip-rap, as shown on the drawings and as specified herein. Each end wall shall extend from the invert of the new culvert to the top of the proposed

lane. The end walls shall be sloped 1 vertical to 1.5 horizontal, with a filter fabric underlay surrounding the pipe and spanning across the entire width of the drain. The minimum thickness requirement of the erosion stone layer is 300 mm, with no portion of the filter fabric to be exposed.

13.6 Native Materials

Native materials suitable for use as backfill, as defined under Section 13.2, shall be salvaged from the bridge site as required to complete the work as shown on the drawings and/or from the drain excavation. Where there is an insufficient amount of native fill materials for backfilling the culvert, the Contractor may elect to import additional dry native materials or alternatively use Granular 'B' at his/her own expense.

14.0 NEW PRECAST CONCRETE CATCH BASINS

The Contractor shall arrange for the supply and installation of concrete catch basins at the locations and elevations as shown on the Details and Profiles. The Contractor shall install all precast structures plumb and true to line and grade. Precast bases shall be set to the specified grade, shall be level, and shall have uniform overall contact with the underlying soil.

All catch basins installed shall meet the dimensions and locations outlined in the drawings. Precast concrete catch basins shall conform to the requirements of Ontario Provincial Standard Specification (OPSS) 1351. The floor elevation shall be at least 300 mm below the invert of the outlet pipe in the wall of the catch basin.

Pipe placed in the walls for inlet and outlet connections shall extend through the wall a sufficient distance to allow for connections. The pipes shall be trimmed flush with the inside wall and shall be securely sealed into place using grout.

All catch basins shall be supplied with 1 – 150 mm riser section installed on top of the structure so that future adjustments can be made. The catch basins shall be supplied with heavy duty galvanized grates as manufactured by Coldstream Concrete or approved equal.

15.0 NEW HDPE CATCH BASINS (RYCB)

The Contractor shall supply and install 450 mm diameter and 900 mm diameter solid corrugated high density polyethylene (HDPE) smooth wall 320 kPa pipe (Boss 2000 or approved equal) rear yard catch basins complete with cast iron grate and 300 mm diameter or 450 mm diameter solid corrugated high density polyethylene (HDPE) smooth wall 320 kPa pipe (Boss 2000 or approved equal) connection. The base of the rear yard catch basin shall consist of a minimum 300 mm layer of 19 mm size free draining clear stone material with no bottom within catch basin. The base elevation shall be at least 600 mm below the invert of the lowest outlet pipe in the wall of the catch basin.

Rear yard catch basins shall be backfilled with clean native materials in maximum 300 mm lifts and compacted to 98% of the maximum standard proctor density.

16.0 ROCK CHECK DAM

Rock check dam shall be installed at the downstream end of the proposed works prior to commencing construction. The location and exact dimensions of the rock check dam will be confirmed with the Drainage Superintendent prior to installation. Installation shall be in accordance with OPSD 219.211 with the modifications to size as discussed with the Drainage Superintendent.

The rock check dam will not be removed until vegetation is established in the new channel or as directed by the Drainage Superintendent.

17.0 GUIDERAIL SYSTEM ALONG NORTH SIDE OF KING'S HIGHWAY NO. 3

The Contractor shall supply and install a galvanized steel beam guiderail system (OPSD 912.186) using Type

M rail (OPSD 912.125) and M20 galvanized steel posts, 2438 mm length (OPSD 912.127 and to be located 0.5 m south of the south drain bank for the relocated Rush Drain. The guiderail shall be approximately 150 metres long starting from Station 0+000 and proceeding eastward on the same alignment as the Rush Drain. The work shall also include a flared extruder terminal end rail (OPSD 922.532). The new guiderail's location will be outside of the 13.5 m wide clear zone once the highway is widened and the new lanes shifted further south. It therefore does not present a traffic hazard and may remain in place thereafter. The guiderail system shall adhere to the Ministry of Transportation Highway Design and Safety Manual and Ontario Provincial Standard Drawings. Should the Ministry elect to remove the guiderail after the highway is widened, the removal costs shall be the responsibility of the road authority having jurisdiction over the highway.

18.0 TREE & SHRUB PLANTINGS ALONG WEST SIDE OF GREENWAY TRAIL

Following completion of the Rush Drain relocation along the Cypher Systems Group Greenway, the Contractor shall supply and install the tree and shrub line along the west side of the pedestrian trail from Station 0+180 to Station 0+898. The trees recommended are a red cedar species or other as specified by the Essex Region Conservation Authority to be planted at a minimum 9 m spacing and maintaining a minimum 1 m clearance from the asphalt trail edge. Following the planting of trees, the Contractor shall supply and install the shrubs between the tree spacing to be planted at a minimum 3 m spacing and maintaining a minimum 1 m clearance from the asphalt trail edge. The shrubs recommended are Black Chokeberry and Winterberry Holly or other as specified by the Essex Region Conservation Authority. The total quantity of trees and shrubs required is 80 plantings for each species. The work shall also include watering complete with fertilizer and staking where required.

GENERAL SPECIFICATIONS

1.0 AGREEMENT AND GENERAL CONDITIONS

The part of the Specifications headed "Special Provisions" which is attached hereto forms part of this Specification and is to be read with it. Where there is any difference between the requirements of this General Specification and those of the Special Provisions, the Special Provisions shall govern.

Where the word "Drainage Superintendent" is used in this specification, it shall mean the person or persons appointed by the Council of the Municipality having jurisdiction to superintend the work.

Tenders will be received and contracts awarded only in the form of a lump sum contract for the completion of the whole work or of specified sections thereof. The Tenderer agrees to enter into a formal contract with the Municipality upon acceptance of the tender. The General Conditions of the contract and Form of Agreement shall be those of the Stipulated Price Contract CCDC2-Engineers, 1994 or the most recent revision of this document.

2.0 EXAMINATION OF SITE, PLANS AND SPECIFICATIONS

Each tenderer must visit the site and review the plans and specifications before submitting his/her tender and must satisfy himself/herself as to the extent of the work and local conditions to be met during the construction. Claims made at any time after submission of his/her tender that there was any misunderstanding of the terms and conditions of the contract relating to site conditions, will not be allowed. The Contractor will be at liberty, before bidding to examine any data in the possession of the Municipality or of the Engineer.

The quantities shown or indicated on the drawings or in the report are estimates only and are for the sole purpose of indicating to the tenderers the general magnitude of the work. The tenderer is responsible for checking the quantities for accuracy prior to submitting his/her tender.

3.0 MAINTENANCE PERIOD

The successful Tenderer shall guarantee the work for a period of one (1) year from the date of acceptance thereof from deficiencies that, in the opinion of the Engineer, were caused by faulty workmanship or materials. The successful Tenderer shall, at his/her own expense, make good and repair deficiencies and every part thereof, all to the satisfaction of the Engineer. Should the successful Tenderer for any cause, fail to do so, then the Municipality may do so and employ such other person or persons as the Engineer may deem proper to make such repairs or do such work, and the whole costs, charges and expense so incurred may be deducted from any amount due to the Tenderer or may be collected otherwise by the Municipality from the Tenderer.

4.0 GENERAL CO-ORDINATION

The Contractor shall be responsible for the coordination between the working forces of other organizations and utility companies in connection with this work. The Contractor shall have no cause of action against the Municipality or the Engineer for delays based on the allegation that the site of the work was not made available to him by the Municipality or the Engineer by reason of the acts, omissions, misfeasance or non-feasance of other organizations or utility companies engaged in other work.

5.0 RESPONSIBILITY FOR DAMAGES TO UTILITIES

The Contractor shall note that overhead and underground utilities such as hydro, gas, telephone and water are not necessarily shown on the drawings. It is the Contractor's responsibility to contact utility companies for information regarding utilities, to exercise the necessary care in construction operations and to take other precautions to safeguard the utilities from damage. All work on or adjacent to any utility, pipeline, railway, etc., is to be carried out in accordance with the requirements of the utility, pipeline, railway, or other, as the case may be, and its specifications for such work are to be followed as if they were part of this specification. The Contractor will be liable for any damage to utilities.

6.0 CONTRACTOR'S LIABILITY

The Contractor, his/her agents and all workmen or persons under his/her control including sub-contractors, shall use due care that no person or property is injured and that no rights are infringed in the prosecution of the work. The Contractor shall be solely responsible for all damages, by whomsoever claimable, in respect to any injury to persons or property of whatever description and in respect of any infringement of any right, privilege or easement whatever, occasioned in the carrying on of the work, or by any neglect on the Contractor's part.

The Contractor, shall indemnify and hold harmless the Municipality and the Engineer, their agents and employees from and against claims, demands, losses, costs, damages, actions, suits, or proceedings arising out of or attributable to the Contractor's performance of the contract.

7.0 PROPERTY BARS AND SURVEY MONUMENTS

The Contractor shall be responsible for marking and protecting all property bars and survey monuments during construction. All missing, disturbed or damaged property bars and survey monuments shall be replaced at the Contractor's expense, by an Ontario Land Surveyor.

8.0 MAINTENANCE OF FLOW

The Contractor shall, at his/her own cost and expense, permanently provide for and maintain the flow of all drains, ditches and water courses that may be encountered during the progress of the work.

9.0 ONTARIO PROVINCIAL STANDARDS

Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD) shall apply and govern at all times unless otherwise amended or extended in these Specifications or on the Drawing. Access to the electronic version of the Ontario Provincial Standards is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>. Under the title Technical Manuals is a link to the Ontario Provincial Standards. Users require Adobe Acrobat to view all pdf files.

10.0 APPROVALS, PERMITS AND NOTICES

The construction of the works and all operations connected therewith are subject to the approval, inspection, by-laws and regulations of all Municipal, Provincial, Federal and other authorities having jurisdiction in respect to any matters embraced in this Contract. The Contractor shall obtain all approvals and permits and notify the affected authorities when carrying out work in the vicinity of any public utility, power, underground cables, railways, etc.

11.0 SUBLETTING

The Contractor shall keep the work under his/her personal control, and shall not assign, transfer, or sublet any portion without first obtaining the written consent of the Municipality.

12.0 TIME OF COMPLETION

The Contractor shall complete all work on or before the date fixed at the time of tendering. The Contractor will be held liable for any damages or expenses occasioned by his/her failure to complete the work on time and for any expenses of inspection, superintending, re-tendering or re-surveying, due to their neglect or failure to carry out the work in a timely manner.

13.0 TRAFFIC CONTROL

The Contractor will be required to control vehicular and pedestrian traffic along roads at all times and shall, at his/her own expense, provide for placing and maintaining such barricades, signs, flags, lights and flag persons as may be required to ensure public safety. The Contractor will be solely responsible for controlling traffic and shall appoint a representative to maintain the signs and warning lights at night, on weekends and holidays and at all other times that work is not in progress. All traffic control during construction shall be strictly in accordance with the **Occupational Health and Safety Act** and the current version of the **Ontario**

Traffic Manuals. Access to the electronic version of the **Ontario Traffic Manual** is available online through the MTO website, free of charge to all users. To access the electronic standards on the Web go to <http://www.mto.gov.on.ca/english/transrd/>, click on "Library Catalogue," under the "Title," enter "Ontario Traffic Manual" as the search. Open the applicable "Manual(s)" by choosing the "Access Key," once open look for the "Attachment," click the pdf file. Users require Adobe Acrobat to view all pdf files.

Contractors are reminded of the requirements of the Occupational Health and Safety Act pertaining to Traffic Protection Plans for workers and Traffic Control Plan for Public Safety.

14.0 SITE CLEANUP AND RESTORATION

As part of the work and upon completion, the Contractor shall remove and dispose of, off-site any loose timber, logs, stumps, large stones, rubber tires, cinder blocks or other debris from the drain bottom and from the side slopes. Where the construction works cross a lawn, the Contractor shall take extreme care to avoid damaging the lawn, shrubs and trees encountered. Upon completion of the work, the Contractor shall completely restore the area by the placement and fine grading of topsoil and seeding or sodding the area as specified by the Engineer or Drainage Superintendent.

15.0 UTILITY RELOCATION WORKS

In accordance with Section 26 of the Drainage Act, if utilities are encountered during the installation of the drainage works that conflict with the placement of the new culvert, the operating utility company shall relocate the utility at their own costs. The Contractor however will be responsible to co-ordinate these required relocations (if any) and their co-ordination work shall be considered incidental to the drainage works.

16.0 FINAL INSPECTION

All work shall be carried out to the satisfaction of the Drainage Superintendent for the Municipality, in compliance with the specifications, drawings and the Drainage Act. Upon completion of the project, the work will be inspected by the Engineer and the Drainage Superintendent. Any deficiencies noted during the final inspection shall be immediately rectified by the Contractor.

Final inspection will be made by the Engineer within 20 days after the Drainage Superintendent has received notice in writing from the Contractor that the work is completed, or as soon thereafter as weather conditions permit.

17.0 FISHERIES CONCERNS

Standard practices to be followed to minimize disruption to fish habitat include embedment of the culvert a minimum 10% below grade, constructing the work 'in the dry' and cutting only trees necessary to do the work (no clear-cutting). No in-water work is to occur during the timing window unless otherwise approved by the appropriate authorities.

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LEGEND

RUSH DRAIN & 14TH CONCESSION EAST DRAIN WATERSHED AREA

RUSH DRAIN RELOCATION

OTHER DRAINS

BM

SITE BENCHMARKS (SEE PAGE 13)

NEW BRIDGE

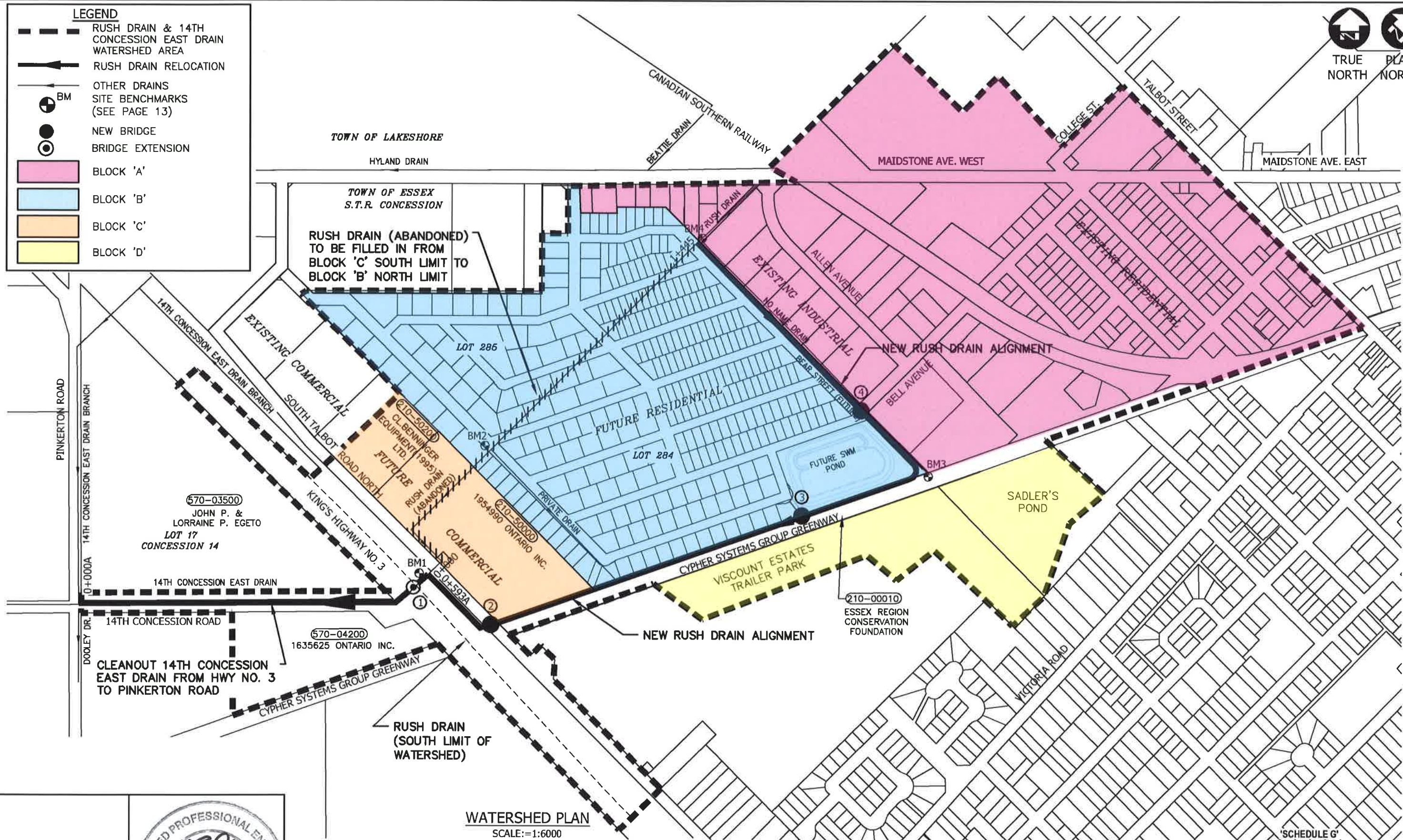
BRIDGE EXTENSION

BLOCK 'A'

BLOCK 'B'

BLOCK 'C'

BLOCK 'D'



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WATERSHED PLAN
SCALE: = 1:6000

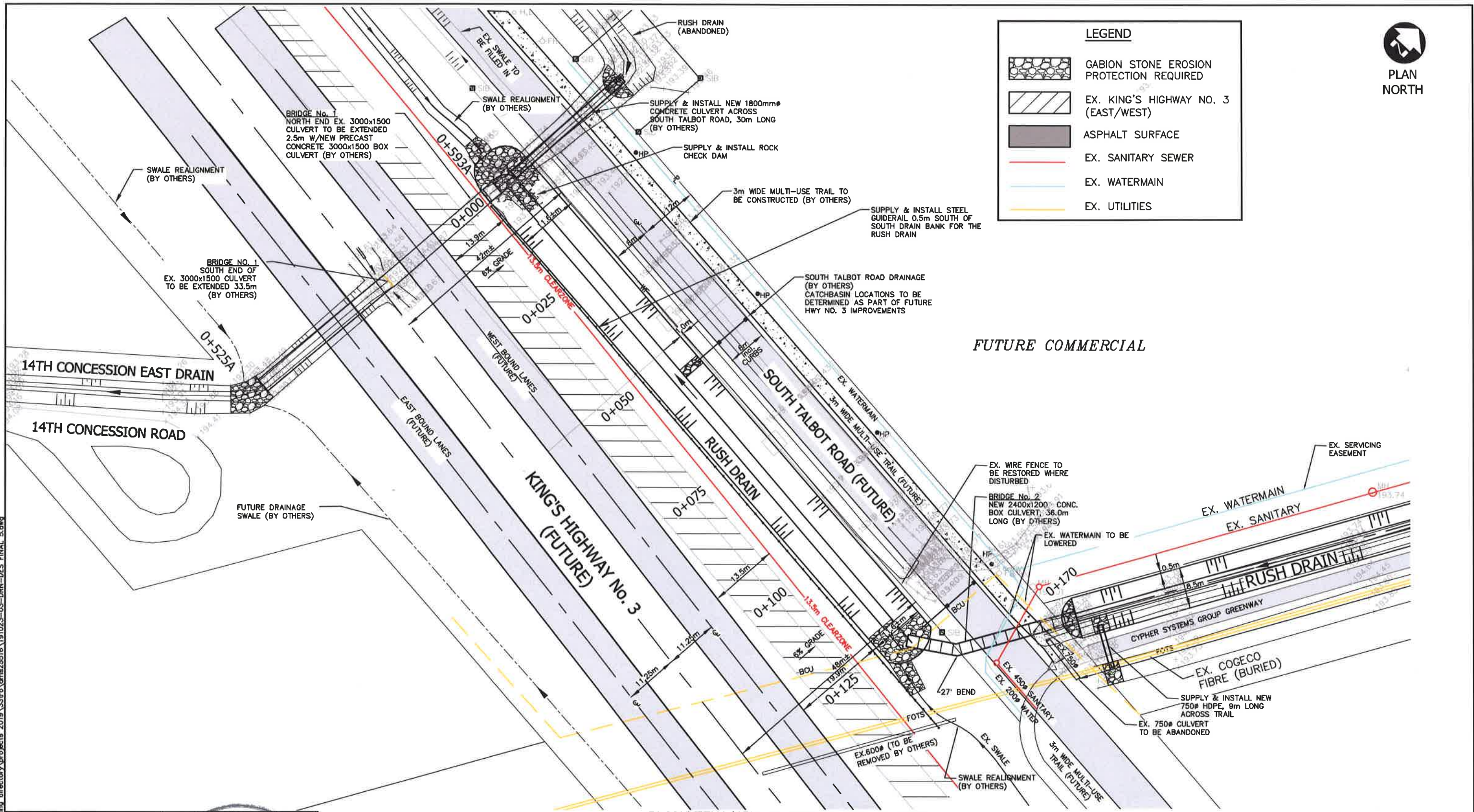
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3	FINAL REPORT FOR CONSIDERATION	JAN. 8/21	TRO
2	FINAL REPORT SUBMISSION	DEC. 21/20	TRO
1	CLIENT REVIEW	NOV. 26/20	TRO

DESIGN	TRO	REVIEWED BY	JJT
DRAWN	WLB	CHECKED BY	RM
DATE	January 8, 2021		
SCALE	AS SHOWN		

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Drainage Report for the RELOCATION OF THE RUSH DRAIN Town of Essex	
SHEET TITLE	OVERALL WATERSHED PLAN
PAGE NO.	1 of 15

Jan 07, 2021 - 8:35pm C:\pwworking\directory\projects\2019\3319\dms25516\191023-03-DRN-DES FINAL 5.dwg



PLAN VIEW (STA. 0+000 TO STA. 0+170)
SCALE: 1:750 (11x17)



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No.	ISSUED FOR	DATE	BY
3	FINAL REPORT FOR CONSIDERATION	JAN. 8/21	TRO
2	FINAL REPORT SUBMISSION	DEC. 21/20	TRO
1	CLIENT REVIEW	NOV. 26/20	TRO

DESIGN	TRO	REVIEWED BY	JJT
DRAWN	WLB	CHECKED BY	RM
DATE	January 8, 2021		
SCALE	AS SHOWN		

DILLON CONSULTING

PROJECT NO 19-1023

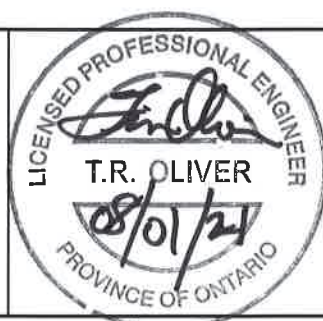
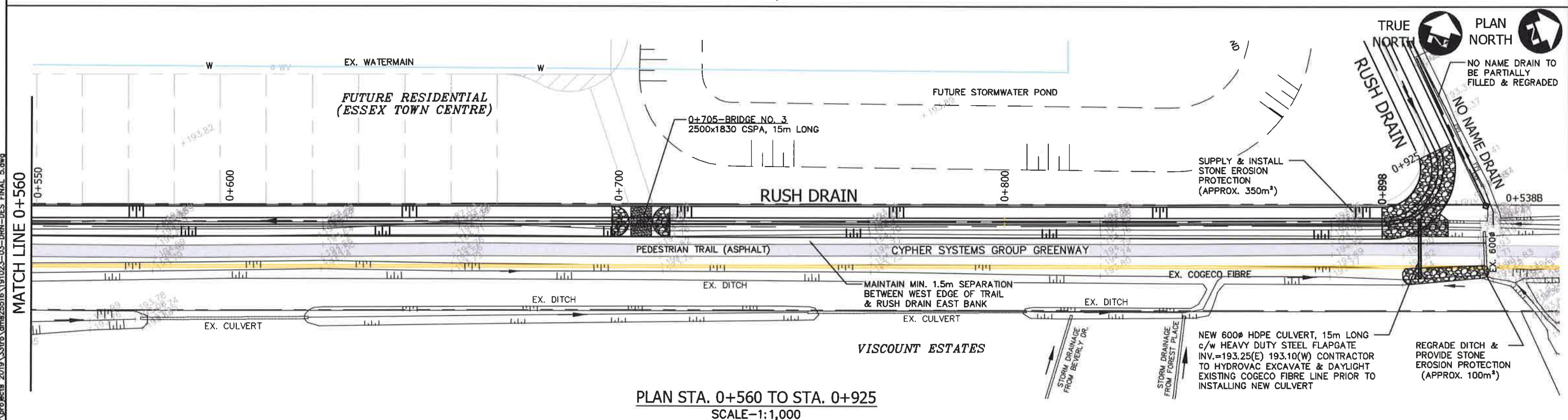
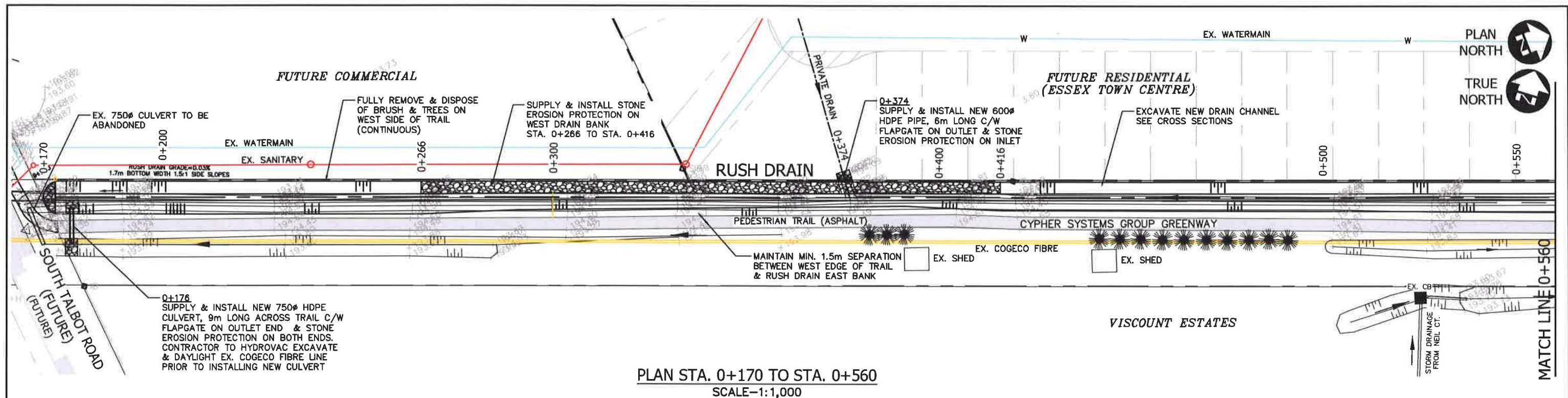
DRAWING SCALES BASED ON A 11" X 17" SHEET

'SCHEDULE G'

Drainage Report for the
RELOCATION OF THE RUSH DRAIN
Town of Essex

SHEET TITLE **PLAN (STA. 0+000 TO STA. 0+170)**

PAGE NO 2 of 19



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2	FINAL REPORT SUBMISSION	DEC. 21/20	TRC
1	CLIENT REVIEW	NOV. -16/20	TRC
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PROJECT NO.	19-1023
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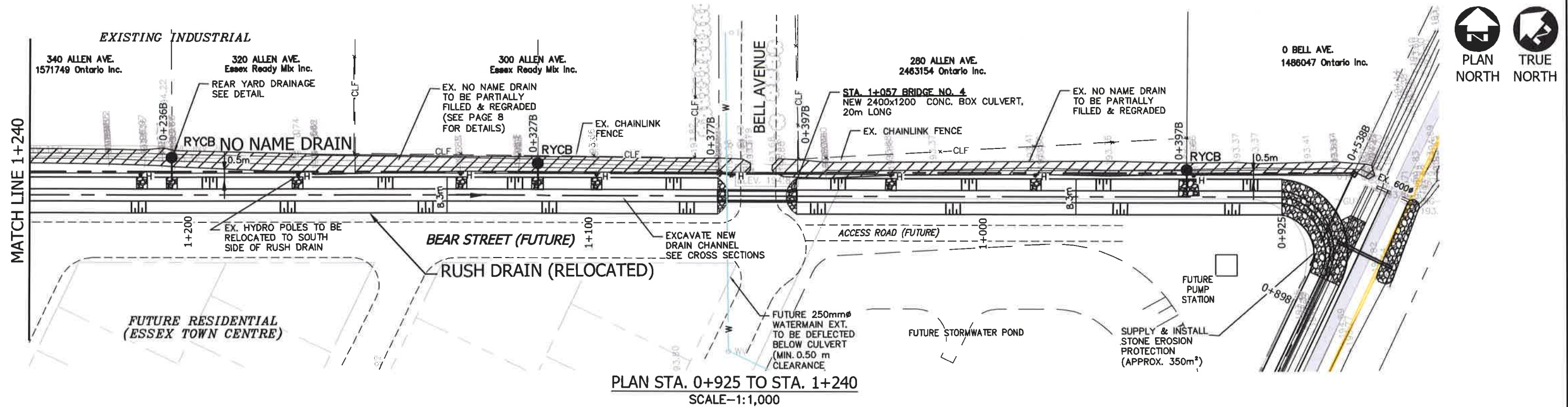
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Drainage Report for the RELOCATION OF THE RUSH DRAIN Town of Essex

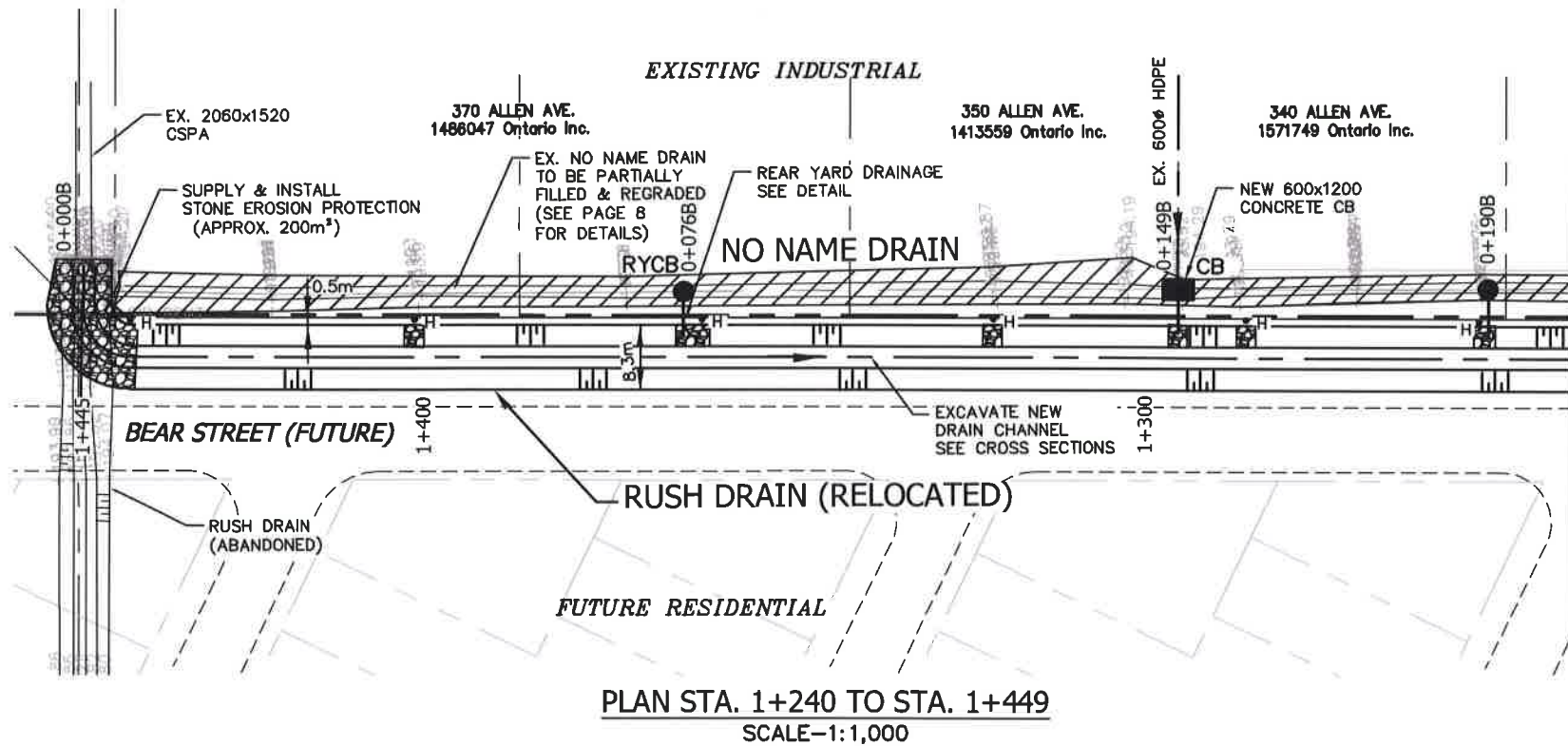
SHEET TITLE	PLAN STA. (0+170 TO STA. 0+900)
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PAGE NO. 3 of 19

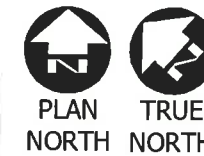
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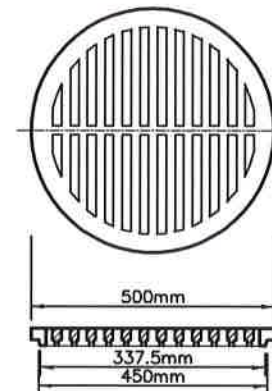
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SCALE-1:1,000



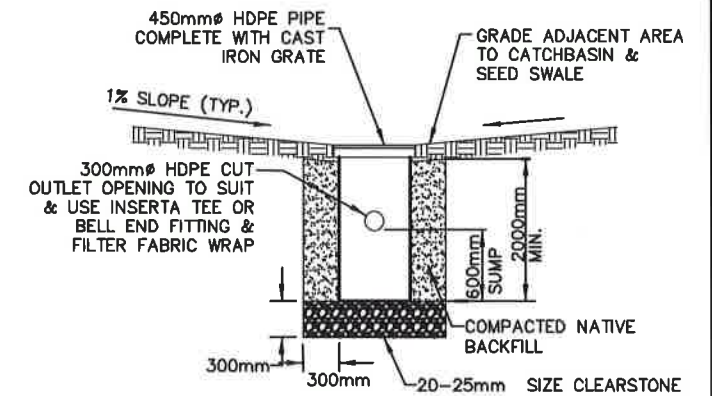
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SCALE-1:1,000



MATCH LINE 1+240

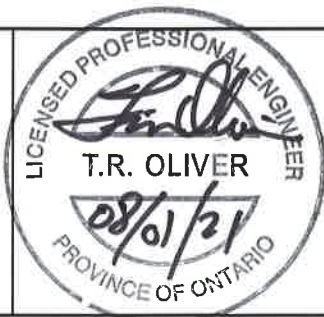


STANDARD CAST IRON GRATE FOR
450mmØ HDPE CATCHBASIN
NOT TO SCALE



YARD CATCHBASIN DETAIL (450mmØ HDPE)
NOT TO SCALE

NOTE: REAR YARD CATCHBASIN (RYCB) LOCATED EAST OF BELL AVENUE TO CONSIST OF A 900mmØ HDPE CATCHBASIN & CAST IRON GRATE WITH 450mmØ HDPE CUT OPENING TO SUIT



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2	FINAL REPORT SUBMISSION	DEC. 21/20	TRO
1	CLIENT REVIEW	NOV.26/20	TRO

DESIGN	TRO	REVIEWED BY	JJT
DRAWN	WLB	CHECKED BY	RM
DATE	January 8, 2021		
SCALE	AS SHOWN		

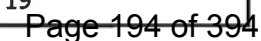
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Drainage Report for the RELOCATION OF THE RUSH DRAIN Town of Essex	
SHEET TITLE	PLAN STA. (0+900 TO STA. 1+445)
PAGE NO.	4 of 19

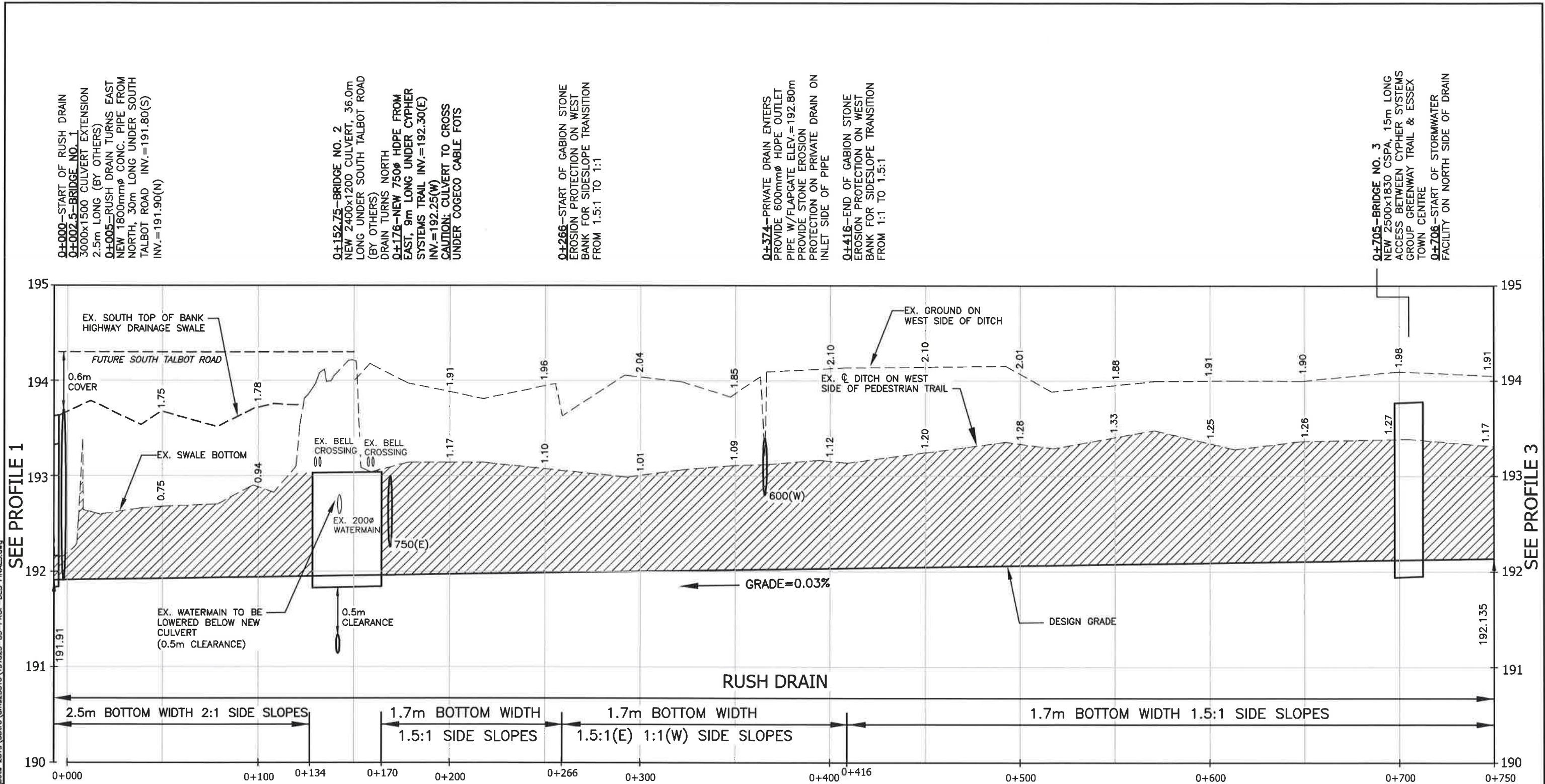
0+593A/0+000—BRIDGE NO. 1
N. END EX. HWY. NO. 3 CULVERT
(3000x1500)
START OF RUSH DRAIN



SCALE—HORIZ=1:2,000
VERT. =1:40



Jan 07, 2021 - 8:58pm C:\pwworking\directory\projects\2019\33tro\dms25516\191023-03-PROF-DES FINAL5.dwg



PROFILE 2 (STA. 0+000 TO STA. 0+750)

SCALE-HORIZ=1:2,000
VERT. =1:40



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2	FINAL REPORT SUBMISSION	DEC. 21/20	TRO
1	CLIENT REVIEW	NOV.26/20	TRO

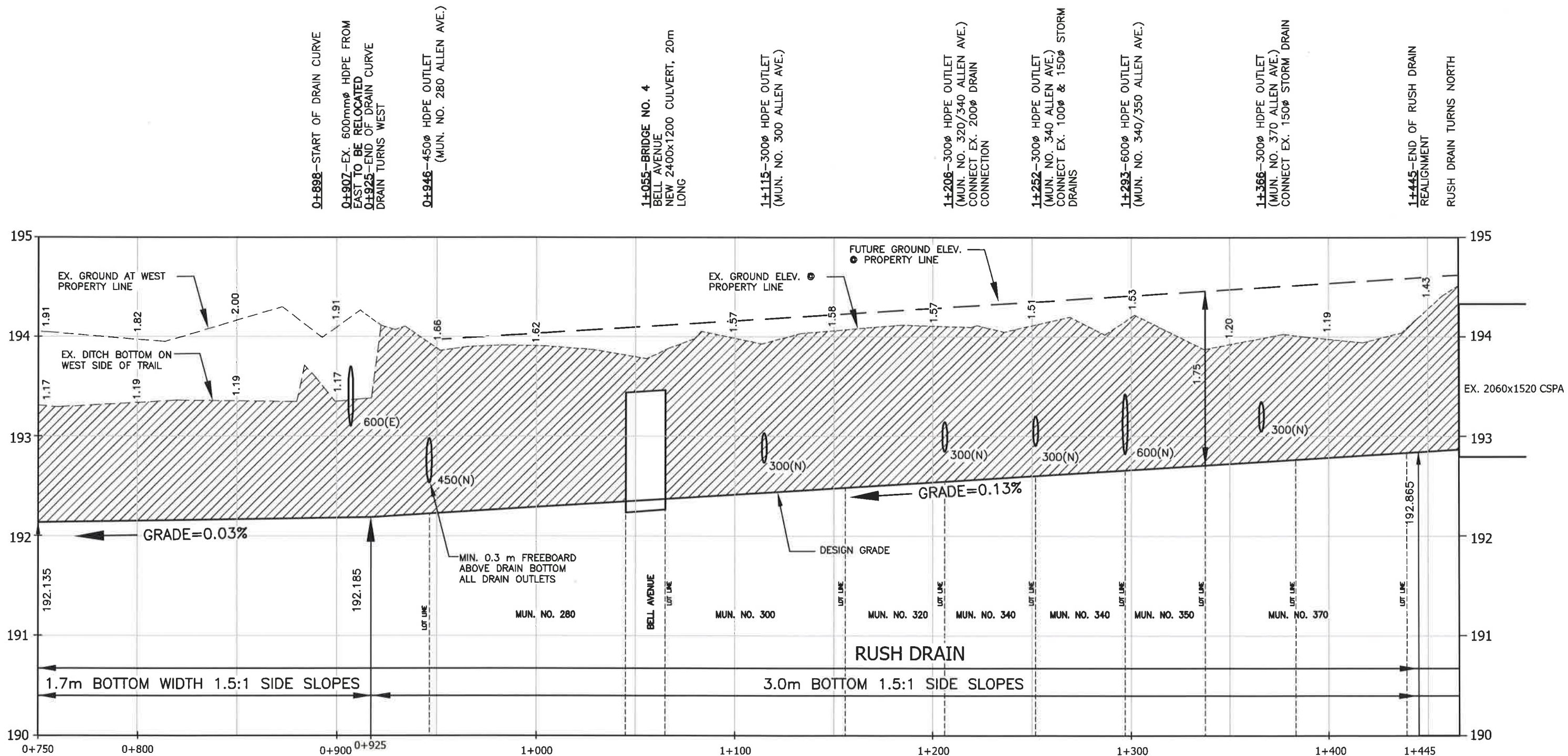
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DRAWN	WLB	CHECKED BY	RM
DATE	January 8, 2021		
SCALE	AS SHOWN		

PROJECT NO.	19-1023
DRAWING SCALES BASED ON A 11" X 17" SHEET	

'SCHEDULE G'	
Drainage Report for the RELOCATION OF THE RUSH DRAIN Town of Essex	
SHEET TITLE	PROFILE 2 (STA. 0+000 TO STA. 0+750)
PAGE NO.	6 of 19

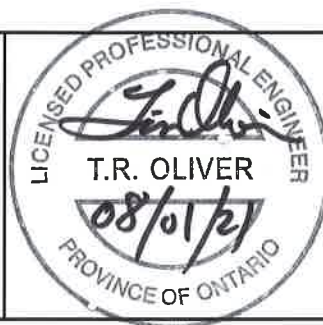
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SEE PROFILE 2



PROFILE 3 (STA. 0+750 TO STA. 1+445)

SCALE-HORIZ=1:2,000
VERT. =1:40



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2	FINAL REPORT SUBMISSION	DEC. 21/20	TRO
1	CLIENT REVIEW	NOV. 26/20	TRO

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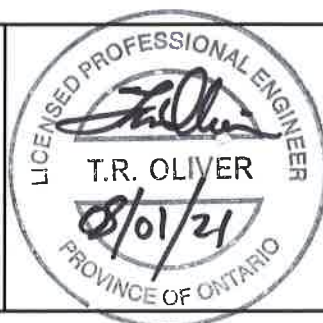
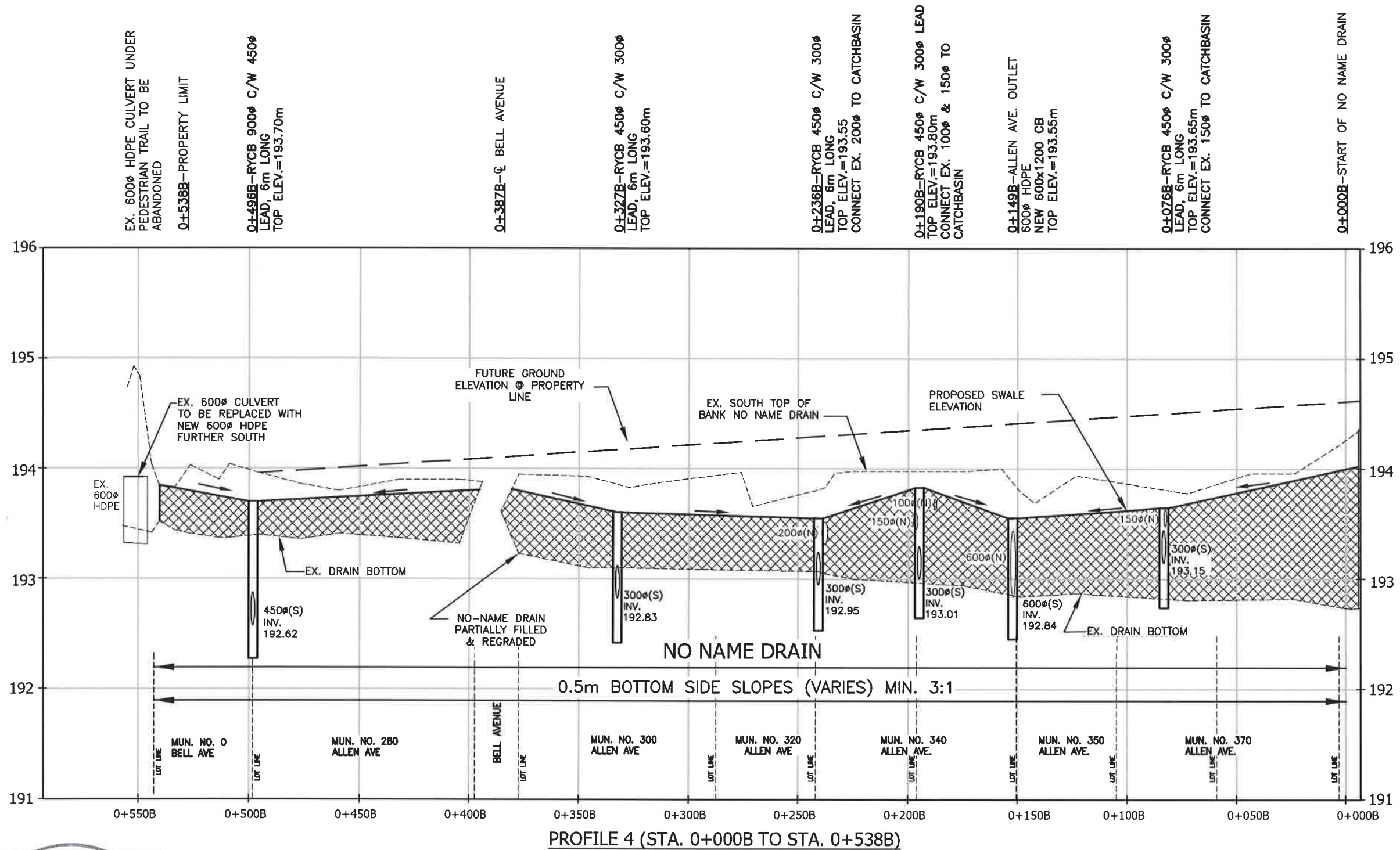
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Drainage Report for the RELOCATION OF THE RUSH DRAIN Town of Essex	
SHEET TITLE	<u>PROFILE 3 (STA. 0+750 TO STA. 1+445)</u>
PAGE NO.	7 of 19

'SCHEDULE G'

Drainage Report for the
RELOCATION OF THE
RUSH DRAIN
Town of Essex

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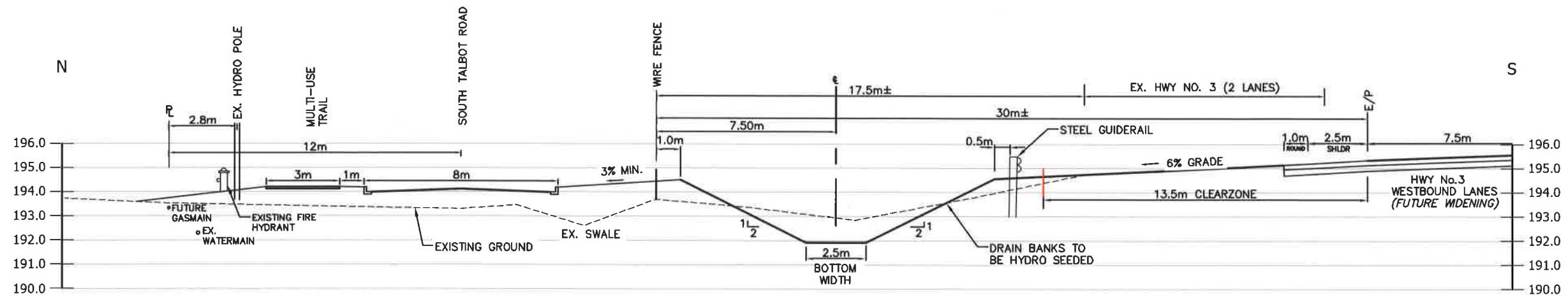
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No.	ISSUED FOR	DATE	BY
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2	FINAL REPORT SUBMISSION	DEC. 21/20	TRO
1	CLIENT REVIEW	NOV. 26/20	TRO

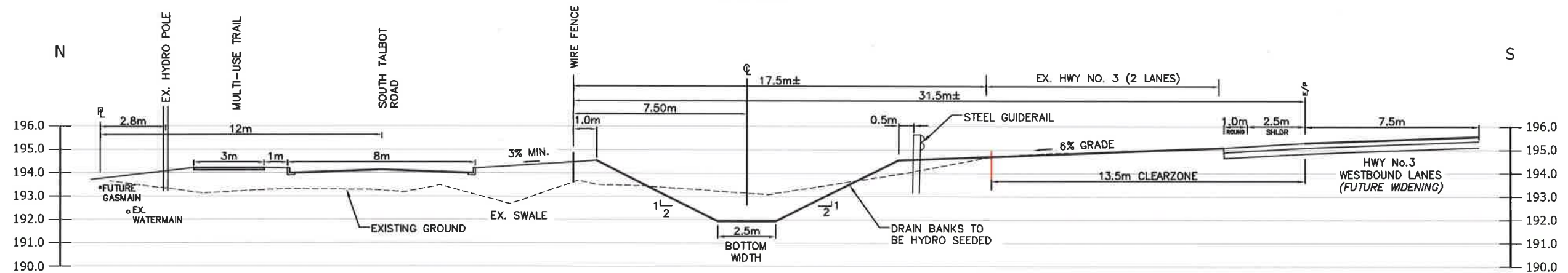
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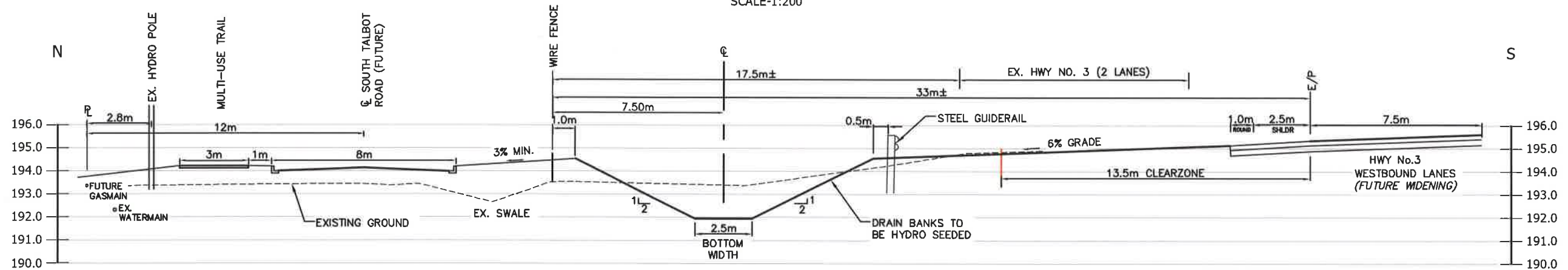
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Drainage Report for the RELOCATION OF THE RUSH DRAIN Town of Essex	
SHEET TITLE	PROFILE 4 (STA. 0+000B TO STA. 0+538B)
PAGE NO.	8 of 19



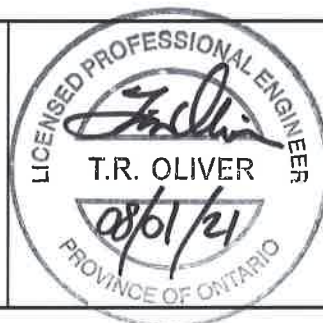
STA. 0+011 RUSH DRAIN CROSS SECTION
(LOOKING UPSTREAM)
SCALE-1:200



STA. 0+050 RUSH DRAIN CROSS SECTION
(LOOKING UPSTREAM)
SCALE-1:200



STA. 0+075 RUSH DRAIN CROSS SECTION
(LOOKING UPSTREAM)
SCALE-1:200



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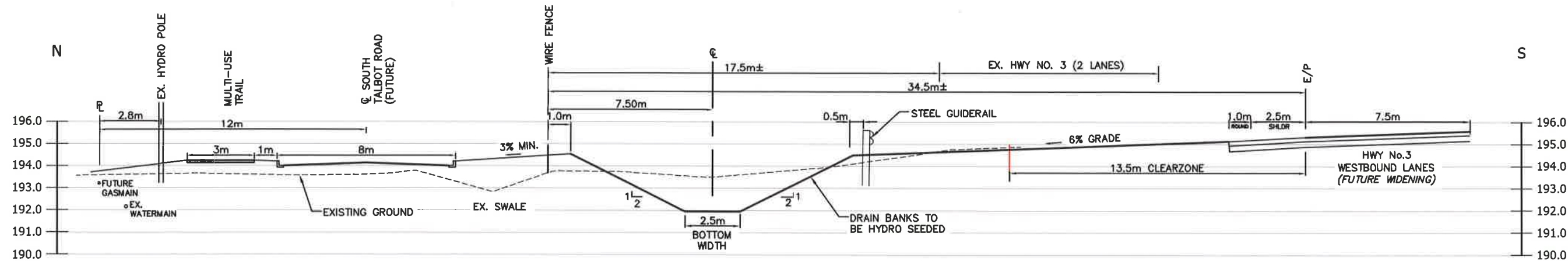
No.	ISSUED FOR	DATE	BY
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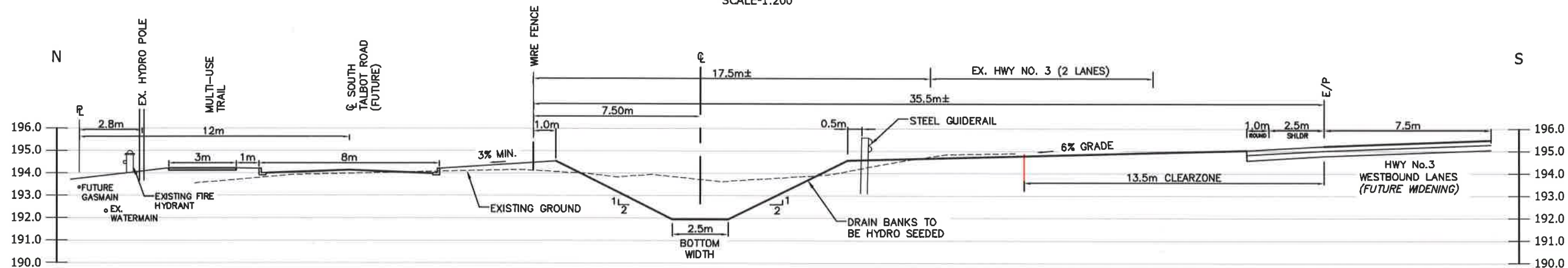
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DRAWING SCALES BASED ON A 11" X 17" SHEET	

<p>'SCHEDULE G'</p> <p>Drainage Report for the RELOCATION OF THE RUSH DRAIN Town of Essex</p>	
SHEET TITLE	CROSS SECTIONS 1
PAGE NO.	9 of 19

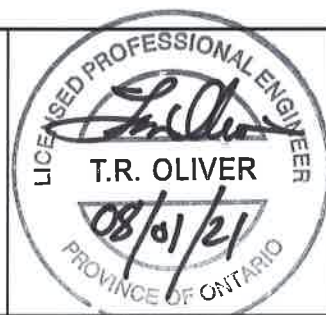
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STA. 0+100 RUSH DRAIN CROSS SECTION
(LOOKING UPSTREAM)
SCALE-1:200



STA. 0+125 RUSH DRAIN CROSS SECTION
(LOOKING UPSTREAM)
SCALE-1:200



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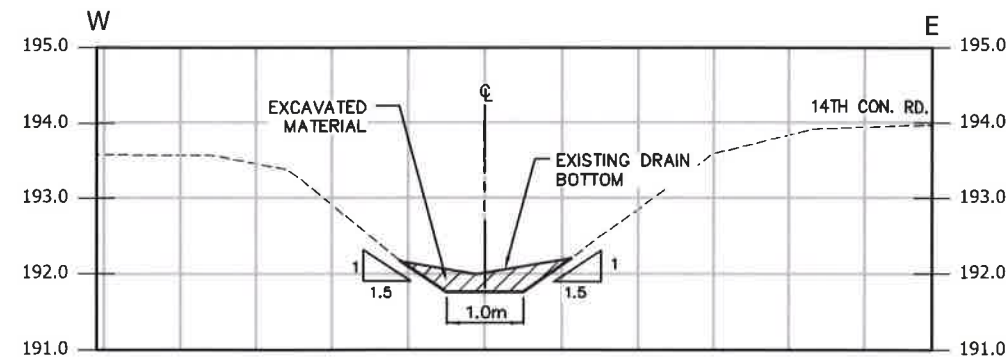
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1	CLIENT REVIEW	NOV.26/20	TRO	
No.	ISSUED FOR	DATE	BY	

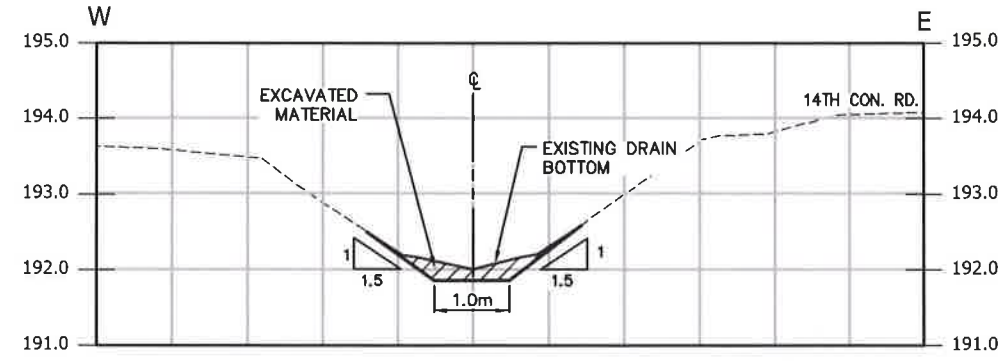
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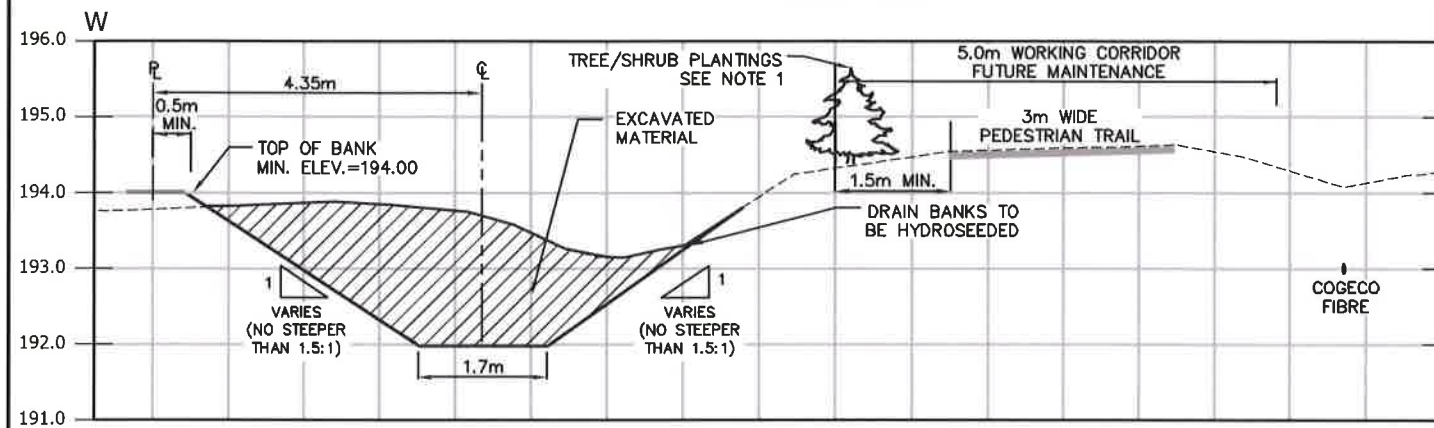
'SCHEDULE G'	
Drainage Report for the RELOCATION OF THE RUSH DRAIN Town of Essex	
SHEET TITLE	CROSS SECTIONS 2
PAGE NO.	10 of 19



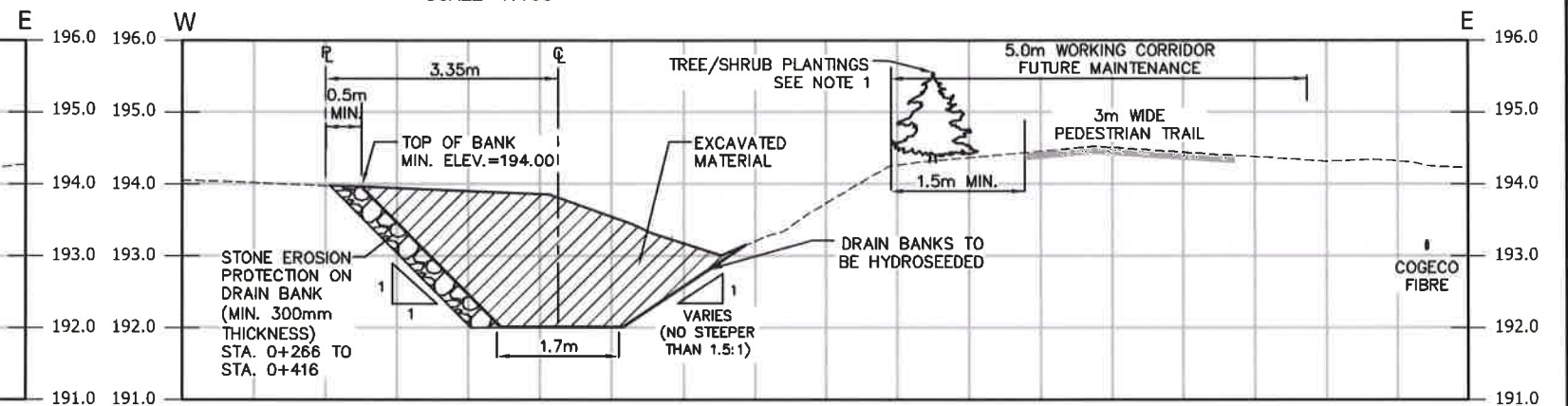
STATION 0+000A (LOOKING UPSTREAM)
14TH CONCESSION EAST DRAIN
CROSS SECTION
SCALE-1:100



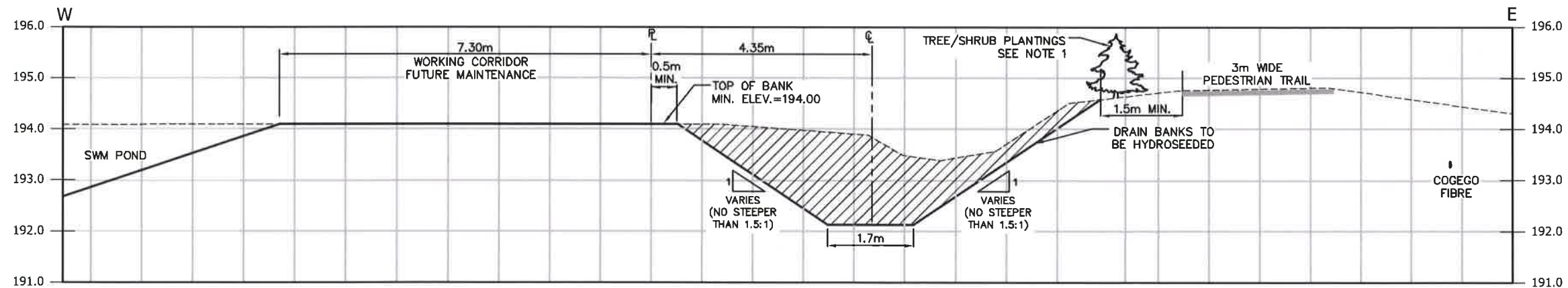
STATION 0+400A (LOOKING UPSTREAM)
14TH CONCESSION EAST DRAIN
CROSS SECTION
SCALE-1:100



STATION 0+200 (LOOKING UPSTREAM)
RUSH DRAIN CROSS SECTION
SCALE-1:100

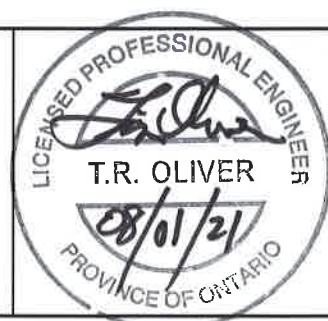


STATION 0+300 (LOOKING UPSTREAM)
RUSH DRAIN CROSS SECTION
SCALE-1:100



STATION 0+750 (LOOKING UPSTREAM)
RUSH DRAIN CROSS SECTION
SCALE-1:100

NOTE 1: TREE/SHRUB PLANTINGS ON WEST SIDE OF PEDESTRIAN TRAIL TO CONSIST OF THE FOLLOWING OR AS OTHERWISE SPECIFIED BY ERCA:
RED CEDAR TREES (9 m APART) QTY - 80
SHRUBS IN BETWEEN TREES (3 m APART)
BLACK CHOKEBERRY SHRUB QTY - 80
WINTERBERRY HOLLY SHRUB QTY - 80



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2	FINAL REPORT SUBMISSION	DEC. 21/20	TRO
1	CLIENT REVIEW	NOV.26/20	TRO

DESIGN	TRO	REVIEWED BY	JJT
DRAWN	WLB	CHECKED BY	RM
DATE	January 8, 2021		
SCALE	AS SHOWN		

DILLON CONSULTING	
PROJECT NO.	19-1023
DRAWING SCALES BASED ON A 11" X 17" SHEET	

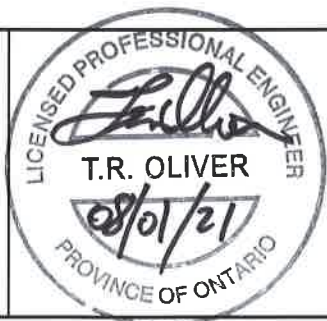
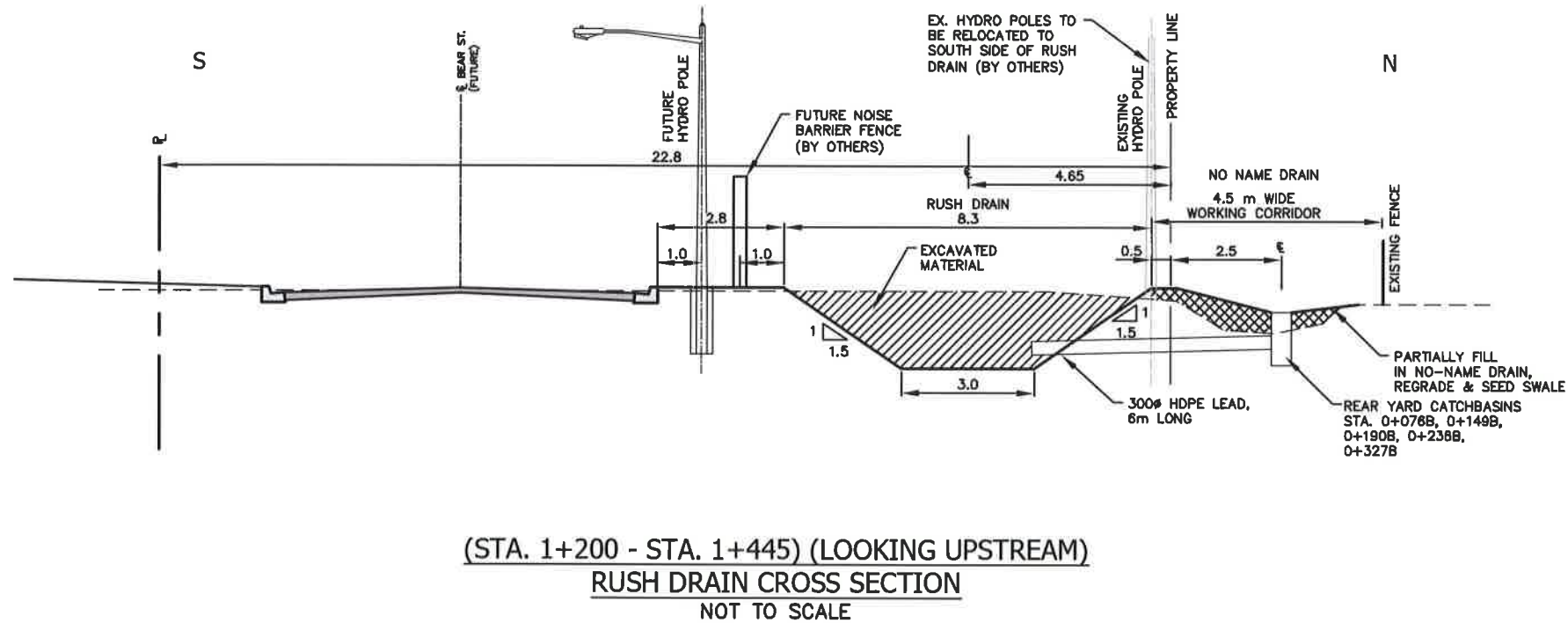
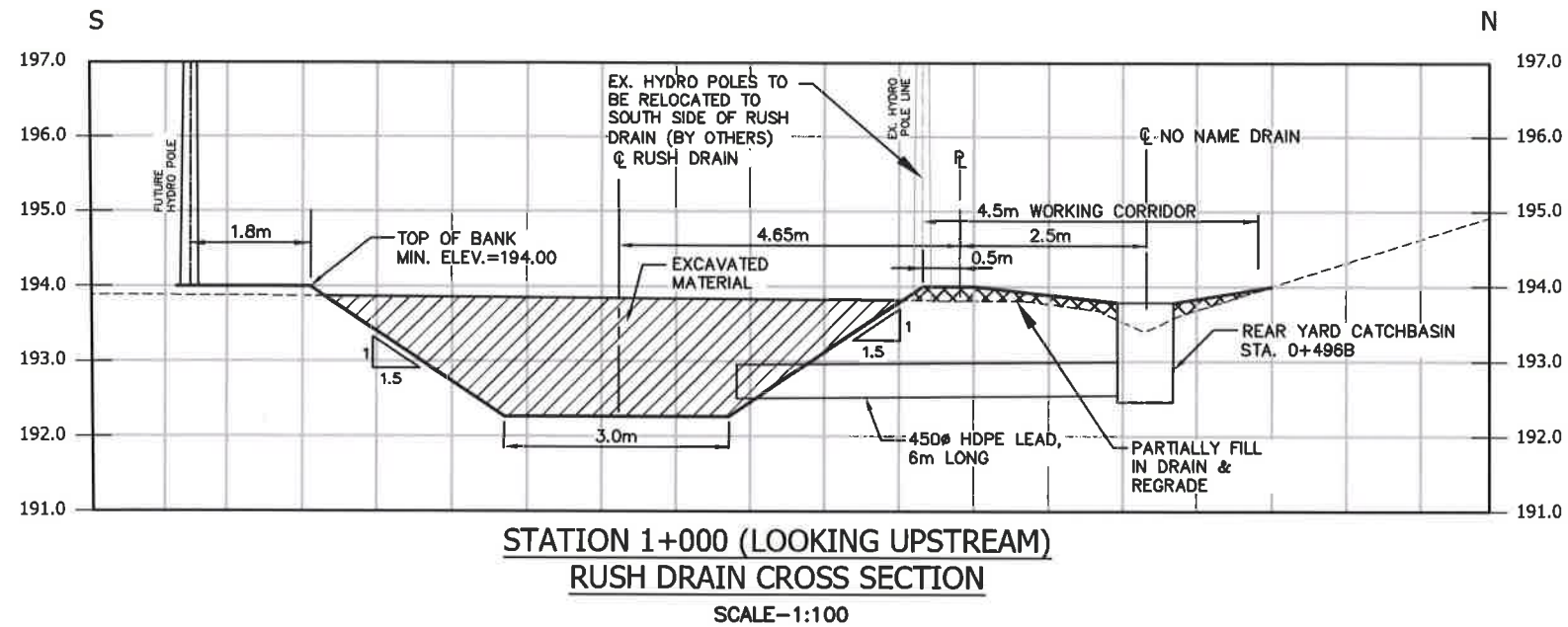
'SCHEDULE G'

Drainage Report for the
RELOCATION OF THE RUSH DRAIN
Town of Essex

SHEET TITLE **CROSS SECTIONS 3**

PAGE NO. 11 of 19

Jan 07, 2021 - 9:06pm C:\new working directory\projects\2019\33\pro\dms25516\191023-03-PROF-DES FINAL5.dwg



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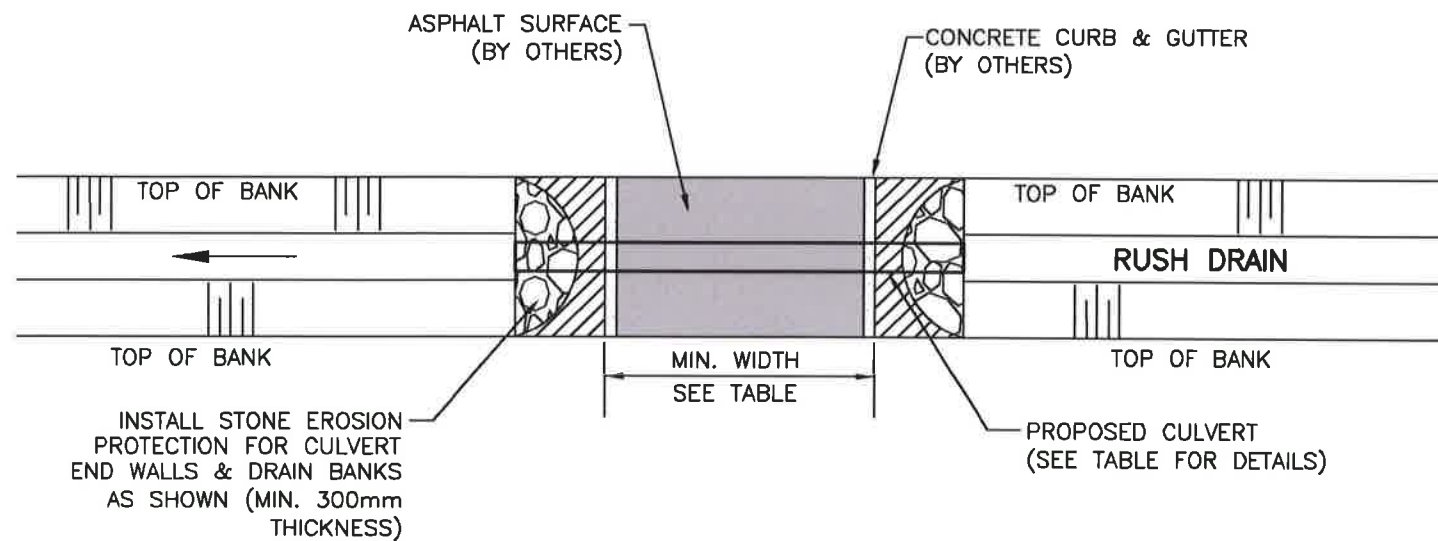
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No	ISSUED FOR	DATE	BY
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1	CLIENT REVIEW	NOV. 26/20	TRO

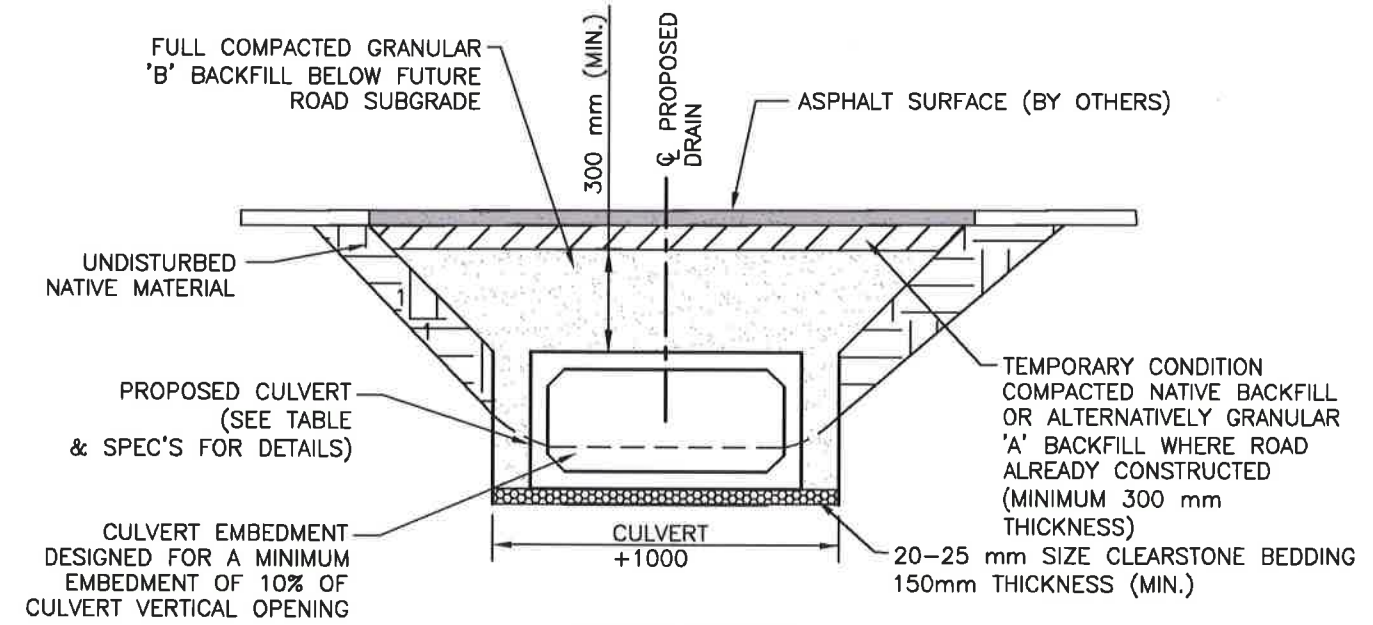
DESIGN	TRO	REVIEWED BY	JJT
DRAWN	WLB	CHECKED BY	RM
DATE	January 8, 2021		
SCALE	AS SHOWN		

PROJECT NO.	19-1023
DRAWING SCALES BASED ON A 11" X 17" SHEET	

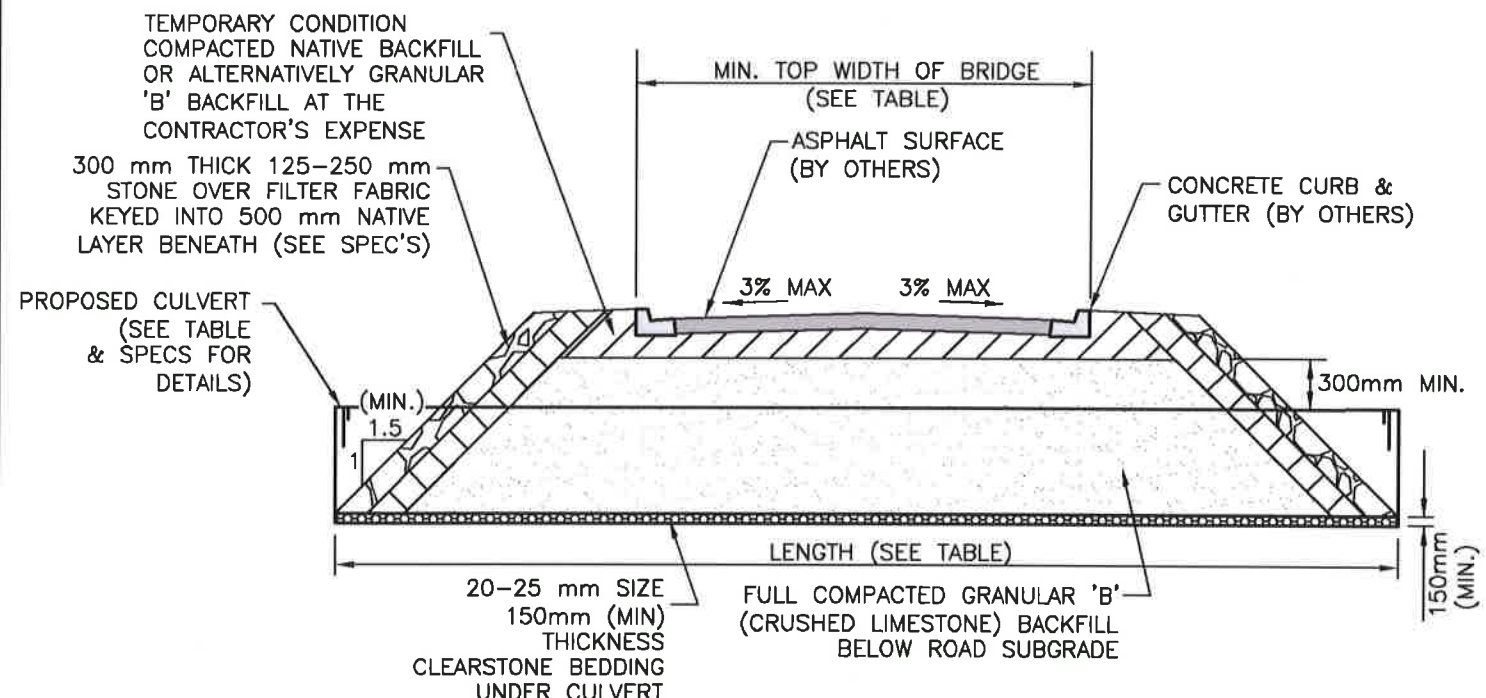
'SCHEDULE G'	
Drainage Report for the RELOCATION OF THE RUSH DRAIN Town of Essex	
SHEET TITLE	CROSS SECTIONS 4
PAGE NO.	12 of 19



ACCESS BRIDGE PLAN
NOT TO SCALE



ACCESS BRIDGE
CROSS SECTION
NOT TO SCALE



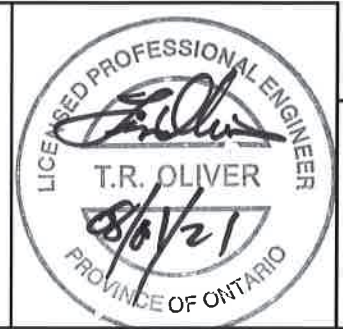
ACCESS BRIDGE
LONGITUDINAL SECTION
NOT TO SCALE

TABLE 1 - ROAD BRIDGE DESIGN INFORMATION		
DESCRIPTION	BRIDGE No. 2 SOUTH TALBOT RD.	BRIDGE No. 4 BELL AVENUE
BRIDGE C/L LOCATION (STA.)	0+152.75	1+055
PIPE INVERT ELEV. U/S SIDE(m)	191.84	192.25
PIPE INVERT ELEV. D/S SIDE(m)	191.83	192.22
TOP OF C DRIVEWAY SURFACE ELEV. (m)	194.44	193.95
DRAIN BOTTOM (m) (DESIGN) (AT CENTRELINE OF CULVERT)	191.955	192.355
MIN. ROAD WIDTH (INCL. CURBS) (m)	8.0	8.5
MIN. CULVERT GRADE (%)	0.03%	0.13%
CULVERT TYPE	BOX	BOX
CULVERT MATERIAL	CONCRETE	CONCRETE
CULVERT LENGTH (m)	37.5	20.0
CULVERT SIZE (mm)	2400x1200	2400x1200
CULVERT ENDWALL TYPE	SLOPING	SLOPING

SITE BENCHMARKS	
BM1-TOP OF CENTRELINE OF NORTH END OF CONCRETE CULVERT CROSSING KING'S HIGHWAY NO. 3 AT APPROX. STA. 0+593A.	ELEVATION=193.62m
BM2- TOP OF MANHOLE FRAME ON WEST SIDE OF EXISTING RUSH DRAIN AT APPROX. 192m NORTH OF SOUTH TALBOT ROAD CORRIDOR.	ELEVATION=193.94m
BM3-TOP OF 600mmØ BIG 'O' PIPE ON NORTH SIDE OF TRAIL AT UPSTREAM END OF NO NAME DRAIN APPROX. STA. 0+551B.	ELEVATION=193.90m
BM4-TOP OF CORRUGATIONS OF 2060X1520mm CSPA AT APPROX. STA. 1+445.	ELEVATION=194.36m

NOTE: CONTRACTOR TO VERIFY BENCHMARKS PRIOR TO CONSTRUCTION.

Jan 07, 2021 - 8:10pm C:\pwworking\directory\projects\2018\33\ro\ama25516\191023-03-DRN-COM5.dwg



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DESIGN	TRO	REVIEWED BY	JJT
DRAWN	WLB	CHECKED BY	RM
DATE	January 8, 2021		
SCALE	AS SHOWN		

DILLON CONSULTING

PROJECT NO. 19-1023

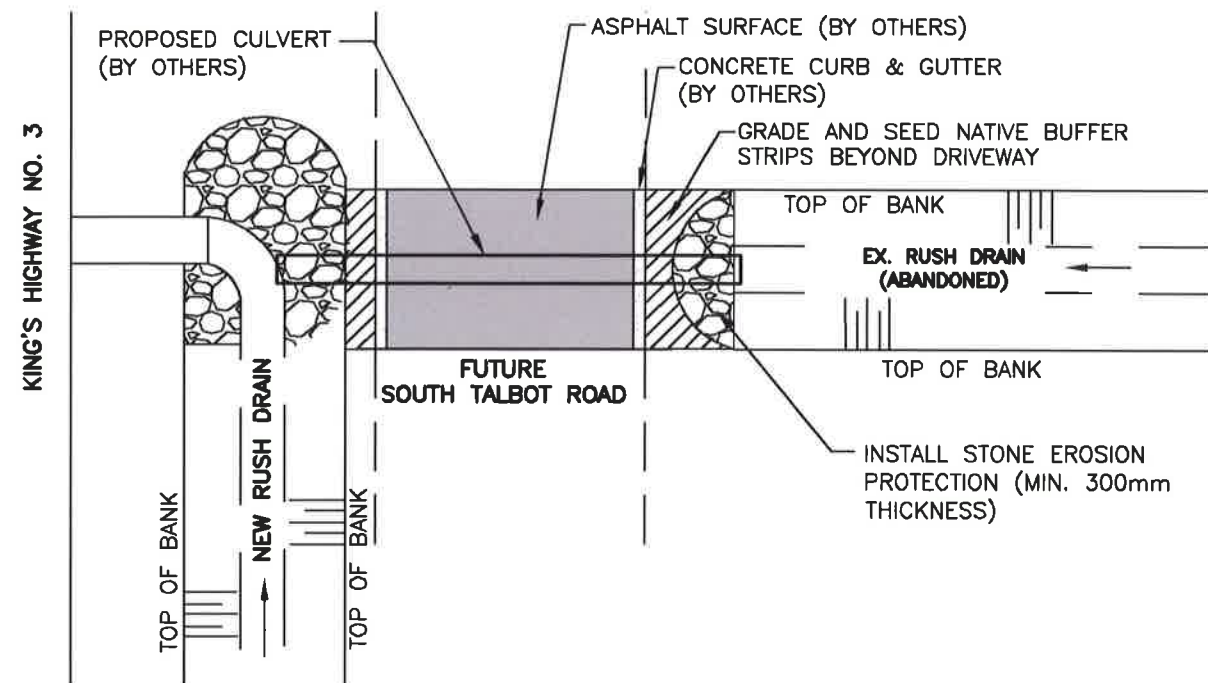
DRAWING SCALES BASED ON A 11" X 17" SHEET

'SCHEDULE G'

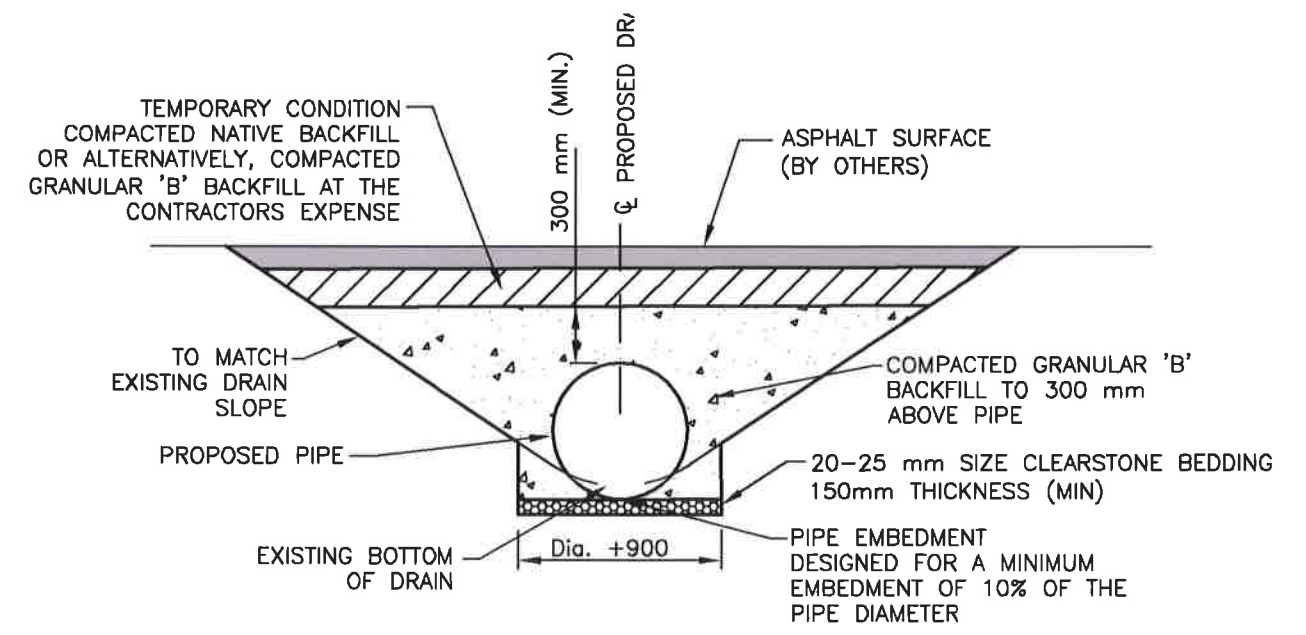
Drainage Report for the
RELOCATION OF THE RUSH DRAIN
Town of Essex

SHEET TITLE **BRIDGE NO. 2 & 4 DETAILS**

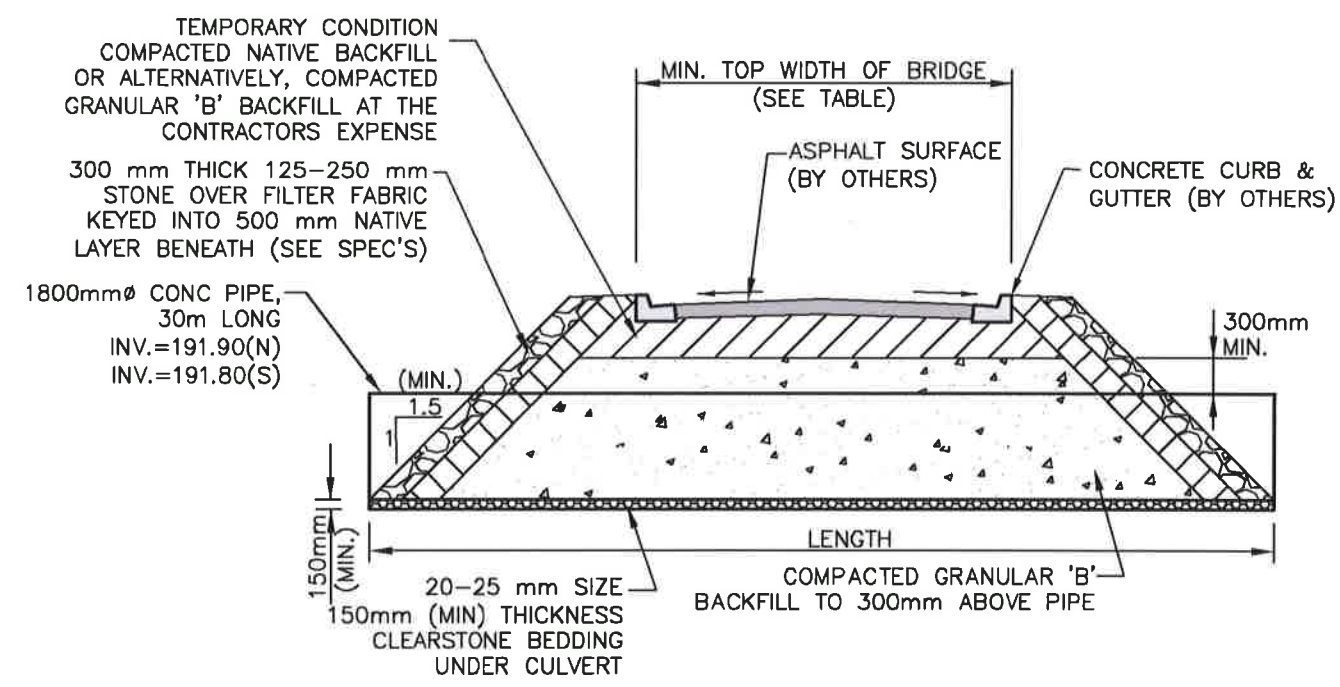
PAGE NO. 13 of 18



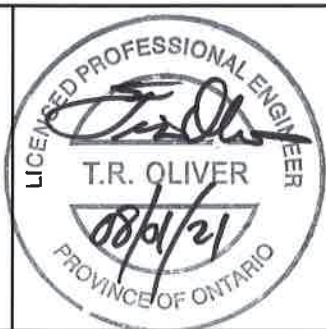
NEW OUTLET CULVERT (EX. RUSH DRAIN) PLAN
(BY OTHERS)
NOT TO SCALE



NEW OUTLET CULVERT (EX. RUSH DRAIN)
CROSS SECTION
NOT TO SCALE



NEW OUTLET CULVERT (EX. RUSH DRAIN)
LONGITUDINAL SECTION
NOT TO SCALE



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DATE	January 8, 2021		
SCALE	AS SHOWN		

DILLON CONSULTING

PROJECT NO. 19-1023

DRAWING SCALES BASED ON A 11" X 17" SHEET

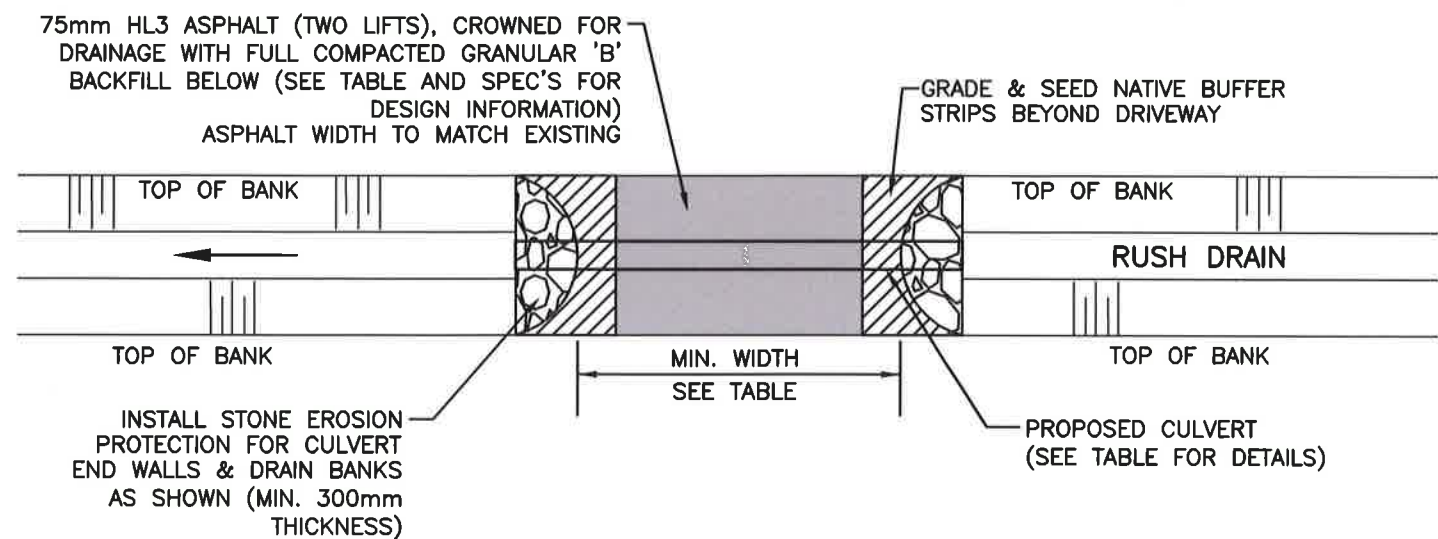
'SCHEDULE G'

Drainage Report for the
RELOCATION OF THE RUSH DRAIN
Town of Essex

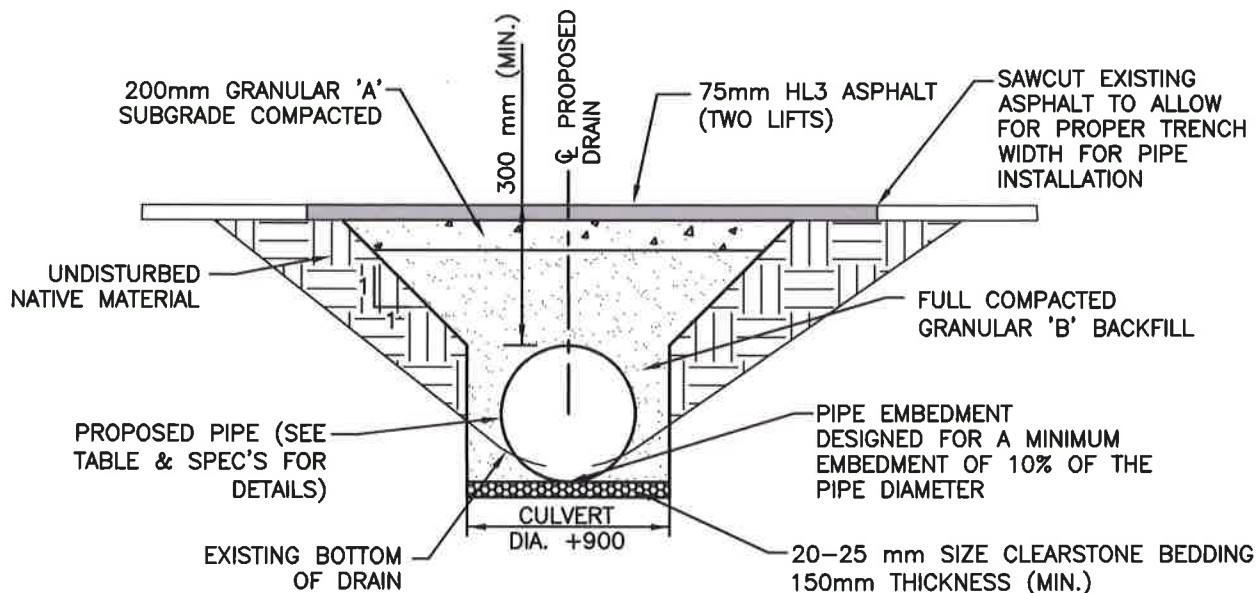
SHEET TITLE
SOUTH TALBOT ROAD CULVERT DETAILS

PAGE NO. 14 of 19

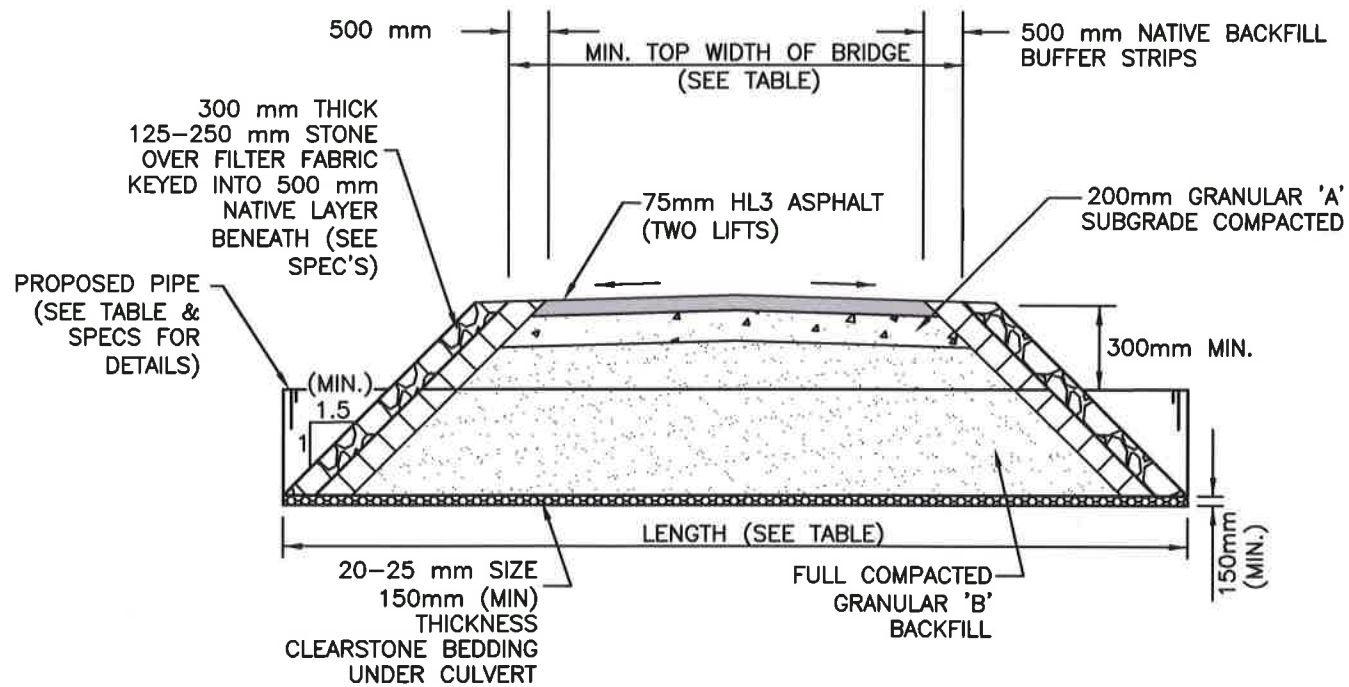
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CYPHER SYSTEMS GROUP GREENWAY
CULVERT PLAN
NOT TO SCALE



CYPHER SYSTEMS GROUP GREENWAY
CULVERT CROSS SECTION
NOT TO SCALE

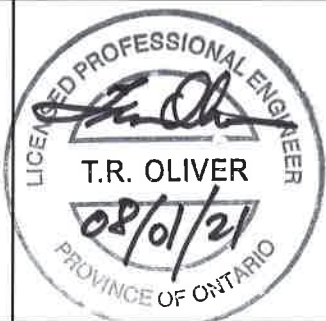


CYPHER SYSTEMS GROUP GREENWAY CULVERT
LONGITUDINAL SECTION
NOT TO SCALE

TABLE 2 – BRIDGE DESIGN INFORMATION

DESCRIPTION	SOUTH CULVERT	NORTH CULVERT
PIPE INVERT ELEV. U/S SIDE(m)	192.30(E)	193.25(E)
PIPE INVERT ELEV. D/S SIDE(m)	192.25(W)	193.10(W)
MIN. TOP WIDTH OF DRIVEWAY (m)	3.0	3.0
MIN. CULVERT GRADE (%)	0.50%	1.0%
CULVERT TYPE	HDPE	HDPE
CULVERT MATERIAL	BOSS 2000, 320kPa	BOSS 2000, 320kPa
CULVERT LENGTH (m)	9.0	15.0
CULVERT SIZE (mm)	750	600
CULVERT ENDWALL TYPE	SLOPING	SLOPING

Jan 07, 2021 - 8:10pm C:\pwworking\directory\projects\2019\333ro\dms25516\191023-03-DRN-COHS.dwg



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DESIGN	TRO	REVIEWED BY	JJT
DRAWN	WLB	CHECKED BY	RM
DATE	January 8, 2021		
SCALE	AS SHOWN		

DILLON CONSULTING

PROJECT NO. 19-1023

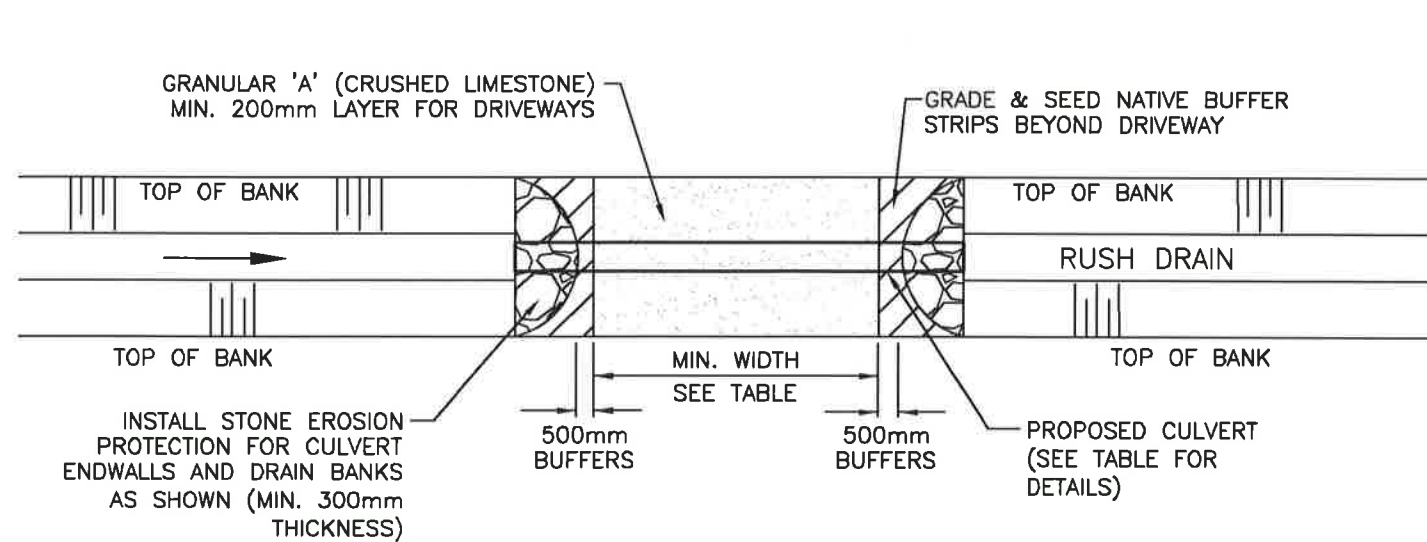
DRAWING SCALES BASED ON A 11" X 17" SHEET

'SCHEDULE G'

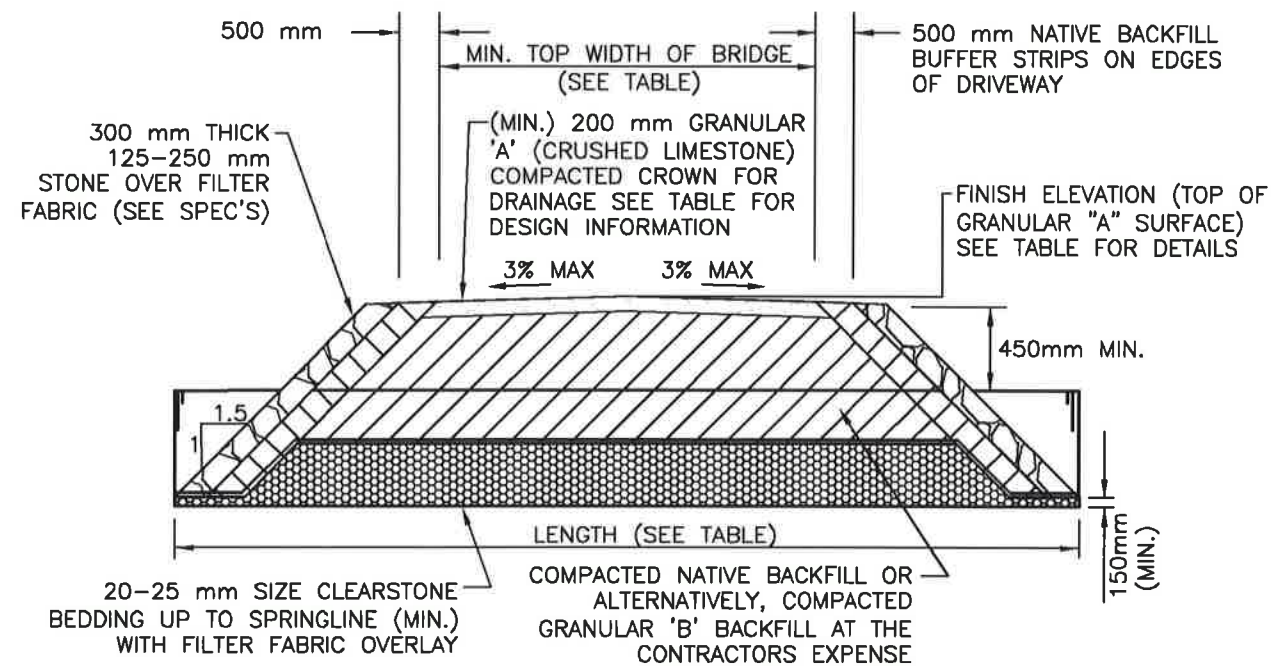
Drainage Report for the
RELOCATION OF THE RUSH DRAIN
Town of Essex

SHEET TITLE **GREENWAY CULVERT DETAILS**

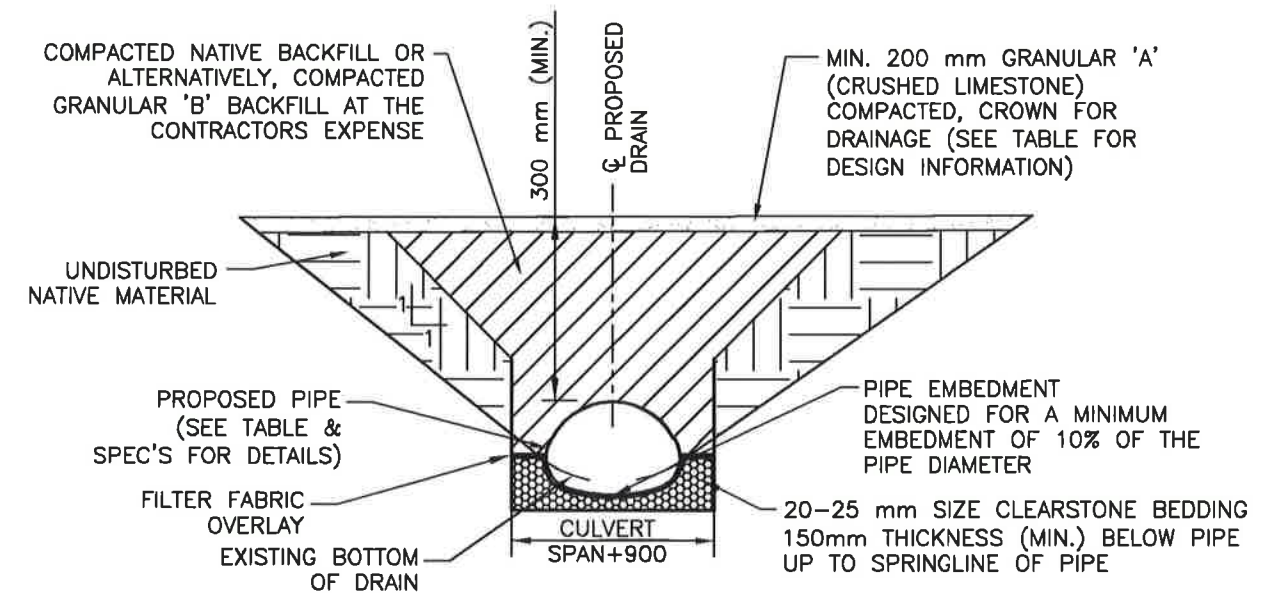
PAGE NO. 15 of 19



BRIDGE NO. 3 PLAN
NOT TO SCALE



BRIDGE NO. 3
LONGITUDINAL SECTION
NOT TO SCALE



BRIDGE NO. 3
CROSS SECTION
NOT TO SCALE

TABLE 3 – BRIDGE DESIGN INFORMATION	
DESCRIPTION	BRIDGE No. 3 ESSEX TOWN CENTRE LTD.
BRIDGE ϕ LOCATION (STA.)	0+705
PIPE INVERT ELEV. U/S SIDE(m)	191.95
PIPE INVERT ELEV. D/S SIDE(m)	191.94
TOP OF ϕ DRIVEWAY SURFACE ELEV. (m)	194.30
DRAIN BOTTOM (m) (DESIGN) (AT CENTRELINE OF CULVERT)	192.12
MIN. DRIVEWAY WIDTH (m)	6.0
MIN. CULVERT GRADE (%)	0.03%
CULVERT TYPE	CSPA
CULVERT MATERIAL	ALUMINIZED
CULVERT LENGTH (m)	15.0
CULVERT THICKNESS (mm)	3.5
CULVERT CORRUGATIONS (mm)	125x25
CULVERT SIZE (mm)	2500x1830
CULVERT ENDWALL TYPE	SLOPING



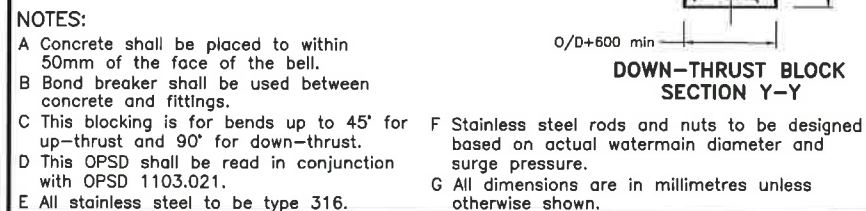
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DESIGN	TRO	REVIEWED BY	JJT
DRAWN	WLB	CHECKED BY	RM
DATE	January 8, 2021		
SCALE	AS SHOWN		

PROJECT NO.	19-1023
DRAWING SCALES BASED ON A 11" X 17" SHEET	

'SCHEDULE G'	
Drainage Report for the RELOCATION OF THE RUSH DRAIN Town of Essex	
SHEET TITLE	BRIDGE NO. 3 DETAILS
PAGE NO.	16 of 19



NOTE

1. RETAINER GLANDS SHALL BE INSTALLED AT EACH MECHANICAL JOINT.

FINISHED GRADE

CULVERT

UNI-FLANGE 1350 BLOCK BUSTER RESTRAINT DEVICES

1.5m MINIMUM COVER

500mm

500mm

500mm

COMPACTED SAND

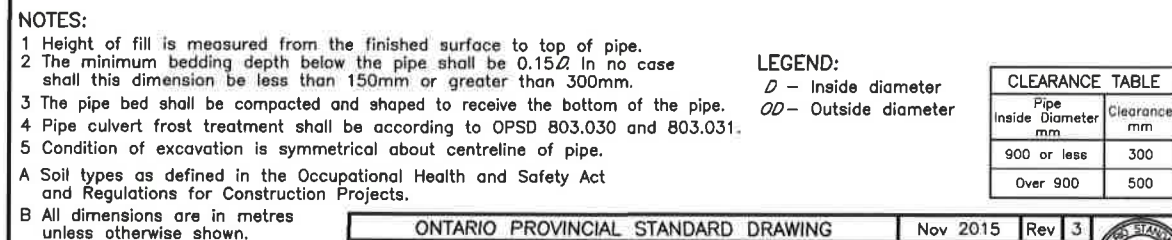
UNDISTURBED SOIL

M J BEND

SPIGOT NIPPLE AS REQUIRED

TYPICAL WATERMAIN LOWERING DETAIL

N.T.S.



PLAN SPILLWAY

SECTION A-A

SECTION B-B

NOTE:
A All dimensions are in millimetres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING		Nov 2015	Rev 2	
TEMPORARY ROCK FLOW CONTROL DAM FLAT BOTTOM DITCH				
OPSD 219-211				

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DESIGN TRO	REVIEWED BY JJT
DRAWN WLB	CHECKED BY RM
DATE January 8, 2021	
SCALE AS SHOWN	



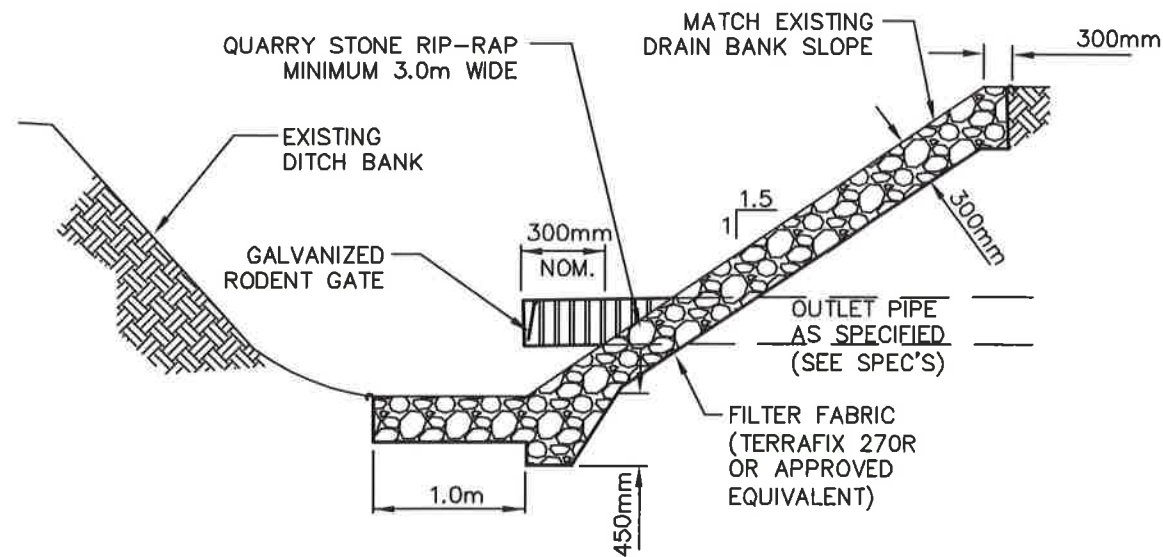
DILLON
CONSULTING

PROJECT NO. **19-1023**

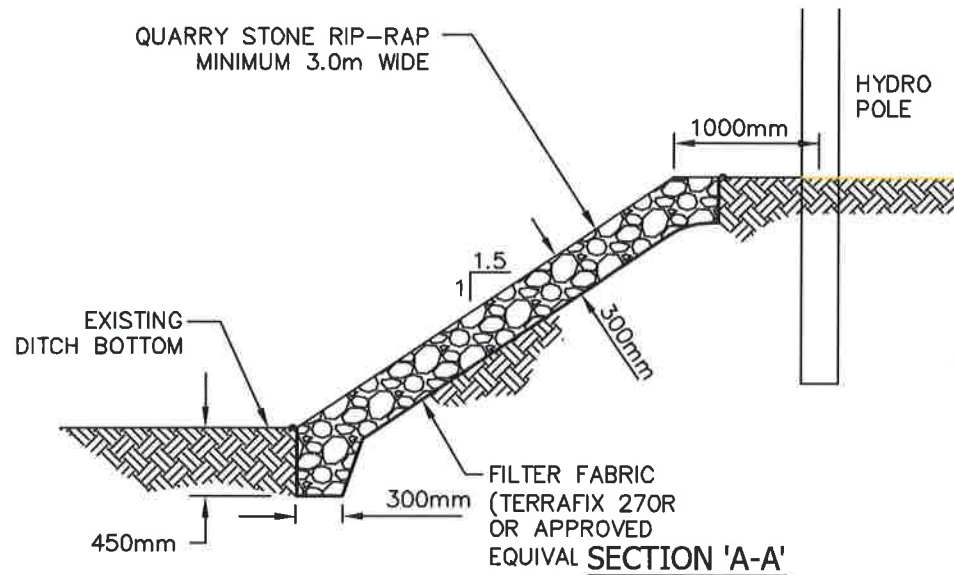
**DRAWING SCALES BASED
ON A 11" X 17" SHEET**

<p align="center">'SCHEDULE G'</p> <p align="center">Drainage Report for the</p> <p align="center">RELOCATION OF THE</p> <p align="center">RUSH DRAIN</p> <p align="center">Town of Essex</p>	
SHEET TITLE	<u>DETAILS</u>
PAGE NO.	17 of 19

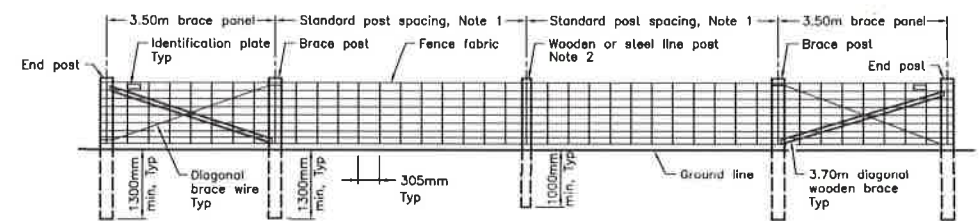
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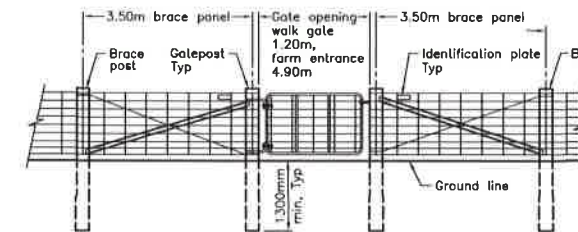
**DRAIN CONNECTION
OUTLET DETAIL**
N.T.S.



**DRAIN BANK EROSION PROTECTION AT
EXISTING HYDRO POLE LOCATIONS**
N.T.S.



**HIGHWAY FENCE
IN EARTH, SHALE, LOOSE ROCK, OR FRIABLE ROCK**

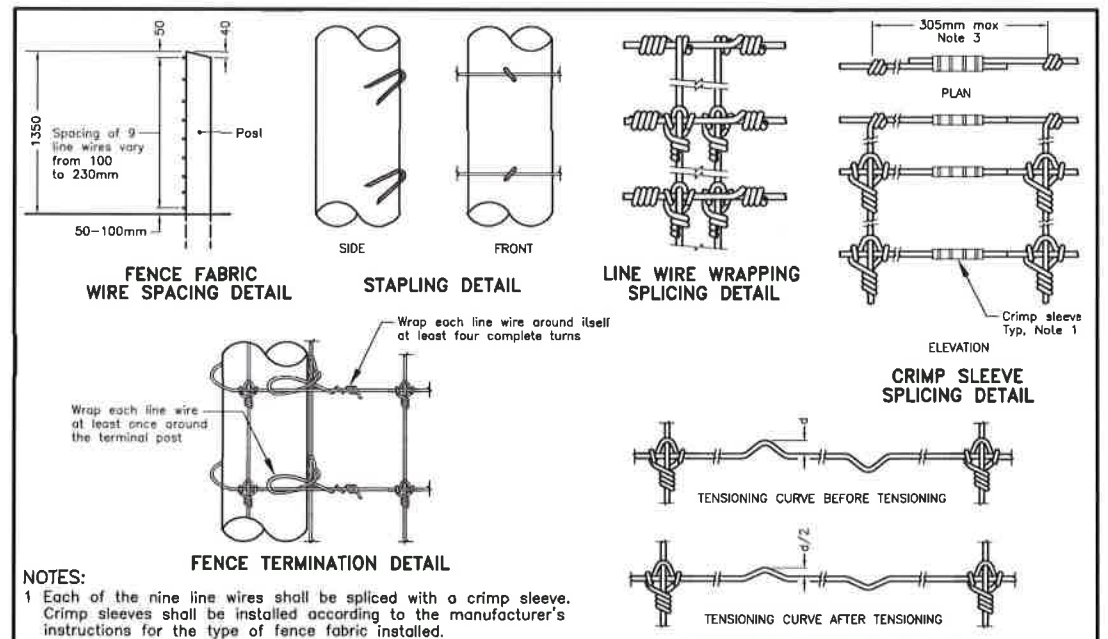


GATE DETAIL

NOTES:

- Standard post spacing shall be 6.0m for wooden post to wooden post and 5.0m for steel post to steel or wooden post.
- Ratio of steel posts to wooden posts shall be 3:1.
- A This OPSD shall be read in conjunction with OPSD 971.103.
- B All dimensions are in millimetres unless otherwise shown.

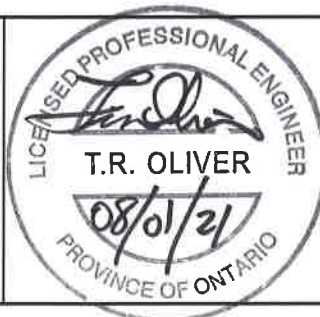
ONTARIO PROVINCIAL STANDARD DRAWING	Nov 2016	Rev 4	
FENCE, HIGHWAY IN EARTH, SHALE, LOOSE ROCK, OR FRIABLE ROCK INSTALLATION			
OPSD 971.101			



NOTES:

- Each of the nine line wires shall be spliced with a crimp sleeve. Crimp sleeves shall be installed according to the manufacturer's instructions for the type of fence fabric installed.
- The tensioned curves shall be one half the size of the untensioned curves.
- Both fabric end vertical stay wires shall be within a maximum of 305mm centres.
- A All dimensions are in millimetres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING	Nov 2016	Rev 0	
FENCE, HIGHWAY INSTALLATION DETAILS			
OPSD 971.103			



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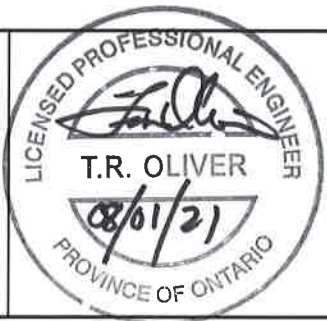
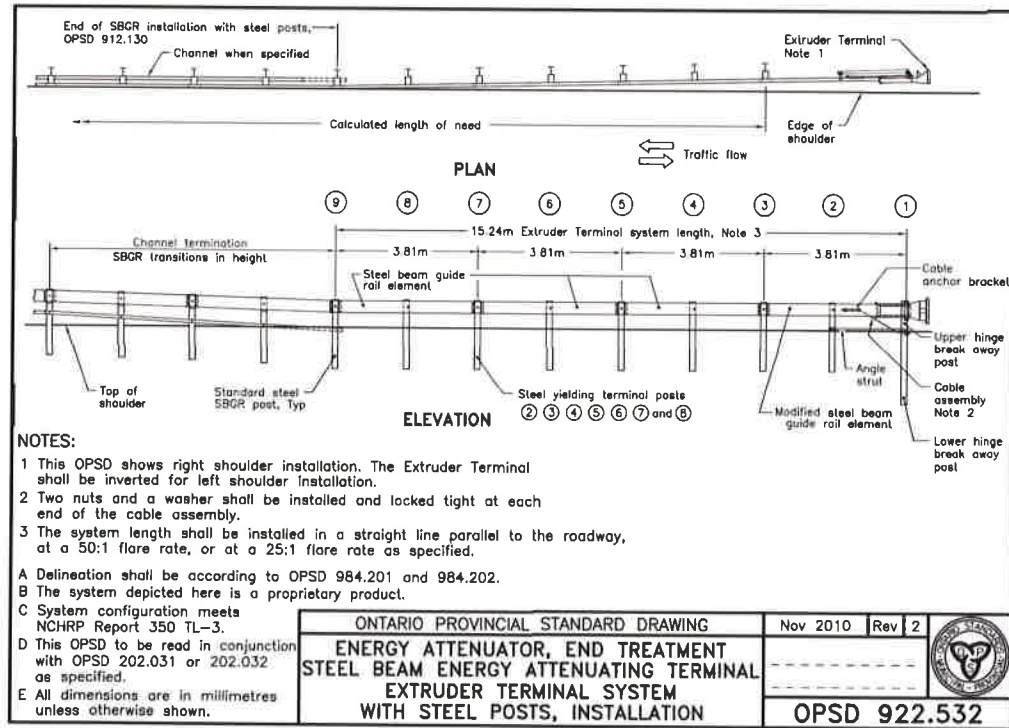
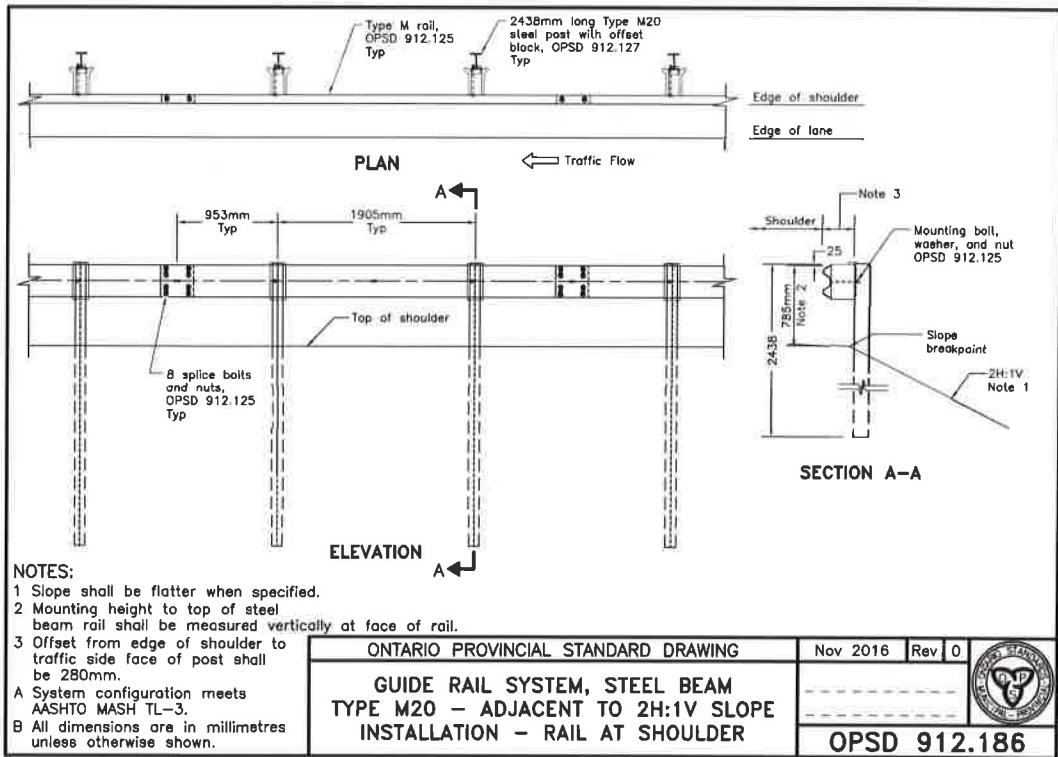
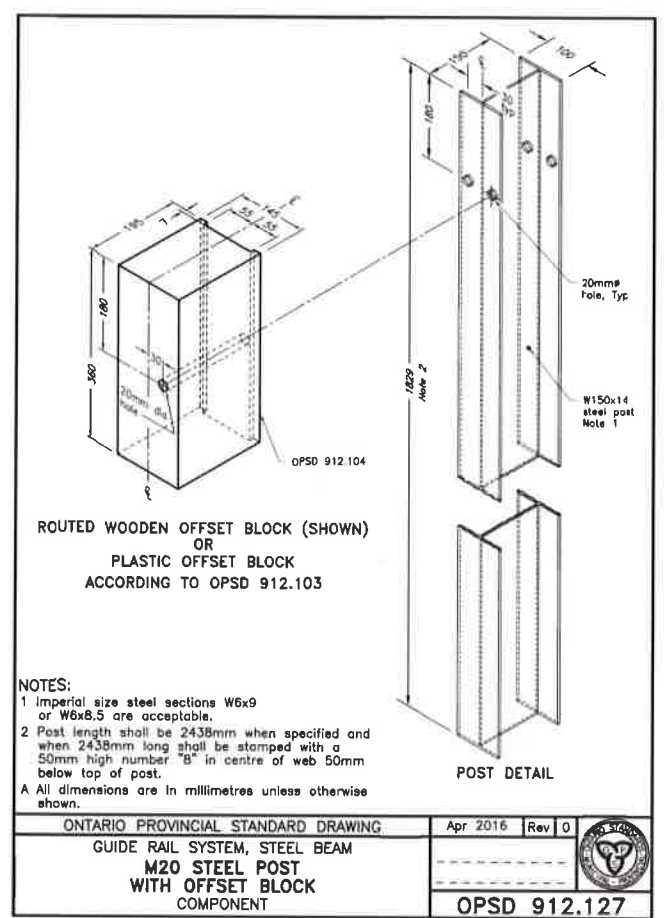
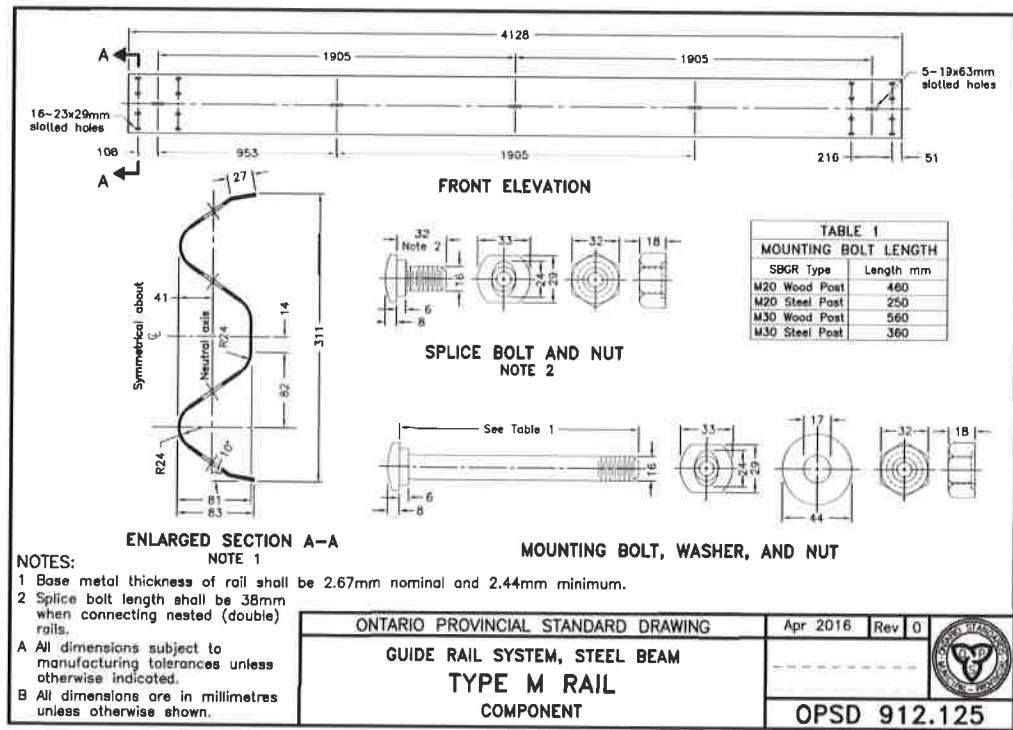
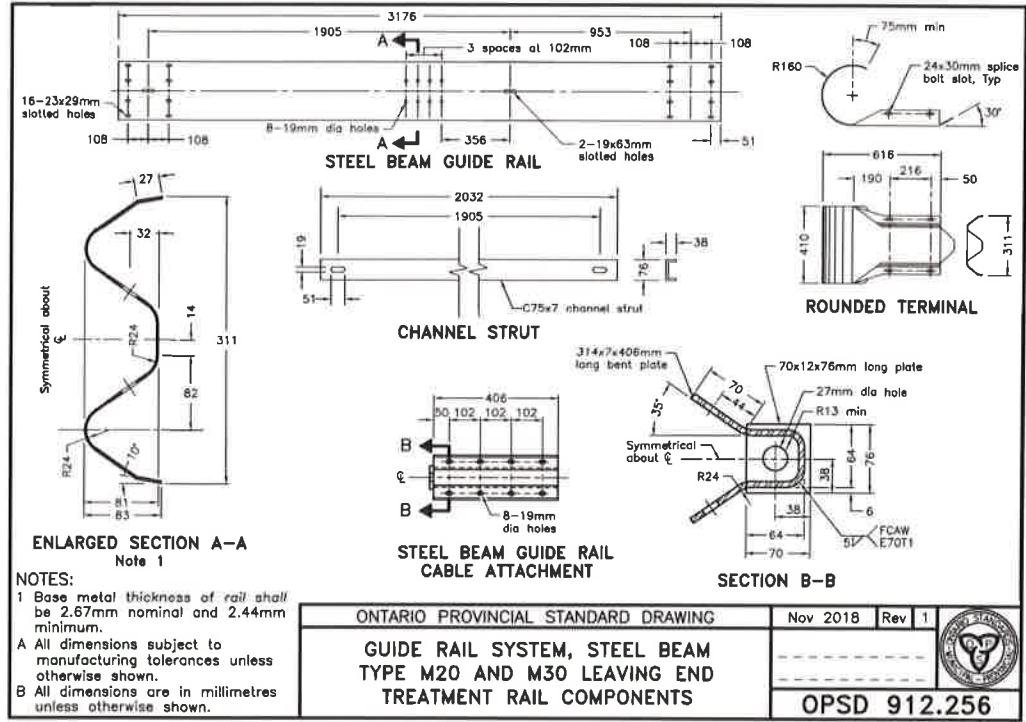
PROJECT NO.	19-1023
DRAWING SCALES BASED ON A 11" X 17" SHEET	

SHEET TITLE	MISCELLANEOUS DETAILS
PAGE NO.	18 of 19

'SCHEDULE G'

Drainage Report for the
**RELOCATION OF THE
RUSH DRAIN**
Town of Essex

Jan. 07, 2021 - 8:47pm C:\ow working director\projects\2019\33\ro\dms25516\191023-03-DRN-DES FINAL 5.dwg



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'SCHEDULE G'	
Drainage Report for the RELOCATION OF THE RUSH DRAIN Town of Essex	
SHEET TITLE	GUIDERAIL DETAILS
PAGE NO.	19 of 19



Report to Council

Department: Infrastructure Services
Division: Operations
Date: February 1, 2021
Prepared by: Norman Nussio C.E.T, CRS
Manager of Operations and Drainage
Report Number: Operations-2021-01
Subject: Loading Zone Parking Spaces
Number of Pages: 5

Recommendation(s)

That Operations-2021-01 entitled, "Loading Zone Parking Spaces" prepared by Norman Nussio, Manager of Operations, dated February 1st 2021 be received, and

That Council amend by-law #224, as recommended in this report, to provide for loading zone parking spaces on Centre Street from approximately 34m west of Talbot Street North to approximately 48m west of Talbot Street North, and on Wilson Avenue from approximately 22m east of Talbot Street North to approximately 30m east of Talbot Street North from Monday to Saturday between 8:30am to 11:30am, holidays excepted.

Purpose

This report was developed in follow up to the request by a delegate for dedicated parking spaces for St. Vincent de Paul on November 16, 2020. As requested by Council, this report was prepared to provide a recommendation to create a new loading zone parking space on Centre Street in the location requested by the delegate.

Background and Discussion

On November 16, 2020 the following was resolved by Council:

R20-11-428

Moved By Councillor Bowman

Seconded By Councillor Bjorkman

***That** the presentation on behalf of St. Vincent de Paul, Tim O'Hagan Essex Chapter Member, be received;*

***That** Administration review the implementation of an all vehicle loading zone for the two parking spaces immediately east of the subject location; and*

***That** the loading zone be available for all vehicles, and that Administration provide the recommendations for the hours and duration for the parking limits; and*

***That** Administration return to Council with a proposed amending by-law to give effect thereof.*

At the November 16, 2020 Regular Council meeting, the delegate requested that the loading zone be directly adjacent to the St. Vincent de Paul donations drop-off door located at 44 Talbot Street North, off of Centre Street as shown in Figure 1.

Figure 1: Requested Loading Zone Space (Centre Street)



The Town's on-street parking is regulated by by-law #224, being a by-law to Regulate Parking in the Town of Essex. Section 3 of by-law #224, appended to this report, currently identifies loading zone parking regulations as follows:

- (a) *When properly worded signs have been erected and are on display, no person shall stop, stand, or park any vehicle in a loading zone except for the purpose of loading or unloading cargo in the designated zones between the hours of 9:00a.m. and 6:00p.m. Monday to Saturday inclusive, except holidays.*

After reviewing other historical loading zones within Downtown Essex Centre, it was discovered that the Town currently has a designated loading zone on Wilson Ave adjacent to 61 Talbot Street North, displayed in Figure 2. This sign designates the space as a loading zone Monday to Saturday from 8:30am to 11:30am, which is in contradiction of the Town's current parking by-law.

Figure 2: Existing Loading Zone at 61 Talbot Road North (Wilson Ave)



Upon review of the historical loading zone parking locations and this new request on Centre Street, Infrastructure Services recommends that Council provide and legalize both loading zone parking spaces as identified in Figure 1 and 2 of this report. These spaces will provide

vehicles with a safe and suitable area out of the roadway to deliver packages and parcels to the surrounding businesses.

It is further recommended that by-law #224 be amended to legalize these spaces as loading zones as follows:

That Section 3(a) be revised to:

(a) When properly worded signs have been erected and are on display, no person shall stop, stand, or park any vehicle in a loading zone except for the purpose of loading or unloading cargo in the designated zones during the period identified in Schedule A, except holidays.

Further, that the following be included in Schedule "A":

Loading Zones

Street	From	To	Side	Period
Wilson Avenue	Approx. 22m east of Talbot St N	Approx. 30m east of Talbot St N	North	Mon-Fri from 8:30am to 11:30am
Centre Street	Approx. 34m west of Talbot St N	Approx. 48m west of Talbot St N	North	Mon-Fri from 8:30am to 11:30am

Financial Impact

The cost to create these loading zone parking spaces will be absorbed in the 2021 Public Works Operating budget.

Consultations

Rob Auger, L.L.B, Town Solicitor/Clerk

Kevin Girard, P.Eng, MBA, Director, Infrastructure Services

Link to Strategic Priorities

- ☒ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☐ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☐ Improve the Town's capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

Document Title:	Loading unloading zone parking space - Operations-2021-01.docx
Attachments:	
Final Approval Date:	Jan 26, 2021

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

A handwritten signature in black ink, appearing to read "Kevin Girard". The signature is written in a cursive style with a large loop at the end.

Kevin Girard, Director, Infrastructure Services - Jan 26, 2021 - 11:44 AM

A handwritten signature in black ink, appearing to read "Chris Nepszy". The signature is written in a cursive style with a large loop at the end.

Chris Nepszy, Chief Administrative Officer - Jan 26, 2021 - 1:29 PM

Enhancing Public Health and Workplace Safety Measures in the Provincewide Shutdown

January 16, 2021

The information contained in this document is intended to communicate a summary of information about measures that came into effect in Ontario or in areas of Ontario between Tuesday, January 12, 2021 and Thursday, January 14, 2021. The material is not legal advice and does not purport to be or to provide an interpretation of the law. In the event of any conflict or difference between this summary information and any applicable legislation or regulation, the legislation or regulation prevails.

Updates in red reflect recent amendments to [O. Reg. 82/20](#).

Context: Enhancing Public Health and Workplace Safety Measures in the Provincewide Shutdown

- COVID-19 morbidity (illness) and mortality (death) are at the highest levels since the start of the pandemic.
- Growth in COVID-19 cases has accelerated and is over 7% on the worst days.
- Daily mortality is increasing under current restrictions and is projected to double from 50 to 100 deaths per day between now and end of February.
- Escalating case counts have led to increasing hospitalization rates and ICU occupancy which has resulted in further disruptions to scheduled surgeries and procedures. ICU occupancy is now over 400 beds and is projected to be approximately 500 beds by mid-January/approximately 1,000 beds by early February in more severe, but realistic scenarios.
- Despite restrictions, a substantial minority of people in high-rate regions are acting in a way that will increase COVID-19 transmission.
- Urgent action is required to significantly reduce the number of contacts people are having, in order to:
 - Prevent extensive illness and death
 - Protect our health care system; and
 - Resume in-person learning in schools.

Overview

Declaring a provincial emergency

Restricting mobility

Reducing outdoor gathering limits

Closing additional workplaces and introducing mitigation measures for those that remain open

Increasing enforcement

Overview: Timing and Geographical Application

When do the enhanced measures in the Provincewide Shutdown start?	Where, and how long, are the Provincewide Shutdown measures in effect?
There is a combination of measures that came into effect between Tuesday January 12, 2021 and Thursday, January 14, 2021, including a provincial declaration of emergency under the <i>Emergency Management and Civil Protection Act</i> , orders under that Act, and amendments to regulations under the <i>Reopening Ontario (A Flexible Response to COVID-19) Act, 2020</i> .	The enhanced public health and workplace safety measures are in effect for all of Ontario and are anticipated to be in place until at least Thursday, February 11, 2021.

Emergency Management and Civil Protection Act

- The Ontario government declared a second provincial emergency in response to COVID-19 under the *Emergency Management and Civil Protection Act* (EMCPA) on January 12, 2021 to ensure that necessary measures and restrictions could be put in place to keep Ontarians safe and immediately respond to the ongoing threat of COVID-19.
- A declaration of emergency automatically terminates 14 days after being made unless terminated earlier or extended. The province will monitor key public health indicators to determine whether or not to extend the emergency.
- A declaration of a provincial emergency allows the government to make new emergency orders under the EMCPA if the orders meet the legal test for necessity and other criteria.
- Orders will also continue under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (ROA) with updates to the stage orders, along with enforcement.

EMCPA Enforcement Supports

- Under the provincial emergency, the following enhanced enforcement authorities **are** in place:
 - **All provincial offences officers, including police officers, have the authority to disperse crowds indoors as well as outdoors. For example, when a group of more than five people who are not from the same household are gathering outdoors, they can be required to leave, and the premise may be closed.**
 - **Similar to the provision under ROA, individuals have a duty to identify when a police officer has reasonable and probable grounds that an offence under EMCPA has been committed.**
- **Additionally, enforcement personnel have the authority to issue tickets** to individuals, employees and corporations in retail settings and businesses if found not complying with an order (e.g., staff member or customer not wearing a face covering.)

General Public Health and Workplace Safety Measures for all Businesses, Organizations and Facilities and Individuals Refer to [O. Reg. 82/20](#)¹ for details

¹ The regulation that establishes the rules for the Provincewide Shutdown is [O. Reg. 82/20](#). Clicking on this link will take you to the most recent version of the consolidated regulation published on e-Laws. The e-Laws currency date appears at the top of the consolidated regulation. Proposed amendments to regulations do not appear on e-Laws. Amendments to regulations are initially published as “source law” on the e-Laws website.

(UPDATED) General Public Health Measures for all Businesses, Organizations and Facilities

<p>Public Health Advice, Recommendations and Instructions</p> <p>Businesses or organizations must operate in compliance with the advice, recommendations, and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting, and working remotely. Check with your local public health unit for any additional advice, recommendations or instructions.</p>
<p>Work from Home Except Where Necessary</p> <p>Each person responsible for a business or organization that is open shall ensure that any person who performs work for the business or organization conducts their work remotely, with limited exceptions, for instance, where the nature of their work requires them to be on-site at the workplace.</p>
<p>Physical Distancing and Line Management</p> <ul style="list-style-type: none">• Businesses or places must not permit patrons to line up inside the businesses or place, or to line up or congregate outside of the business or place unless they are maintaining a physical distance of at least two metres from other groups of persons and wearing a mask or face covering that covers their mouth, nose and chin unless they are entitled to an exception set out in the regulation.
<p>Screening</p> <p>Businesses or organizations must operate in compliance with the advice, recommendations instructions issued by the Office of the Chief Medical Officer of Health on screening individuals. This includes:</p> <ul style="list-style-type: none">• Workplaces must screen any workers or essential visitors entering the work environment. See the COVID-19 Screening Tool for Workplaces for more information.
<p>Personal Protective Equipment including Eye Protection</p> <p>Personal protective equipment that provides protection of the eyes, nose, and mouth, is required if a worker is required to come within 2 metres of another person who is not wearing a face covering and not separated by plexiglass or some other impermeable barrier.</p>
<p>Capacity Limits</p> <p>All businesses or facilities must limit capacity so that every member of the public is able to maintain two metres of physical distancing from every other person, and limit the number of people occupying any room that is open to the public to 50% capacity of the particular room. Some businesses or facilities have additional capacity restrictions that apply beyond the general capacity requirements.</p> <p>All businesses or facilities that engage in retail sales to the public must post a sign in a location visible to the public that states the maximum capacity they are permitted to operate under.</p> <p>Please Note:</p> <ul style="list-style-type: none">• The maximum number of persons permitted in a business or facility that is operating at 50 per cent capacity is determined by taking the total square metres of floor space accessible to the public in the business or facility, not including shelving and store fixtures, dividing that number by 8 and rounding the result down to the nearest whole number.• The maximum number of persons permitted in a business or facility that is operating at 25 per cent capacity is determined by taking the total square metres of floor space accessible to the public in the business or facility, not including shelving and store fixtures, dividing that number by 16 and rounding the result down to the nearest whole number.

General Public Health Measures for all Businesses, Organizations and Facilities, continued

Cleaning and Disinfection Businesses or places that are open shall ensure that equipment, washrooms, locker rooms, change rooms, showers that are accessible to the public are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.
Face Coverings Businesses or organizations must ensure that masks or face coverings are worn by any person (including members of the public and workers) in the indoor area of the business or organization, with limited exceptions.
Safety Plans Requirement for all businesses open to prepare and make available a COVID-19 safety plan . A copy of the plan shall be made available to any person for review upon request, and be posted where it would come to the attention of individuals working in or attending the business.

(UPDATED) General Public Health Measures for all Individuals

Stay-at-Home

Every person shall stay-at-home unless leaving is necessary for a permitted purpose, which includes but is not limited to working or volunteering (if cannot be done from home), attending school, obtaining child care, obtaining food, beverages and personal care items, obtaining financial, government, social or health care services, necessary maintenance for household or business, exercise for oneself or one's animal, obtaining food or necessary goods/services necessary for the health/safety of an animal, to support or provide assistance to someone that requires it, and attending a gathering for a funeral, wedding or religious services permitted under O. Reg. 82/20: Rules for Areas in Stage 1.

For more information please refer to [O. Reg. 11/21: Stay-at-Home Order](#) or <https://covid-19.ontario.ca/zones-and-restrictions>.

Physical Distancing

Every **member of the public** in a place of business or facility that is open to the public shall maintain a physical distance of at least two metres from every other person except from their caregiver or other members of the person's household, with limited exceptions.

Face Coverings

Every person in the premises of a business or organization that is open shall ensure that they wear a mask or face covering that covers their mouth, nose and chin, when they are in indoor areas of the premises, with limited exemptions.

Accessing Closed Indoor and Outdoor Recreational Amenities

No person shall use an indoor or outdoor recreational amenity that is required to be closed.

Organized Public Events and Social Gatherings (including Religious Services, Rites or Ceremonies), Schools, Child Care, Post-Secondary Institutions and Day Camps: Refer to [O. Reg. 82/20](#)¹ for details

¹ The regulation that establishes the rules for the Provincewide Shutdown is [O. Reg. 82/20](#). Clicking on this link will take you to the most recent version of the consolidated regulation published on e-Laws. The e-Laws currency date appears at the top of the consolidated regulation. Proposed amendments to regulations do not appear on e-Laws. Amendments to regulations are initially published as “source law” on the e-Laws website.

(UPDATED) Organized Public Events, Social Gatherings, Religious Services, Rites and Ceremonies, Post-Secondary Institutions and Day Camps

Events and gatherings	<p>No indoor organized public events and social gatherings, except with members of the same household (the people you live with). Individuals who live alone and single parents may consider having exclusive, close contact with another household to help reduce the negative impacts of social isolation</p> <p>Limit for outdoor organized public events and social gatherings, must comply with requirements on physical distancing and face coverings:</p> <ul style="list-style-type: none"> • 5 people outdoors
Weddings, funerals and other religious services, rites or ceremonies	<p>Wedding services, funeral services and other religious services, rites or ceremonies where physical distancing can be maintained and in compliance with rules on face coverings:</p> <ul style="list-style-type: none"> • 10 people indoors • 10 people outdoors <p>Drive-in services, rites or ceremonies permitted, subject to certain conditions</p> <p>Virtual services permitted</p>
Post-secondary institutions	<ul style="list-style-type: none"> • Post-secondary institutions open for virtual instruction, with limited exceptions where in-person instruction is required (e.g., clinical training, trades). Subject to physical distancing with limited exceptions • In-person teaching (each instructional space at the institution at one time) and in-person examinations cannot exceed 10 persons, with limited exemptions for: <ul style="list-style-type: none"> ○ Diagnostic cardiac sonography and diagnostic medical sonography ○ Diagnostic ultrasound ○ Medical imaging ○ Medical laboratory assistant and Medical laboratory technician ○ Medical radiation technology ○ Medicine ○ Mental health and addictions services, including psychology services, social work services and counselling services ○ Nursing ○ Paramedic ○ Personal support worker, supportive care worker, home care worker or a similar occupation ○ Pharmacy/pharmacy technician ○ Public health inspector, if the program is accredited by the Canadian Institute of Public Health Inspectors ○ Rehabilitation sciences (nutrition, speech language pathology, occupational science, and physiotherapy) ○ Respiratory therapy <p>Subject to additional requirements for in-person teaching that involves singing or the playing of brass or wind instruments</p>
Day camps for children	<p>Closed</p>

(UPDATED) Approach in Schools and Child Care

Approach in Schools and Child Care	
Schools	<ul style="list-style-type: none"> Schools in grey zones as of December 18, 2020, remain closed until February 10, 2021 – Windsor-Essex, Toronto, Peel, York and Hamilton. The Chief Medical Officer of Health will provide advice and an announcement will be made by January 20, 2021 regarding the return to in-person learning in all other PHUs, which is set to resume on January 25, 2021. The following new health and safety measures will be introduced to further support protect students province-wide: <ul style="list-style-type: none"> Mandatory masking for students in Grades 1-3. Masking requirements outdoors where physical distancing cannot be maintained. Enhanced screening protocols will be introduced where recommended by the CMOH. To support this, Ontario's COVID-19 School and Child Care Screening Tool, will be updated to reflect the new screening criteria. Expanded targeted testing
Child care	<ul style="list-style-type: none"> Child care for non-school aged children (and JK and kindergarten children not enrolled in school immediately prior to December 21, 2020) will remain open including child care offered in licensed centres and in home-based settings (licensed and unlicensed). For regions where schools reopen for in-person learning on January 25, 2021, emergency child care for school-aged children of front-line workers will end on January 22, 2021. Before and after school programs will be authorized to resume on January 25, 2021. For regions where schools reopen for in-person learning on February 10, 2021, emergency child care for school-aged children of front-line workers will end on February 9, 2021. Before and after school programs will be authorized to resume on February 10, 2021. In addition to the robust health and safety practices already in place in child care settings, the following new health and safety measures will be introduced to further protect children province-wide: <ul style="list-style-type: none"> Enhanced screening to align with screening requirements at schools Voluntary participation in targeted, asymptomatic testing

Businesses Permitted to Open and Sector Specific Public Health and Workplace Safety Measures: Refer to [O. Reg. 82/20](#)¹ for details

¹ The regulation that establishes the rules for the Provincewide Shutdown is [O. Reg. 82/20](#). Clicking on this link will take you to the most recent version of the consolidated regulation published on e-Laws. The e-Laws currency date appears at the top of the consolidated regulation. Proposed amendments to regulations do not appear on e-Laws. Amendments to regulations are initially published as “source law” on the e-Laws website.

(UPDATED) Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Supply chain	<ul style="list-style-type: none"> Businesses that supply businesses or places that are permitted to open within Ontario, or that supply businesses or services that have been declared essential in a jurisdiction outside of Ontario, with the support, products, supplies, systems, or services, including processing, packaging, warehousing, distribution, delivery, and maintenance necessary to operate
Meeting or event space	<p>Only permitted to open for:</p> <ul style="list-style-type: none"> The operation of child care centres and authorized recreational and skill building programs within the meaning of the <i>Child Care and Early Years Act, 2014</i> Court services Government services Mental health and addictions support services (e.g., Alcoholics Anonymous) permitted to a maximum of 10 people Social services Collective bargaining, so long as more than ten people are permitted to occupy the rented space <p>Contact information recording required, with the exception of court services</p>
Short-term rentals	<p>Short-term rentals (e.g., cottages, cabins):</p> <ul style="list-style-type: none"> Only to be provided to individuals who are in need of housing Previously made reservations for short term rental accommodations will be permitted only if the individual is in need of housing Ice fishing huts may only be rented for day use and for use by the members of the same household, with limited exceptions <p>Refer to the Services section for details on motels, hotels, lodges, resorts and other shared rental accommodation, including student residences</p>

(UPDATED) Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Restaurants, bars, and other food or drink establishments	Restaurants, bars and other or drink establishments <ul style="list-style-type: none"> Take out, drive through, and delivery permitted only Includes the sale of alcohol
Driving instruction	In-person driving instruction <ul style="list-style-type: none"> No in-person driving instruction permitted except: <ul style="list-style-type: none"> For instruction for drivers of commercial motor vehicles Where the instruction is part of the Ontario Driver Certification Program administered by the Ministry of Transportation and involves the operation of motor vehicles for which: <ul style="list-style-type: none"> A class of driver's licence other than Class G, G1, G2, M, M1 or M2 is required An air brake endorsement is required Or that is provided by a private career college, in accordance with certain conditions
Retailers	Supermarkets, convenience stores, indoor farmer's markets and other stores that primarily sell food <ul style="list-style-type: none"> Open for in-person retail, subject to: <ul style="list-style-type: none"> Members of the public being able to maintain two metres physical distance from every other person in the business or facility and complying with face covering rules The number of persons occupying any room that is open to the public does not exceed 50% capacity Curbside pick-up and delivery permitted Pharmacies <ul style="list-style-type: none"> Open for in-person retail, subject to: <ul style="list-style-type: none"> Members of the public being able to maintain two metres physical distance from every other person in the business or facility and complying with face covering rules The number of persons occupying any room that is open to the public does not exceed 50% capacity Curbside pick-up and delivery permitted

(UPDATED) Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Retailers, continued	<p>Discount retailers and big box stores that sell groceries</p> <ul style="list-style-type: none"> • Open for in-person retail, subject to: <ul style="list-style-type: none"> ◦ Members of the public being able to maintain two metres physical distance from every other person in the business or facility and complying with face covering rules ◦ The number of persons occupying any room that is open to the public does not exceed 25% capacity • Curbside pick-up and delivery permitted <p>Gas stations and other fuel suppliers</p> <p>Safety supply stores, businesses that sell, rent or repair assistive/mobility/medical devices, and optical stores that sell prescription eyewear to the public:</p> <ul style="list-style-type: none"> • By appointment only during operating hours of no earlier than 7am and no later than 8pm • Limit the number of persons occupying any room that is open to the public in the business to not exceed 50% capacity • Curbside pick-up and delivery permitted during operating hours of no earlier than 7am and no later than 8pm <p>Stores that sell liquor, including beer, wine and spirits:</p> <ul style="list-style-type: none"> • Limit the number of persons occupying any room that is open to the public in the business does not exceed 25% capacity • Operating hours restricted to no earlier than 7am and no later than 8pm • Curbside pick-up and delivery permitted only during operating hours

(UPDATED) Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Retailers, continued	<p>Shopping malls:</p> <ul style="list-style-type: none"> • Closed for in-person retail. Members of the public are only permitted to enter the mall to: <ul style="list-style-type: none"> ○ Access businesses and organizations permitted to be open (e.g., pharmacy, dentist); food court open for take-away, or by appointment only to facilitate pick-up as set out below ○ Access court services and government services • Shopping mall may establish: <ul style="list-style-type: none"> ○ A single designated location inside the shopping mall for order pick-up by patrons. Pick-up inside the shopping mall must be by appointment only ○ Any number of designated locations outside the shopping mall for curbside pick-up by patrons • Members of the public not permitted to loiter in any area of the shopping mall that is not related to the purpose of their visit • Must open no earlier than 7 a.m. and close no later than 8 p.m., except to provide access to grocery stores/supermarkets, pharmacies, and health care providers that only have public entrances that face the interior of the mall • Curbside pick-up and delivery permitted only during operating hours <p>Cannabis retail stores operating under the authority of a retail store authorization issued under the <i>Cannabis Licence Act, 2018</i>:</p> <ul style="list-style-type: none"> • By curbside pick-up or delivery only during operating hours of no earlier than 9am and no later than 8pm • An item may only be provided for curbside pickup if the patron ordered the item before arriving at the business premises <p>Garden centres:</p> <ul style="list-style-type: none"> • Curbside pick-up and delivery permitted during operating of no earlier than 7am and no later than 8pm • An item may only be provided for curbside pickup if the patron ordered the item before arriving at the business premises

(UPDATED) Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Retailers, continued	<p>Motor vehicle sales</p> <ul style="list-style-type: none"> Includes cars, trucks and motorcycles; recreational vehicles including motor homes; trailers and travel trailers; boats and other watercraft; and other motorized vehicles, including power-assisted bicycles, golf carts, scooters, snowmobiles and all-terrain vehicles By appointment only Members of the public must not be permitted where products are neither sold nor displayed for sale Subject to certain conditions related to test drives Operating hours restricted to no earlier than 7am and no later than 8pm and may not deliver goods to patrons outside of those hours <p>Outdoor markets</p> <ul style="list-style-type: none"> Includes farmer's markets and holiday markets only if they primarily sell food to the public Must require members of the public to remain outdoors at all times, including for curbside pick-up or delivery Operating hours restricted to no earlier than 7am and no later than 8pm Curbside pick-up and delivery permitted only during operating hours <p>General Retail (all other retail, including hardware stores, pet food, computer stores, etc.):</p> <ul style="list-style-type: none"> Curbside pick-up or delivery only during operating of no earlier than 7am and no later than 8pm (in-person retail shopping not permitted) An item may only be provided for curbside pickup if the patron ordered the item before arriving at the business premises Sales must be exclusively made so patrons are not required to enter the indoor area of the business, including curbside pick-up or delivery Operating hours of no earlier than 7am to no later than 8pm
Services	<p>Rental and leasing services, including automobile, commercial and light industrial machinery and equipment rental</p> <ul style="list-style-type: none"> By appointment only <p>Automated and self-service car washes</p> <p>Laundromats and drycleaners</p> <p>Snow clearing and landscaping services</p>

(UPDATED) Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Services, continued	<p>Security services for residences, businesses and other properties</p> <p>Domestic services</p> <ul style="list-style-type: none"> • Only to support children, seniors or vulnerable persons, including housekeeping, cooking, indoor and outdoor cleaning and maintenance services <p>Vehicle and equipment repair and essential maintenance and vehicle and equipment rental services</p> <ul style="list-style-type: none"> • By appointment only <p>Courier, postal, shipping, moving and delivery services</p> <p>Funeral and related services</p> <p>Staffing services including providing temporary help</p> <p>Veterinary services</p> <ul style="list-style-type: none"> • For services that are necessary for the immediate health and welfare of the animal only, or provided through curbside pick-up and drop-off of the animal <p>Other businesses that provide for the health and welfare of animals, including farms, boarding kennels, stables, animal shelters and research facilities</p> <p>Businesses that provide pet training exclusively for service animals</p> <p>Hotels, motels, lodges, cabins, cottages, resorts and other shared rental accommodation, including student residences</p> <ul style="list-style-type: none"> • Any indoor pools, indoor fitness centres, or other indoor recreational facilities that are part of the operation of these businesses, are closed

(UPDATED) Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Services, continued	<p>Seasonal campgrounds</p> <ul style="list-style-type: none"> • Must be made available only for trailers and recreational vehicles used by individuals in need of housing or are permitted to be there by seasonal contract • Only campsites with electricity, water service and facilities for sewage disposal may be provided for use • All recreational and other shared facilities, excluding washrooms and showers must be closed • Other areas of the seasonal campground must be closed to the general public and must only be opened for the purpose of preparing the seasonal campground for reopening • Previously made reservations for short term rental accommodations will be permitted only if the individual is in need of housing <p>Community centres</p> <ul style="list-style-type: none"> • Permitted to open for: <ul style="list-style-type: none"> ○ The operation of child care centres and authorized recreational and skill building programs within the meaning of the <i>Child Care and Early Years Act, 2014</i> ○ Mental health and addictions support services (e.g., Alcoholics Anonymous) permitted to a maximum of 10 people ○ Social services <p>Cheque cashing services</p>
Financial services	<ul style="list-style-type: none"> • Capital markets and related securities trading and advisory services • Banking/credit union activities including credit intermediation • Insurance • Land registration services • Pension and benefits payment services • Financial services including payroll and payment processing and accounting and tax services
Real estate (including pre-sale construction)	<p>Real estate (including pre-sale construction)</p> <ul style="list-style-type: none"> • No open houses - showing a property permitted by appointment only

Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Telecommunications and IT infrastructure/service providers	<p>Information Technology (IT) services, including online services, software products and the facilities necessary for their operation and delivery</p> <p>Telecommunications providers and services (phone, internet, radio, cell phones etc.) and facilities necessary for their operation and delivery</p> <ul style="list-style-type: none"> Retail stores operated by a telecommunications provider or service may only permit members of the public to enter the premises by appointment and only for repairs or technical support <p>Newspapers, radio and television broadcasting</p>
Maintenance	<ul style="list-style-type: none"> Maintenance, repair and property management services that manage and maintain the safety, security, sanitation and operation of institutional, commercial, industrial and residential properties and buildings
Transportation services	<ul style="list-style-type: none"> Businesses and facilities that provide transportation services, including: <ul style="list-style-type: none"> Transportation services provided by air, water, road, and rail, including taxis and other private transportation providers, and Support services for transportation services, including: <ul style="list-style-type: none"> logistical support, distribution services, warehousing and storage, truck stops and tow operators, and services that support the operations and safety of transportation systems including maintenance and repairs Marinas, boating clubs and other organizations that maintain docking facilities for members or patrons with conditions Businesses that provide and support online retail, including by providing warehousing, storage and distribution of goods that are ordered online
Manufacturing	<ul style="list-style-type: none"> Businesses that extract, manufacture, process and distribute goods, products, equipment and materials, including businesses that manufacture inputs to other manufacturers (e.g. primary metal/ steel, blow molding, component manufacturers, chemicals, etc. that feed the end-product manufacturer), regardless of whether those other manufacturers are inside or outside of Ontario, together with businesses that support and facilitate the movement of goods within integrated North American and global supply chains

(UPDATED) Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Agriculture and food production	<ul style="list-style-type: none"> • Businesses that produce food and beverages, and agricultural products including plants, including by farming, harvesting, aquaculture, hunting and fishing • Businesses that process, manufacture or distribute food, beverages, crops, agricultural products, animal products and by-products • Businesses that support the food or agricultural products supply chains and the health and safety of food, animals and plants
Construction	<ul style="list-style-type: none"> • Construction activities or projects and related services, including land surveying and demolition services, that: <ul style="list-style-type: none"> • are associated with the healthcare sector or and long-term care, including new facilities, expansions, renovations and conversion of spaces that could be repurposed for health care space. • ensure safe and reliable operations of, or provide new capacity in, <ul style="list-style-type: none"> • municipal infrastructure, or • provincial infrastructure, including but not limited to the transit, transportation, resource, energy, and justice sectors • support the operations of, or provide new capacity in, electricity generation, transmission, distribution and storage, natural gas distribution, transmission and storage or in the supply of resources • support the operations of, or provide new capacity in schools, colleges, universities, and child care centres within the meaning of the <i>Child Care and Early Years Act, 2014</i>. • are required for, <ul style="list-style-type: none"> • the maintenance and operations of petrochemical plants and refineries, • significant industrial petrochemical projects where preliminary work has already commenced before January 12, 2021, • industrial construction and modifications to existing industrial structures limited solely to work necessary for the production, maintenance, or enhancement of Personal Protective Equipment, medical devices (such as ventilators), and other identified products directly related to combatting the COVID-19 pandemic. • would provide additional capacity in the production, processing, manufacturing or distribution of food, beverages or agricultural products. • were commenced before January 12, 2021, and that would, <ul style="list-style-type: none"> • provide additional capacity for businesses that provide logistical support, distribution services, warehousing, storage or shipping and delivery services, or • provide additional capacity in the operation and delivery of Information Technology (IT) services or telecommunications services.

(UPDATED) Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Construction, continued	<ul style="list-style-type: none"> • support the operations of broadband internet and cellular technologies and services. • are related to residential construction projects where, <ul style="list-style-type: none"> ○ a building permit has been granted for single family, semi-detached and townhomes ○ the project is a condominium, mixed-use or other residential building, or, ○ the project involves renovations to residential properties and construction work was started before <u>January 12, 2021</u>. • prepare a site for an institutional, commercial, industrial or residential development, including any necessary excavation, grading, roads or utilities infrastructure. • are necessary to temporarily close construction sites that have paused or are not active and to ensure ongoing public safety. • are funded in whole or in part by: <ul style="list-style-type: none"> ○ the Crown in right of Canada or in right of Ontario ○ an agency of the Crown in right of Canada or in right of Ontario, or ○ a municipality • are: <ul style="list-style-type: none"> • intended to provide shelter or supports for vulnerable persons or affordable housing; and • being funded in whole or in part by, or being undertaken by: <ul style="list-style-type: none"> • the Crown in right of Canada or in right of Ontario, • an agency of the Crown in right of Canada or in right of Ontario, • a municipality, • a service manager as defined in the <i>Housing Services Act, 2011</i>, • a registered charity and not for profit within the meaning of the <i>Income Tax Act (Canada)</i>, or • a not-for profit corporation • Land surveyors <p><i>Enhanced with:</i></p> <ul style="list-style-type: none"> • Workplace testing • Additional enforcement to ensure compliance

Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Resources and energy	<ul style="list-style-type: none">• Businesses that provide and ensure the domestic and global continuity of supply of resources, including, resource exploration, mining, forestry, aggregates, petroleum, petroleum by-products and chemicals• Electricity generation, transmission, distribution and storage and natural gas distribution, transmission and storage
Community services	<p>Businesses that deliver or support the delivery of community services including:</p> <ul style="list-style-type: none">• Sewage treatment and disposal• Collecting, transporting, storing, processing, disposing or recycling of any type of waste• Potable drinking water• Critical infrastructure repair and maintenance including roads, dams, bridges etc.• Environmental rehabilitation, management and monitoring, and spill clean-up and response• Administrative authorities that regulate and inspect businesses• Professional and social services that support the legal and justice system• Government services including but not limited to policing and law enforcement, fire and emergency services, paramedics, coroner and pathology services, corrections and court services, licences and permits• Allotment gardens or community gardens

(UPDATED) Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Facilities for indoor or outdoor sports and recreational fitness activities	<ul style="list-style-type: none"> • Closure of all indoor and outdoor sports and recreational fitness facilities except for: <ul style="list-style-type: none"> ○ Facilities operated or for the sole use of high performance athletes, including parasport athletes, and specified professional leagues (e.g., NHL, CFL, MLS, NBA) and ○ Facilities opened solely for specified purposes (e.g. child care) • Community centres and multi-purpose facilities (e.g., YMCA) allowed to be open for permitted activities (e.g., child care services, mental health and addiction support services [limited to 10 people maximum], social services) • All subject to conditions
Outdoor recreational amenities	<ul style="list-style-type: none"> • No person is permitted to use an indoor or outdoor recreational amenity that is required to be closed • Outdoor recreational amenities permitted to open, subject to conditions, include: <ul style="list-style-type: none"> ○ Parks and recreational areas ○ Baseball diamonds ○ Batting cages ○ Soccer, football and sports fields ○ Tennis, platform tennis, table tennis and pickleball courts ○ Basketball courts ○ BMX parks ○ Skate parks ○ Frisbee golf locations ○ Cycling tracks and bike trails ○ Horse riding facilities ○ Shooting ranges, including those operated by rod and gun clubs ○ Ice rinks ○ Tobogganing hills ○ Snowmobile, cross country, dogsledding, ice-skating and snow-shoe trails ○ Playgrounds ○ Portions of parks or recreational areas containing outdoor fitness equipment <p>Golf courses and driving ranges are closed.</p> <p>Refer to subsequent slide for public health and workplace safety measures.</p>

Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Outdoor recreational amenities, continued	<p>A permitted outdoor recreational amenity may only open if:</p> <ul style="list-style-type: none"> Any person who enters or uses the amenity maintains a physical distance of at least two metres from other person using the amenity (excluding members of the same household) Team sports, or other sports or games where people may come within two metres of each other, are not practiced or played within the amenity Any locker rooms, change rooms, showers and clubhouses remain closed, except to the extent they provide access to equipment storage, a washroom or a portion of the amenity that is used to provide first aid <p>Ski hills are closed</p>
Research	<ul style="list-style-type: none"> Businesses and organizations that maintain research facilities and engage in research, including medical research and other research and development activities
Health care and social services	<ul style="list-style-type: none"> Organizations and providers that deliver home care services or personal support services to seniors and persons with disabilities Regulated health professionals Professionals or organizations that provide in-person counselling services Organizations that provide health care including retirement homes, hospitals, clinics, long-term care facilities, independent health facilities and mental health and addictions counselling supports Laboratories and specimen collection centres Manufacturers, wholesalers, distributors and retailers of pharmaceutical products and medical supplies, including medications, medical isotopes, vaccines and antivirals, medical devices and medical supplies Manufacturers, distributors and businesses that provide logistical support of or for products and/or services that support the delivery of health care in all locations Organizations that provide critical personal support services in home or residential services for individuals with physical disabilities Organizations that support the provision of food, shelter, safety or protection, and/or social services and other necessities of life to economically disadvantaged and other vulnerable individuals Businesses that are primarily engaged in the provision of health and safety training with conditions

Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Media industries	<p>Sound recording, production, publishing and distribution businesses</p> <p>Film and television production, including all supporting activities such as hair, makeup and wardrobe:</p> <ul style="list-style-type: none"> • No studio audiences permitted to be on the film or television set • No more than 10 performers may be permitted to be on the film or television set • Set must be configured and operated in such a way as to enable persons on the set to maintain a physical distance of at least two metres from other persons, except where necessary for the filming of the film or television production • Persons who provide hair or makeup services must wear appropriate personal protective equipment • Singers and players of brass or wind instruments must be separated from any other performers by plexiglass or some other impermeable barrier <p>Film and television postproduction, visual effects and animation studios</p> <p>Book and periodical production, publishing and distribution businesses</p> <p>Commercial and industrial photography</p> <ul style="list-style-type: none"> • Does not permit retail studios to open <p>Interactive digital media businesses, including:</p> <ul style="list-style-type: none"> • Computer system software or application developers and publishers, and • Video game developers and publishers

(UPDATED) Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Entertainment	<p>Concert venues, theatres and cinemas (includes drive in or drive through events)</p> <ul style="list-style-type: none"> • Closed for all purposes, including rehearsing or performing a recorded or broadcasted event.
Libraries	<p>Libraries may open:</p> <ul style="list-style-type: none"> • For contactless curbside, delivery, and pick-up • For permitted services (e.g., child care services, mental health and addiction support services to a limit of 10 persons [AA meetings], provision of social services) • If they ensure that circulating materials returned to the library are disinfected or quarantined for an appropriate period of time before they are recirculated • Contact information recording required
Museums and cultural amenities	Closed
Horse racing	<ul style="list-style-type: none"> • Training only, no races, no members of the public (i.e., spectators)
Night clubs and strip clubs	<ul style="list-style-type: none"> • Only permitted to open if they operate as a food or drink establishment, subject to conditions that apply to restaurants and bars, etc.

Businesses Permitted to Open and Sector Specific Restrictions

Sector	Businesses, organizations and services permitted to open under the Provincewide Shutdown and any sector-specific public health and workplace safety measures
Zoos and aquariums	Zoos and aquariums: <ul style="list-style-type: none"> • Closed to the public • Permitted to operate for the care of animals
Amusement parks, water parks	Closed
Bathhouses and sex clubs	Closed
Tour and guide services	Closed
Motorsports	Closed
Personal care services	Closed
Casinos, Bingo Halls and Gaming Establishments	Closed

Appendix A: List of Eligible Workers (Child Care Only)

An individual who is,

- a regulated health professional, or
- an unregulated health care provider working in health care delivery, either directly or indirectly.

Individuals who work for manufacturers and distributors of pharmaceutical products and medical supplies, including medications, medical isotopes, vaccines and antivirals and medical devices.

A police officer as defined in the *Police Services Act*.

A special constable appointed pursuant to section 53 of the *Police Services Act*.

A member of a police force other than a police officer as defined in the *Police Services Act*.

A First Nations Constable appointed pursuant to section 54 of the *Police Services Act* or a member of a police service in which policing is delivered by First Nations Constables.

A provincial offences officer as defined in the *Provincial Offences Act*.

An individual employed by the Ministry of the Attorney General or a municipality in Ontario who is required to work on site to support the administration of the Ontario Court of Justice, the Superior Court of Justice or the Court of Appeal for Ontario, including,

- court services representatives, court and client representatives, court clerks, court registrars, court reporters, enforcement officers and any other administrative officers and employees that are considered necessary for the administration of the courts,
- business professionals and Crown prosecutors of the Criminal Law Division, and
- employees of the Victim/Witness Assistance Program.

An individual who provides essential justice-related frontline services to Indigenous persons involved in the justice system and who is employed by an Indigenous community or Indigenous organization through a program funded by the Ministry of the Attorney General, including,

- the Indigenous Courtwork Program,
- the Indigenous Bail Verification and Supervision Program, or
- the Indigenous Bail Beds Program.

An individual who is engaged in the delivery of frontline victim services funded by the Ministry of the Attorney General under the Ontario Victim Services program.

An individual employed as a firefighter as defined in the *Fire Protection and Prevention Act, 1997*.

Appendix A: List of Eligible Workers (Child Care Only), continued

An individual who is,

- engaged in providing fire protection services as defined in the *Fire Protection and Prevention Act, 1997*,
- employed in a fire department as defined in the *Fire Protection and Prevention Act, 1997*, or
- employed in the Office of the Fire Marshal and whose duties include being a fire investigator or supervising or managing fire investigators.

A paramedic as defined in the *Ambulance Act*.

A coroner as defined in the *Coroners Act*.

A worker in a correctional institution as defined in the *Ministry of Correctional Services Act* or an independent contractor who supplies services to correctional institutions, including, but not limited to, employees of Trilcor.

Probation and parole officers as described in the *Ministry of Correctional Services Act*, including institutional liaison officers, court liaison officers, individuals employed as assistant area managers and area managers of staff at probation and parole offices and the administrative and support staff at these offices.

An individual employed in the Institutional Services Division of the Ministry of the Solicitor General, including a person employed in a correctional institution as defined in section 1 of the *Ministry of Correctional Services Act*.

An individual employed in the Operational Support Division of the Correctional Services Recruitment and Training Centre in the Ministry of the Solicitor General who,

- provides facilities or maintenance services, or
- is a Senior Staff Development Officer or Manager of Customized Training.

An employee of Compass Group Canada Ltd. who works at or provides services in relation to the Cook Chill Food Production Centre.

An individual employed in the Ministry of the Solicitor General who performs one or more of the following functions for the Institutional Services Division or Community Services Division:

- Performing electronic monitoring services.
- Performing CPIC searches.
- Preparing community supervision orders.

An individual employed in the Ministry of the Solicitor General at the Centre for Forensic Sciences who is involved in supporting and conducting forensic testing and analysis.

An individual employed in the Ministry of the Solicitor General at the provincial Forensic Pathology Unit.

An individual employed in the Provincial Emergency Operations Centre or at the Ministry of the Solicitor General's Emergency Operations Centre.

An animal welfare inspector appointed pursuant to the Provincial Animal Welfare Services Act, 2019 or an individual employed by the Ministry of the Solicitor General in the Animal Welfare Services Branch who is directly involved in supporting animal welfare inspectors.

Appendix A: List of Eligible Workers (Child Care Only), continued

An individual employed in the operation of,

- a place of secure custody designated under section 24.1 of the Young Offenders Act (Canada), whether in accordance with section 88 of the Youth Criminal Justice Act (Canada) or otherwise, or
- a place of secure temporary detention as defined in subsection 2 (1) of the Child, Youth and Family Services Act, 2017.

Persons, other than foster parents, who deliver or directly support the delivery of residential care, treatment and supervision to children and young persons residing in residential settings licensed under the Child, Youth and Family Services Act, 2017.

An individual employed by a children's aid society designated under section 34 of the Child, Youth and Family Services Act, 2017 to provide services necessary for the performance of a children's aid society's functions, as set out in section 35 (1) of that Act.

An individual employed by a service agency as defined in section 1 of the Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008, to provide services and supports, within the meaning of section 4 of that Act, to adults with developmental disabilities.

An individual who is engaged in the delivery of services funded by the Ministry of Children, Community and Social Services under the Violence Against Women Support Services or the Anti-Human Trafficking Community Supports programs.

A staff member of a transfer payment recipient funded by the Ministry of Children, Community and Social Services who is engaged or employed to deliver interpreting or intervenor services for persons who are deaf, deafened, hard of hearing or deafblind.

Persons employed in the Direct Operated Facilities Branch of the Ministry of Children, Community and Social Services.

An individual who performs work that is essential to the delivery of core services in a municipality or First Nation community, as determined by the municipality or First Nation.

An individual who performs work of a critical nature in their service area or community, as determined by the Minister of Education or his delegate in consultation with the relevant service system manager or First Nation as those terms are defined under the Child Care and Early Years Act, 2014.

An individual who works in a child care centre or who otherwise provides child care in accordance with the requirements in this Order.

A staff member of a school as defined in the Education Act who provides in-person instruction at a school to pupils with special education needs who cannot be accommodated through remote learning

A member of the Canadian Armed Forces or an employee of the Department of National Defence.

All persons employed in the Ministry of Natural Resources and Forestry who are engaged in,

- prevention, mitigation, preparedness, response or recovery actions, as applicable, with respect to,
 - fires as defined in the Forest Fires Prevention Act,
 - floods,
 - dam failures, or
 - emergencies relating to oil and gas exploration or production, hydrocarbon underground storage, and salt solution mining, or
- the provision of support services to Conservation Officers through the operation of the Ministry's Provincial Communications Unit.

A person who holds a licence issued under section 13 of the Private Security and Investigative Services Act, 2005 to act as a security guard.

Staff as defined in the *Retirement Homes Act, 2010*.

Appendix A: List of Eligible Workers (Child Care Only), continued

Licensees as defined in the *Retirement Homes Act, 2010* who are individuals and who work or provide services at a retirement home.

Staff as defined in the *Long-Term Care Homes Act, 2007*.

An individual who is an inspector appointed under the Food Safety and Quality Act, 2001 or a field-person or officer appointed under the Milk Act.

An individual employed in the Ministry of Labour, Training and Skills Development in Radiation Protection Services.

An individual who is employed by any of the following entities to carry out work that is deemed by the entity to be critical to the ongoing generation, transmission, distribution and storage of electricity sufficient to meet the demands of the province of Ontario:

- The Independent Electricity System Operator.
- A generator, transmitter or distributor within the meaning of the Electricity Act, 1998.

An individual who performs work that is essential to the operation of,

- a municipal drinking water system as defined in section 2 of the Safe Drinking Water Act, 2002,
- a non-municipal year-round residential system as defined in section 1 of Ontario Regulation 170/03 (Drinking Water Systems) made under the Safe Drinking Water Act, 2002, or
- a wastewater treatment facility or a wastewater collection facility as those terms are defined in section 1 of Ontario Regulation 129/04 (Licensing of Sewage Works Operators) made under the Ontario Water Resources Act and to which that Regulation applies.

An employee of a hotel or motel that is acting as an isolation centre, health care centre, vaccine clinic or that is housing essential workers.

An individual working in a homeless shelter or providing services to homeless persons.

An individual who works for a business that processes, manufactures or distributes food or beverages.

Members, officers and special constables appointed under the Royal Canadian Mounted Police Act who are working in Ontario.

Officers as defined in the Customs Act (Canada) who are working in Ontario.

Employees of the Canada Post Corporation who are working in Ontario.

NEWS RELEASE

Ontario Expands Workplace Enforcement Campaigns

Provincewide inspection blitzes will ensure essential businesses are operating safely

January 20, 2021

[Labour, Training and Skills Development](#)

TORONTO — The Ontario government is expanding the current workplace inspection campaign to further protect workers and customers at essential businesses. Following last week's [big-box store blitz](#), provincial offences officers will be now be visiting an expanded range of workplaces across Ontario to educate and ticket businesses that are not complying with COVID-19 health and safety requirements.

Starting today, more than 300 officers will be supporting these blitzes, and will be visiting a variety of workplaces that are allowed to be open during the provincial shutdown such as:

- Retail establishments, including big-box stores
- Restaurants providing take-out meals
- Essential service-sector establishments (such as gas stations); and
- Farming operations

Over this past weekend a team of approximately 50 ministry inspectors, as well as local bylaw and police officers, visited 240 big-box stores across the GTHA. Enforcement officials found 76 contraventions, and that 69 per cent of these businesses were in compliance with public health requirements.

These efforts also build on the province's recently announced "Stay Safe All Day" campaign, which focuses workplace inspections in areas of high transmission such as break rooms. The campaign provides resource materials to employers and workers to promote safe behaviour before, during and after work.

"We know, from inspecting over 23,000 workplaces during 34,000 field visits, that the vast majority of Ontario businesses are following COVID-19 requirements to protect the health and safety of their workers," said Monte McNaughton, Minister of Labour, Training and Skills Development. "However, if we find any employers are putting the safety of workers and customers at risk, we will not hesitate to take immediate action."

The campaigns were developed in consultation with local health units and support Ontario's COVID-19 provincewide shutdown. The length of the safety campaigns can range from a few days to several weeks, depending on local circumstances.

Inspectors are also visiting farming operations across the province, focusing on locations that employ temporary foreign workers to ensure that health and safety laws are followed and that measures are in place to prevent the spread of COVID-19. Ontario is expected to welcome thousands of foreign agricultural workers, mostly from Mexico and the Caribbean, under the federally administered [Temporary Foreign Worker Programs](#) this growing season.

"Our farmers, agri-food workers, greenhouse operators and food processors are working hard to protect the health and safety of our agri-food workers while continuing to provide us with a steady and reliable food supply," said Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs. "Since last spring, we have taken several measures to support them, including reinforcing public health protocols, making investments to increase operational capacity and helping to address labour challenges. Agri-food workplace inspections are part of our continued efforts to raise awareness, prevent and control COVID-19 outbreaks to protect workers' health and safety and maintain our strong food supply."

Corporations can now be fined \$1,000 for failing to comply with the orders under the *Reopening Ontario (A Flexible Response to COVID-19) Act* and the *Emergency Management and Civil Protection Act*. All individuals, including employees and patrons, can also be fined \$750 for failing to comply with orders under the acts.

If a violation is more serious, a person can be charged with failing to comply with an order under the acts. If convicted, the court can impose fines as high as \$100,000 for individuals, and directors and officers of a corporation can be fined up to \$500,000. Both could also receive terms of imprisonment of up to one year. The maximum fine for a corporation on conviction of an offence is up to \$10,000,000.

Quick Facts

- The first campaign of 2021 will be held in Hastings and Prince Edward Counties. Additional campaigns are being planned for 10 other communities including Durham, Niagara, Halton, Huron Perth, Peterborough, Toronto and Leeds Grenville Lanark.
 - Results from COVID-19 workplace safety campaigns held in December in seven communities across the province showed that approximately 67 per cent of workplaces were in compliance with the requirements. The most common issues were not wearing masks, not having a safety plan and not screening people in the workplace.
 - In collaboration with the Ministry of Labour, Training and Skills Development, the Ministry of the Solicitor General is continuing to encourage local police services and municipal bylaw enforcement officers to focus on COVID-19-related enforcement.
 - The inspection campaign builds on Ontario's efforts to protect workers and customers at essential businesses. Last year, 13 education and enforcement campaigns were carried out, with almost 4,000 workplace visits.
 - To help businesses comply with the public health measures, the Ministry of Labour, Training and Skills Development has developed more than 200 business guideline documents.
-

Additional Resources

- [Resources to prevent COVID-19 in the workplace](#)
 - [Guidance for employers during breaks](#)
 - [Break poster](#)
 - [Lunch poster](#)
 - [Keep it to yourself poster](#)
-

Related Topics

Jobs and Employment

We've got the resource and supports to help connect job seekers with employers. [Learn more](#)

Law and Safety

Ontario's laws and related information about our legal system, emergency services, the Ontario Provincial Police and victim services. [Learn more](#)

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COVID-19 Vaccine Distribution Task Force

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Groupe d'étude sur la distribution des vaccins contre la COVID-19

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January 22, 2021

It's been almost six weeks since Ontario launched the first phase of the three-phased implementation plan of Ontario's COVID-19 vaccine program. Since then over 264,000 doses have been administered across the province. This is an amazing achievement and a bright light during a week where we have received sobering news on how this virus has taken hold in the province.

I have had the opportunity over the past weeks to hold meetings with many of our partners in this mission, including municipal leaders, public health unit Medical Officers of Health, CEOs of hospitals who have received vaccines and long-term care home operators. These meetings have been a way to connect with the leaders on the ground and to hear what is working, what we can improve on, to ask questions and provide solutions. The discussions will inform how we continue with our rollout and are a way to ensure connections are strong across all sectors – we are all in this together.

The public health units and local hospitals have played an enormous role throughout the pandemic. Vaccine distribution will be no exception. Our province will not have a one-size fits all approach to the vaccine rollout. From cities, small towns, rural communities and remote/fly-in parts of the province, we are going to rely on local implementation. As the situation is evolving rapidly, I urge the mayors and municipalities across the province to work closely with your public health unit as they implement the vaccine rollout for your community.

The Premier gave us a mission – to have all residents, health care workers, staff and essential caregivers in long-term care homes and high-risk retirement homes in Peel, Toronto, York and Windsor-Essex vaccinated with their first dose by January 21, 2021. Thanks to the dedication of public health units, hospitals and long-term care and high-risk retirement homes, we have achieved this goal and more, with Ottawa, Durham and Simcoe Muskoka also completing their long-term care homes.

On January 19, 2021, we were alerted by the federal government that due to work to expand its European manufacturing facility, production of the Pfizer-BioNTech COVID-19 vaccine will be impacted for a few weeks. In fact, we will not receive any doses of the Pfizer-BioNTech vaccine next week. We will hear more in the coming days from the National Operations Centre about the vaccine that Ontario will receive.

Once we hear more from the National Operations Centre about Ontario's allocations, we will work closely with public health units and hospitals to plan and manage the new allocation amounts.

This will not stop us from getting to our most vulnerable Ontarians. A good plan allows you to be prepared for the unexpected. We have been able to work quickly to adjust to this news. Vaccination of residents, staff and essential caregivers of all long-term care homes and high-risk retirement homes in Ontario will continue. Operation Remote Immunity, led by Ornge, includes the roll-out of the COVID-19 vaccine to 31 fly-in communities in Northern Ontario and continues to be a priority with an expected start date of February 1, 2021.

We have made incredible progress to date in our COVID-19 vaccine program, and we will continue to push forward. I look forward to our continued partnership.

Sincerely,

General (Ret'd) Rick Hillier
Chair of the COVID-19 Vaccine Distribution Task Force

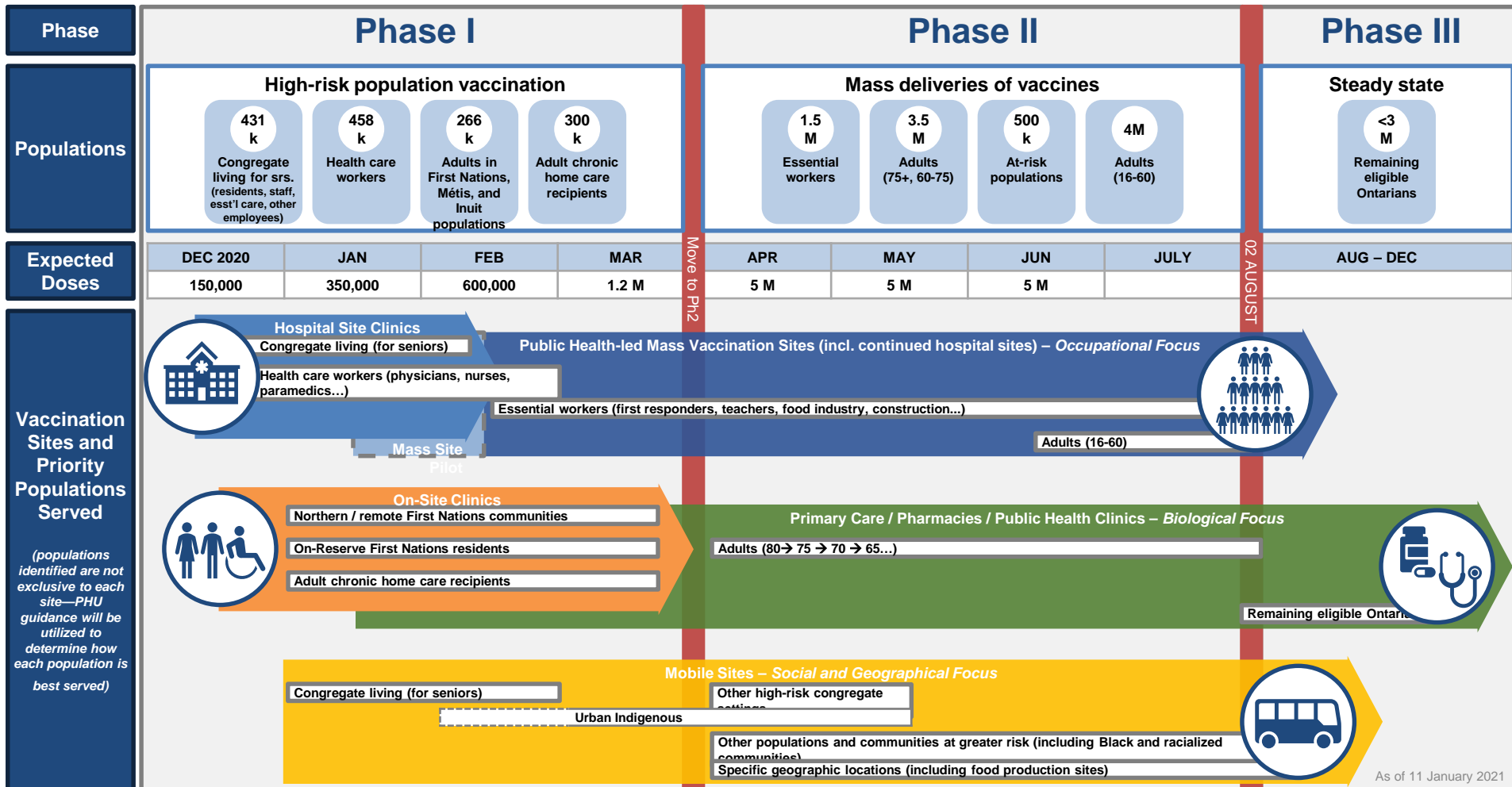
COVID-19 Vaccine Distribution Task Force Update #6

Vaccine Update

- Over **264,000** doses administered across the province
- Second dose, full immunization began January 5, 2021, with over 49,000 Ontarians fully immunized after receiving both doses (as of 8 p.m. January 21, 2021)
- We have administered the first round of vaccinations ahead of schedule in all long-term care homes in Toronto, Peel, York and Windsor-Essex, the four regions with the highest COVID-19 transmission rates, as well as Ottawa, Durham and Simcoe Muskoka.
- New appointment to the COVID-19 Vaccine Distribution Task Force:
 - Dr. Kieran Moore is the Medical Officer of Health and CEO of the Kingston, Frontenac and Lennox & Addington Public Health Unit. He is also a Professor of Emergency and Family Medicine at the Queen's University and has a Masters degree in Disaster Medicine as well as Public Health and a Diploma in Tropical Medicine and Hygiene.

COVID-19 VACCINE DISTRIBUTION PLAN

For deployment of Pfizer and Moderna vaccines



As of 11 January 2021

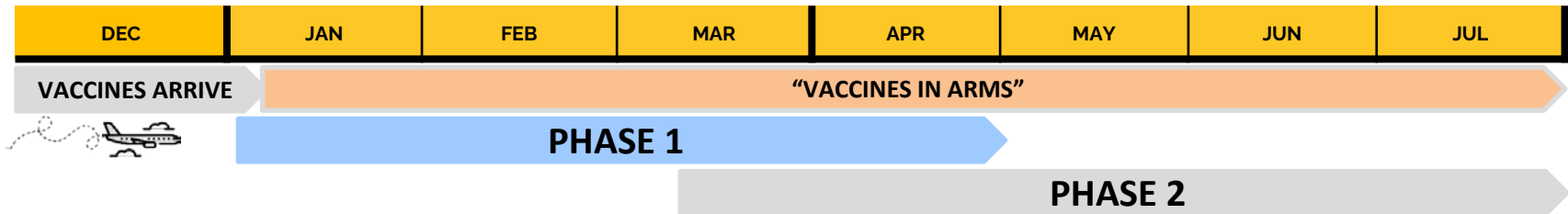
PHASED PRIORITIZATION OVERVIEW

Principles

- **Application of an equity lens:** The impact of risk factors may be different for racialized and marginalized populations – an equity lens has been applied to all prioritized groups.
- **Data-driven decision-making:** Where it is available, data should inform decision-making around prioritization – including prioritizing the groups that have been disproportionately impacted by COVID-19 as early as possible.
- **Engagement:** Ontario is consulting with all affected groups to ensure prioritization decisions are well-informed and accepted – “nothing about us without us”.
- **Individual risk factors:** Age is the most impactful factor for determining individual risk of a severe outcome from COVID-19, but other factors of individual risk are also important for individuals to voluntarily self-identify.
- **Local decision-making:** Provincial direction on prioritization is balanced with public health unit decision-making based on the local context.
- **Building in adaptability:** Priorities may change as the situation in Ontario evolves and as more information about the vaccine and the impact of the pandemic becomes available.
- **Transparency:** Share the rationale behind prioritization and data used to ensure public understanding of how decisions were made about the vaccine.

VACCINE DISTRIBUTION: PHASED PRIORITIZATION

- Vaccination rollout phases will be continuous and overlapping – Phase 2 vaccinations likely to begin while Phase 1 is still ongoing (e.g., vaccination of adults >80 may begin in parallel or before low-risk health care worker vaccination).
- Vaccination schedules are intended to be flexible and responsive to ongoing needs, vaccine logistics and risk factors.
- Ontario is ready to receive vaccines whenever they are available, and will shift to Phase 2 priority populations as soon as there are sufficient vaccines provided by the Federal government.



	FIRST VACCINES ARRIVE	PHASE 1	PHASE 2
People	<ul style="list-style-type: none"> • Staff and essential caregivers in LTCHs and high-risk Retirement Homes (RH). 	<ul style="list-style-type: none"> • Residents, staff, essential caregivers, and other employees of congregate living settings that provide care for seniors. • Health care workers. • Adults in First Nations, Metis and Inuit populations. • Adult chronic home care recipients. 	<ul style="list-style-type: none"> • Older adults, beginning with those ≥80 years old and decreasing in 5-year increments over the course of vaccine roll-out. • Those living and working in other high-risk congregate settings. • Essential Workers, beginning with front-line essential workers. • Individuals with high-risk chronic conditions, and their caregivers. • Other populations and communities facing barriers related to the determinants of health across Ontario who are at greater COVID-19 risk (e.g., Black and other racialized populations).
Places	<ul style="list-style-type: none"> • 2 Initial locations • Ramp up to 19 locations 	<ul style="list-style-type: none"> • Specialized vaccination centres (LTCH/RH) • Mobile vaccination sites • Mass vaccination sites 	<ul style="list-style-type: none"> • Mass vaccination sites • Hospitals • Mobile vaccination sites • Pharmacies • Clinics • Primary care • Strategic in-community locations (CHC/AHAC)

Communications

- **Timely sharing of information and key messages**
 - A daily fact sheet is being shared with Task Force members, MPPs and stakeholders to provide clear and timely information and updates on the rollout of vaccinations across Ontario. It will also help to address vaccine hesitancy and misinformation. The fact sheet ensures clear and consistent messaging is used in all communications including stakeholder interactions, in preparation for ministry specific communications products and for Task Force members' interactions with their networks.
 - Daily communications rollout of government wide communications activities related to vaccines is now shared.
- **Continuing to build online presence through an augmented vaccines social media strategy:**
 - New assets focussed on milestones of vaccine distribution amplified across ministry channels
 - New video and social media assets in development targeted to audiences to address vaccine hesitancy and dispel myths (including videos for staff in Long-Term Care homes, expert-led videos by Task Force members, etc.)
- **High profile communications rollout** of the declaration of emergency in Ontario and Ontario's next phase and priority populations for the rollout of vaccines. Announcements comprised Premier's press conference, technical briefings, media releases, social media and enhanced web content. Declaration of Emergency announcement reached 83% of total audience available. Statistics on Vaccines announcement pending.
- **Work continues with Indigenous Affairs** to amplify public education on vaccines in Indigenous populations. Work is also ongoing with the Anti-Racism Directorate to develop targeted high-touch communications for Phase 2 communities at risk.
- **Augmenting ontario.ca/covid-19-vaccines:**
 - Work is underway to create a data map on Ontario.ca to track progress of vaccine distribution
 - Adding infographics on Ontario.ca to educate the public about the phases of distribution and prioritization of populations to receive the vaccine to help address questions from media, the public and to counteract misinformation.

Communications

Indigenous Communications Update:

Ministry of Indigenous Affairs (IAO) is now sending out vaccine-related information relevant to Indigenous communities through a regular e-blast to our key partners.

- A Vaccine Communications Update will be issued when important new information about vaccine delivery and administration in Indigenous communities is available, as well as public education materials for repurposing to support partner efforts. We are encouraging partners to share these updates widely with local health officials and within their communities.
- As of January 6, promotion of the vaccine rollout in Indigenous communities, including documenting real-time key moments - the arrival of the vaccines and vaccination – on social media, amplify partners' social media channels (Ornge, PHUs, Indigenous communities and organizations) and inclusion of government's quotes in partner media release as appropriate (Sioux Lookout Meno Ya Win Health Centre news release on January 6 for example)
- The patient consent form and the facts sheet on vaccine safety have been translated into three Indigenous languages (Ojibwe, Oji-cree and Cree) is being distributed to fly-in communities (through Ornge).

An IAO-led Ontario Communications Working Group (Vaccine Rollout to Indigenous Communities) has been formed and includes communications contacts representing First Nations and PTOs.

- This joint communications working group will explore opportunities for collaboration around vaccine communications.
- These discussions will also help inform the development and distribution of communications and public education materials that effectively meet the information needs about the vaccine rollout in your respective communities -- easily understood messaging and visuals to promote understanding, reduce vaccine hesitancy and address other concerns associated with COVID-19 vaccines.



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January 9, 2021

The Corporation of the Town of Essex
33 Talbot St S
Essex, ON
N8M 1A8

RECEIVED

JAN 13 2021

Dear Business Owner,

Local entrepreneurs and small business owners have been some of the hardest-hit by the viral pandemic and government-enforced shutdown of the economy. As your local Member of Parliament for Essex, I wanted to reach out to let you know that the federal government has started accepting applications for the 2021 Canada Summer Jobs program. This federal program might be able to help offset some of your business's labour costs for the summer months as we hopefully begin to reopen our economy and see a return to fuller capacity of our local businesses.

The Canada Summer Jobs program provides wage subsidies to private-sector organizations with 50 or fewer full-time employees, and employers from not-for-profit organizations, to create summer work experiences for young people between the ages of 15 and 30. Not-for-profit employers can receive funding for up to 100 percent of the provincial minimum wage and mandatory employment-related costs. Small businesses with 50 or fewer employees and public-sector employers can receive funding for up to 75 percent of the provincial minimum hourly wage.

If your business could benefit from hiring a young person this summer and are interested in applying for this program, you can apply by visiting <https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs.html>. The employer application period for this program will close on Friday, January 29, 2021.

Small businesses are critical to the health of the Canadian economy. They represent 99 percent of all businesses in the country and employ half of all Canadians working in the private sector. There is no Canadian economy without our small and medium-sized businesses. It's as simple as that.

In Parliament, my Conservative colleagues and I have been standing up for small and medium-sized businesses and making the government's emergency programs better for Canadians. This has included increasing the wage subsidy from 10% to 75%, advocating for changes to the Liberals' failed rent subsidy program, and postponing the Liberal audits on small and medium-sized businesses. I am continuing to push for additional flexibility in the Canada Emergency Rent Subsidy, the Canada Emergency Wage Subsidy, and other critical support programs.

As your federal representative, I will continue to stand up for workers and entrepreneurs across Canada and push the government to ensure you get the support needed to weather this pandemic.

If your business has any questions about the Canada Summer Jobs program or needs assistance with your application, please don't hesitate to reach out to my office at Chris.Lewis@parl.gc.ca or 519-776-4700.

In your service,



Chris Lewis, MP
Essex

The interest in Government Assistance through Canada Summer Jobs is greater than the funds that are allocated to our riding. Service Canada ranks applications based on a point system that is clearly outlined in the Canada Summer Jobs Information booklet. For more information on the application process, I would highly encourage you to attend the Canada Summer Jobs virtual information session that my office is hosting with Service Canada on January 19, 2021 at 10am. If you are interested in attending, please RSVP to Chris.lewis@parl.gc.ca and the details will be provided to you. Space is limited and will be reserved in the order of response.

2020



Essex Region Conservation
the *place* for life

Annual Report





“

I know that the critically important conservation work we undertake will continue to have a profound impact on the sustainability of the Windsor-Essex region.

”

A Message From The Chair

2020. How does one even begin to describe it? In March, the COVID-19 pandemic required our staff, like so many around the world, to rapidly transition to work from home. On behalf of the Board, I extend my sincerest appreciation to our Human Resources Manager and Application Support Technician, who were instrumental in ensuring we were able to carry on our important watershed management work without interruption.

While our dedicated team worked vigilantly to respond to the needs of our community, a collision of circumstances created additional challenges. Continued record-high water levels kept our staff on guard around the clock to monitor for flooding while we continued to receive an unprecedented number of permit and development applications to ensure the protection of new development. In November, Conservation Authorities across the province were stunned by significant changes to the Conservation Authorities act embedded in Bill 229, an

omnibus bill. These changes will have profound impacts to the delivery model of our watershed based programs and services. We were also deeply saddened by the sudden passing of Councillor John Jacobs, who represented the Municipality of Leamington on our Board of Directors since 2015. John posed thoughtful questions and was a staunch advocate for his community, and he will be missed.

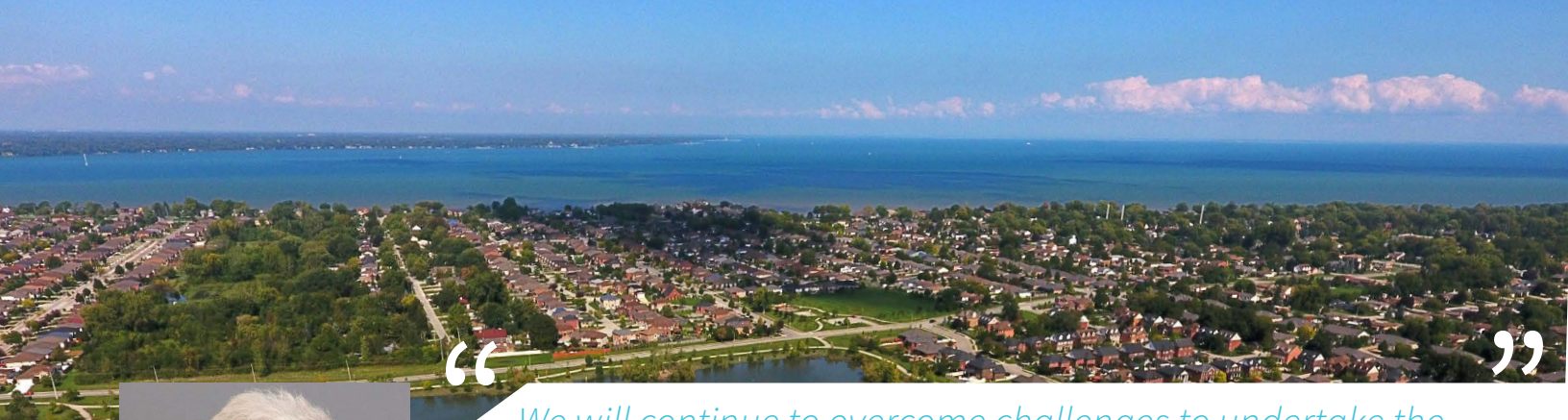
However, in spite of these challenges, there were still successes to celebrate. In partnership with the County of Essex, rapid progress took place on the Essex County Regional Energy Plan to create a roadmap to meet Federal climate change targets. Significant shoreline protection projects were initiated at Pêche Island and the John R. Park Homestead Conservation Area. Construction also began at the John R. Park Homestead Heritage Centre to provide accessible education programs, adequate exhibit space and serve as a tourism hub. Visitation to our conservation areas and trails surged as we kept them open when

nearly everything else was closed. Many community members sent notes of appreciation expressing how important these connections with nature were to their physical and mental health and well-being. It certainly reinforces that while there is much we can live without, our need for nature remains paramount.

Despite the many significant challenges of the past year, it has been my honour to serve as ERCA's Chair during this time. While navigating the continued impacts of the pandemic, the development of the regulations associated with Bill 229 and the resulting changes to our business model will be of key focus in 2021, I know that the critically important conservation work we undertake will continue to have a profound impact on the sustainability of the Windsor-Essex region.

Sincerely,

Kieran McKenzie,
Chair



We will continue to overcome challenges to undertake the important watershed-based work that is entrusted to us.

A Message From The Interim General Manager

Change is a tough taskmaster, but it can also be a strengthening process. There's no question that 2020 was a year of extraordinary changes that no one could have imagined when the calendar turned. In September, when the Board of Directors asked me to serve as Interim General Manager, I thought this highest level of responsibility would be the most significant change in my 35 year career.

Yet, 2020 had more in store. Another year of unprecedented high lake levels resulted in an extended 8-month Flood Advisory and repeated shoreline and inland flooding. Our already under-resourced team was stretched even further by this constant risk combined with a record number of permit applications. In fact, applications for permit and technical submissions have increased 75% over the past five years. Then, in December, the provincial government passed Bill 229 - Protect, Support, and Recover from COVID-19 Act (Budget Measures), 2020. This

piece of legislation encompassed more than just a budget in response to COVID-19. It included significant changes to the Conservation Authorities Act, which narrowed the objects of a conservation authority from providing "programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals" to only one of three categories: mandatory programs and services, municipal programs and services, and "other".

The mandatory programs are quite limited and currently confined to risks of natural hazards; conservation and management of lands; Drinking Water Source Protection; and other duties and responsibilities under other legislation. The regulations associated with these changes have yet to be developed, and I look forward to working with the Province to provide input to ensure that the important 'on the ground' perspectives are included.

Over the coming year, further changes are expected as we develop a transition plan in partnership with our member municipalities. While each of us has been tested this year in different ways, 2020 has shown us that humankind is a resilient beast that even during the most difficult of times can rise to amazing challenges. I look forward to the coming year with optimism that we will continue to overcome challenges to undertake the important watershed-based work that is entrusted to us.

Yours in conservation,

Tim Byrne,
Interim General Manager

Watershed Highlights

Like all Conservation Authorities, ERCA is a public sector organization that develops and delivers resource management programs that safeguard our watersheds. Governed by the Conservation Authorities Act, which is administered by the Ministry of Natural Resources and Forestry and made up of a membership of municipal representatives, Conservation Authorities deal with issues related to overall watershed management including, flood and erosion control and prevention, water quality and quantity management, regulation of development along shorelines, watercourses, and interference to wetlands, natural heritage protection, watershed stewardship, technical support for land use planning, drinking water source protection, as well as education and recreation.

In 2020, ERCA continued to implement the watershed management priorities identified in our Strategic Plan as directed by our Board of Directors. The following highlights are a snapshot of the projects and programs implemented this year to fulfill our core mandate and enrich and sustain the Essex Region as the Place for Life.

Climate Change



Great Lakes



Landscapes and Habitats



Sustainable Communities



A Strong, Resilient Organization





Climate Change

Our region continued to experience the profound impacts of our changing climate.

Our region continued to experience the profound impacts of our changing climate. We again experienced record high water levels and a Flood Advisory that extended for more than eight months. Preliminary modelling for the Regional Energy Plan tells us that the amount of energy used in the average home in Essex County is more than twice global best practice. Greenhouse gas emissions are about five times global best practices per person, and that our community currently spends over \$800M on all types of energy, most of which leaves the County. 2020 taught us that we have the capacity for radical and rapid change. We can take the lessons learned from COVID-19 and apply them to the climate crisis to change our actions and reduce greenhouse gas emissions, slow climate change and adapt to its impacts. This year, in taking action to address our changing climate, we:

Initiated the Essex County Regional Energy Plan with the County of Essex and its seven municipalities to help the community to better understand current energy consumption, identify opportunities for energy efficiency, help to meet the community's climate priorities, and strengthen the local economy. The plan is supported by a 25-member Community Task Force, including all 7 lower tier municipalities and led by Warden Gary McNamara. It sets out ambitious targets for greenhouse gas reductions over the next 20 years.

Created a Climate Action Communications Strategy to help stakeholders at all levels understand their own energy use and greenhouse gas emissions and strategies to reduce their impact.

Completed a Forest Adaptation Strategy with the Forest Gene Conservation to review tree species choices and utilization of genetic diversity via local or non-local seed and initiated a project to incorporate climate risks into the Essex Region Natural Heritage Systems Strategy.

Monitored record high lake levels and weather conditions. As a result, the region was under some form of Flood Advisory for elevated risks of flooding and erosion from April to November. Conditions brought on over 60 separate flood advisories including a record 16 Flood Warnings.

Began a review of potential climate impacts to the agricultural sector.

Initiated the Essex Region Floodplain Prioritization Study to identify and compare relative flood risk for sub-watersheds and prioritize available funding for new and updated flood mapping.

Added a 'Shoreline Conditions Statement' as a flood message option to differentiate from 'Watershed Conditions Statements' and help improve clarity for the municipalities we serve.

Monitored 30 Climate Stations, including 18 within the City of Windsor. Initiated discussions with Lakeshore and Essex regarding siting and integrating 6 additional stations.





Great Lakes

The Great Lakes are our most significant natural resource.

The Great Lakes are our most significant natural resource. Land uses, invasive species, and our changing climate continue to negatively impact the health of our Lakes. Our 2012 – 2017 Watershed Report Card identified failing grades for surface water quality in virtually every watershed. More must be done at all levels to protect and improve water quality. Despite challenges due to COVID-19, there was no disruption to water quality monitoring. To help protect and improve Great Lakes water quality, we:

Monitored surface water quality at 50 sites and groundwater quality at 8 sites across the region. In total, more than 2,500 water quality samples were collected to evaluate watershed health, and calculate nutrient and phosphorous concentrations and loads in partnership with Federal and Provincial agencies.

Completed 40 Risk Management Plans to address Significant Drinking Water Threats on behalf of municipalities.

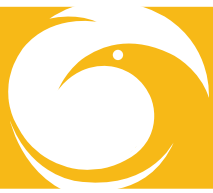
Continued work on a Regional Phosphorous Management Plan with support from Environment and Climate Change Canada.

Completed over 46 agricultural Best Management Practices (BMPs) such as cover crops, Crop Nutrient Plans and buffer strips on over 1600 hectares of land, with support from Environment and Climate Change Canada, as part of the Lake Erie Action Plan to meet phosphorous reduction targets.

Utilized cross-departmental skill sets to develop new mobile tools to facilitate data collection in the field, and to manage existing data sets which will allow us to better utilize and share valuable data collected by ERCA staff.

Worked with municipal and provincial implementing bodies to implement 50 policies designed to protect our sources of drinking water.





Landscapes **And Habitats**

Our landscapes and habitats are among the most significant in Canada.

Unfortunately, due to physical distancing requirements, nursery stock limitations and efficiency measures, this year's spring tree planting projects were deferred until 2021. However, progress in protecting and restoring our natural environment was still made as we:

Piloted a 'hot plant' of 3600 seedlings on 5 acres in fall.

Distributed 15,000 seedlings and large stock trees to landowners in spring.

Monitored 22 restoration sites demonstrating 84% tree survival rates.

Planted 100 trees on lands owned by the Caldwell First Nation, thanks to a grant from TD Tree Days.

Continued to monitor for Oak Wilt Disease.

Completed significant shoreline protection work at the John R. Park Homestead Conservation Area to protect these conservation lands and the heritage structures, while providing lakefront access for visitors. This location has been identified as the prime publicly-owned lands from which to observe the western basin of Lake Erie.

Began construction of the Pêche Island shoreline protection project in partnership with the City of Windsor. Four large rock reefs are being constructed by barge to reduce erosion and provide fish habitat.

Continued control of invasive species at Spring Garden Natural Area.





Sustainable Communities

The COVID-19 pandemic required us all to determine what's essential in our lives.

While protection from flooding or threats to drinking water sources certainly fall within that list, many have also identified is just how important greenspaces are to our physical and mental health. We crave nature. ERCA will need to continue working with all partners to collaboratively plan sustainable communities that protect existing habitats, reduce urban sprawl, are walkable, incorporate green infrastructure and are resilient to the impacts of our changing climate. This year, we:

Evaluated 1,403 applications and issued 1,269 permits, including 296 for shoreline maintenance as a result of record high water levels in Lake St. Clair and Lake Erie.

Responded to over 1,000 Miscellaneous Development (MD) inquiries related to questions about property matters, or from prospective purchasers with questions concerning a potential property purchase.

Reviewed over 500 planning applications under the Planning Act (Zoning By-Law amendments, minor variances, consents, etc.). The review of these applications assist landowners and municipalities in reducing risks associated with flooding and erosion and protecting natural heritage, and ensures best practices for sustainable communities are being incorporated into planning and development.

Improved our web-based permit application process to facilitate development reviews.

Successfully received Water & Erosion Control Infrastructure (WECI) funding for works on the Belle River Flood Control Project.

Reviewed 9 Official Plan Amendments and secondary plans, and worked with local planning authorities on 5 Official Plan updates to ensure local planning decisions address provincial delegated authority responsibilities relative to natural hazards. Continued to advise local municipalities on natural heritage matters.

Implemented the recently completed Environmental Impact Assessment (EIA) Guidelines to ensure regional consistency with respect to Natural Heritage policies.

Recognized a surge in visitation to our conservation areas and greenways as people identified a critical need to connect with nature for their physical and mental wellbeing.

Celebrated the grand opening of the University of Windsor Alumni Association Outdoor Classroom at Holiday Beach Conservation Area for school program, Owl Prowls, scouting events, and learners of all ages.

Began construction of the John R. Park Homestead Heritage Centre to provide accessible educational and interpretive spaces and an equitable experience for all who visit, with the ability to meet all physical or developmental needs. It will also serve as a tourism hub.

Completed road and parking lot improvements at Holiday Beach Conservation Area to enhance accessibility.

Re-built the 1960's workshop at Holiday Beach Conservation Area to improve energy efficiency and functionality.

Replaced a boardwalk at Hillman Marsh Conservation Area to improve safety and student access for water quality studies.

Created and delivered 15 professional development programs for teachers to improve proficiency in using their outdoor school spaces for cross-curricular education.

Created and delivered 5 Specialist High Skills Major Programs in a virtual platform to ensure students can meet their graduation criteria.

Launched 'Outdoor School' featuring snowshoeing, Tree ID, and other nature-based outdoor exploration activities, enhanced our virtual conservation education resources, and provided Home School Field Trips to support the significant increase in at-home learners.



A Strong, Resilient **Organization**

ERCA is a sustainable, resilient and valued agency.

Since 1973, ERCA has been striving to achieve a state of sustainability for the Essex Region. 2020 brought a myriad of challenges, including a social engineering incident, which resulted in a financial loss. However, the impact on 2020 financial results was mitigated due to prudent financial planning, which had previously included the creation of a reserve fund to address sudden and unforeseeable financial losses. In October, the Board authorized the use of the Revenue Stabilization Reserve to minimize the impact on 2020 financial operations. We also:

Transitioned to a remote work environment with minimal resources to ensure seamless continuity of business operations.

Reviewed 20 Risk Assessments and implemented 18 Policies and Procedures to address Health and Safety in accordance with COVID-19 protocols.

Strengthened partnerships with First Nations communities to work more collaboratively and achieve mutual goals.

Created an online platform to provide hunting services in accordance with COVID-19 safety protocols. This new process also streamlined customer service for hunters and reduced administrative costs.

Engaged with more than 60,000 people to provide important information about conservation and sustainability.

Advocated for the Essex Region on 44 local, regional, provincial, national and international boards and committees to ensure the unique needs of our region are represented.





Commitment

To Diversity & Inclusion



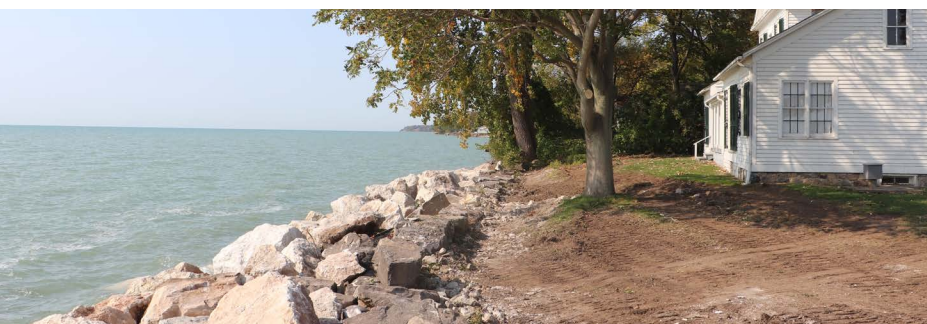
This year, protests around the world and in Ontario have made us realize there is much work still to be done to address systemic racism towards Black, Indigenous and People of Colour. Like all of the 36 Conservation Authorities comprising Conservation Ontario, we believe there should be zero tolerance toward racism, prejudice and discrimination within our organization, Conservation Areas and society as a whole. We recommitted to making certain that Conservation Areas remain safe spaces for people to enjoy and participate in equally and equitably, and to ensuring inclusive dialogue with Black, Indigenous and People of Colour when it comes to informing local environmental policies and concerns. Page 271 of 394

ERCA Accountability

The following provides a three-year 'by-the-numbers' comparison of achievements. This report follows the priorities identified in our Strategic Plan, and these actions help ensure Windsor-Essex County-Peel Island is the Place for Life.

Climate Change

		2018	2019	2020
Permits Requested		1,113	1,305	1,403
Permits Issued		992	1158	1,269
Clearances Issued		179	225	147
Request for Information Letters Issued		273	281	275
Permits to Take Water Applications		3	3	0
Appeals		18	22	8
Appeals in CA Favour		18	22	8
Violations Issued		25	38	16
Average Response Time for Permits (days)	Minor Development	9	15	16
	Major Development	12	10	17
	Alteration to Waterways	12	6	10
Number of Structures Located in Floodplain		10,000	10,000	10,000
Kilometres of Watercourses with Floodplain Mapping Completed		609	609	609
Hectares (area) digitally mapped delineating the CA Regulation Limit		38,304	38,304	38,304
Hectares (area) digitally mapped delineating the flooding hazard limit (flood plains)		38,304	38,304	38,304
Metres of shoreline protected from flooding and erosion		0	0	220m
\$ Value of Water/Infrastructure Contributions to Municipalities		10,000	0	141,000
Flood Messages / Days	Watershed Conditions	17	15 / 48 days	11/39 days
	Flood Watches	20	24 / 147 days	33/198 days
	Flood Warnings	8	12 / 25 days	16/21 days



Great Lakes

		2018	2019	2020
Water Quality Improvement Projects Implemented	Agriculture/Other (total)	30	80	75
	Detroit River Watersheds	3	7	4
	Lake Erie Watersheds	21	66	70
	Lake St. Clair Watersheds	2	7	1
Number of wells decommissioned		4	3	0
Number of landowners participating		20	16	31
Number of surface water quality monitoring stations		61	61	54
Number of ground water quality monitoring stations		8	8	8
Number of benthos monitoring stations		15	10	0



Landscapes & Habitats

	2018	2019	2020
Total Landholdings (Hectares)	1,742	1,740	1,747
Hectares of recreational land owned and managed	1056.8	1056.8	1056.8
Total hectares under forest management plans	44.39	44.39	44.39
Total Taxes for CA Landholdings	\$70,227	\$92,186	\$91,385
Land Acquisition in Reporting Year (in acres)	7	0	17
Value of acquisitions (Fair Market Value)	\$426,000	N/A	\$112,734
Total Acres of Habitat Restored	143	31	6
Number and Acres of Trees	109,105 trees 96 acres	57,560 30 acres	23,054 5 acres*
Number and Acres of Wetlands	6 wetlands 31 acres	1 wetland 0.6 acres	0
Number and Acres of Prairie	5 sites 16 acres	0	1 site 1.5 acres
Number of landowners involved in restoration	191	217	170
Trees planted by volunteers	3,259	6,217	300
Native plants planted by volunteers	1,600	30	0

*COVID-19 challenges resulted in spring projects being rescheduled until 2021.



Sustainable Communities

	2018	2019	2020
Planning Services—transactions/year	850	811	673
Kilometres of Trails owned, managed & developed	98	98	98
Number of volunteers	2,185	2,057	149
Number of outreach events	30	32	7
Number of schoolyard naturalization projects	2	1	0
ERCA hosted special events	24	22	8*
Number of schools	72	75	N/A
Number of unique education programs	256	307	37*
Number of students	9,958	14,588	N/A*
Number of public meetings/workshops	22	28	14
Day Use Visitors to JRPH (estimated)	11,910	11,625	N/A**
Day Use Visitors to HBCA (estimated)	9,600	10,800	N/A**
Number of seasonal campsites purchased	72	72	72

*While COVID-19 impacted field trips and gatherings, a number of virtual education and engagement opportunities were launched, including Earth-E Month, which reached 114,930 people and resulted in 61,243 engagements

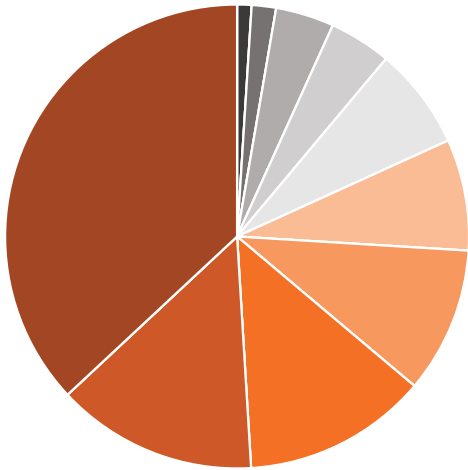
** As fees were waived and sites unstaffed for much of the year, statistics were not collected, although parking lot census data indicated a significant surge in use.

A Strong, Resilient Organization

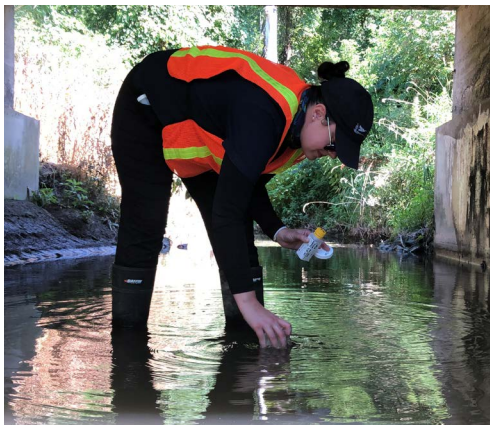
	2018	2019	2020
Area of CA Jurisdiction	1,681.3 km ²	1,681.3 km ²	1,681.3 km ²
Watershed Population	323,793	322,715	321,341
Staff—Permanent and Long-Term Contract	39	38	41
Staff—Special Grant and Short-Term Full-Time Equivalent Contract	12	10	2
Average Full Time Staff Length of Service	9	10	9.49
Number of Local Committees, Boards and Advisory Panels with ERCA representation	28	24	24
Number of Provincial Committees, Boards and Advisory Panels with ERCA representation	28	26	20
Number of research studies with ERCA involvement	12	7	5
Number of unique visitors to our website	65,528*	71,918	80,829
Number of Facebook followers	3,168	4,011	4,339
Number of Twitter followers	2,896	3,159	3,397
Number of Instagram followers (launched October 2016)	1,061	1,313	1,595
Number of Youtube video views	2,400 views 75 hrs	3,500 views 130.9 hrs	7,472 views 333.6 hrs

2020 Financial Review

Projected Funding by Source \$9.17M

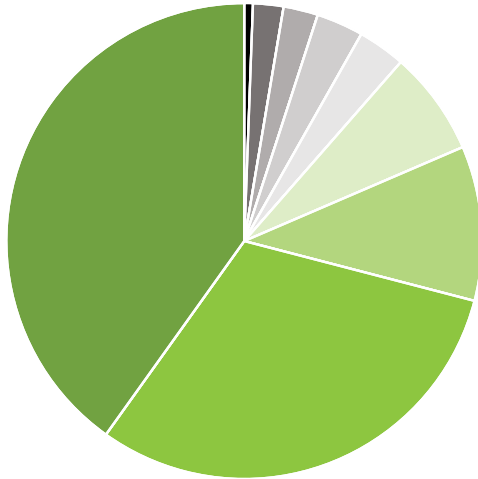


Municipal Levies	\$3,386,667
Municipal Special Project Contributions	\$1,284,575
Self-generated Revenues and Fees	\$1,181,738
Federal Grants	\$932,310
Other / ERCF Grants	\$711,608
Internal Recoveries / Dept Chargebacks	\$650,865
Reserve Transfers	\$396,750
Provincial Special Project Grants	\$373,563
Provincial Transfer Payments (S.39 & DWSP)	\$155,417
Interest / In Kind / Sundry	\$92,247



Projected Use of Funds by Expense

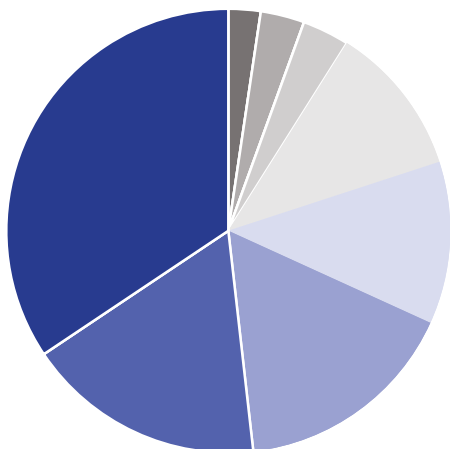
\$9.17M



Compensation	\$3,677,548
Construction & Engineering Contracts	\$2,825,850
Supplies & Materials	\$963,224
Internal Chargebacks & Recoveries	\$650,608
Rent, Taxes, & Utilities	\$297,383
Extraordinary Loss (Social Engineering)	\$292,742
Transfer to 2021 Projects	\$215,250
Insurance, Audit, Legal & Professional Services	\$189,500
Vehicle / Equipment Replacement	\$53,635

Projected Use of Funds by Function

\$9.17M



Conservation Services	\$3,151,335
Watershed Management Services	\$1,596,347
Capital Projects	\$1,502,843
Watershed Research Services	\$1,083,965
Corporate and Shared Services	\$1,009,300
Community Outreach	\$313,958
Extraordinary Loss (Social Engineering)	\$292,742
Transfer to 2021 Activities / Projects	\$215,250



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@**EssexRegionConservation**



@**EssexRegionCA**



youtube.com/**TheEssexRegionCA**

Contact Us

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**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2021-344

January 26, 2021

Dear Head of Council:

Our government is committed to improving local service delivery and better respecting taxpayers' dollars. That is why we launched the Municipal Modernization Program in 2019. Through this program, the Ontario government is providing funding to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective.

Today at the Rural Ontario Municipal Association (ROMA) conference, I announced the launch of the second intake under the Municipal Modernization Program. Modern, efficient municipal services that are financially sustainable are more important than ever in light of the COVID-19 pandemic. Even as municipalities continue to face challenges, there are also opportunities to transform services and stimulate new ways of doing business.

The second intake will allow municipalities to benefit from provincial funding to conduct third party reviews as well as to implement projects to increase efficiency and effectiveness and lower costs in the longer term. I also want to encourage you to work with your neighbouring municipalities to find innovative joint projects that can benefit each of you. The government is excited to learn about your project applications that support the following priorities:

- Digital modernization
- Service integration
- Streamlined development approvals
- Shared services/alternative delivery models

To apply, you must submit a completed Expression of Interest form with attached supporting documents via the Transfer Payment Ontario (TPON) system by **March 15, 2021**. To get started, visit www.Ontario.ca/getfunding.

If you have questions on the program, or would like to discuss a proposal, I encourage you to contact your [Municipal Services Office](#) or e-mail municipal.programs@ontario.ca.

I look forward to continuing to work together to support your municipality in delivering efficient, effective and modern services for your residents and businesses.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark
Minister

c. Chief Administrative Officers and Treasurers

2.5 Youth Members

- 2.5.1 Youth Members shall be appointed by Council after the Inaugural Meeting of the new Council and thereafter from time to time as required.
- 2.5.2 The number of Youth Members shall be limited to two residents from the Town of Essex with preference in appointment to be given, when possible, to one appointee from Ward 4, the former Town of Harrow or Ward 3, the former Township of Colchester South, and one appointee from Ward 1, the former Town of Essex or Ward 2, the former Township of Colchester North.
- 2.5.3 Youth Members will attend, participate and /or report in Regular Meetings of Council for the purpose of bringing a youth perspective to Council matters or discussions.
- 2.5.4 Youth Members shall not be permitted to move or second any resolution, nor shall the Youth Members be counted for the purpose of deciding a vote of the Council.
- 2.5.5 Youth Members shall not be included in constituting a quorum of Council.
- 2.5.6 The term of office for a Youth Member shall be established with the appointment, but shall not exceed the current term of Council.
- 2.5.7 Youth Members shall not be compensated with wage or per diem.

From: noreply@esolutionsgroup.ca
To: [Clerks](#)
Subject: New Response Completed for Youth Council Member Application
Date: Sunday, December 6, 2020 6:33:08 PM

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 Youth Council Member Application has been submitted at Sunday December 6th 2020 6:33 PM with reference number 2020-12-06-014.

- **What is your name?** **Ward 1 Resident**
Seth Ferguson
- **What is your address?**
[REDACTED]
- **What is your email address?**
[REDACTED]
- **What school do you currently attend?**
Essex District High School
- **What grade are you currently in?**
10
- **Please provide a brief summary of your experience and why you are interested in serving as a Youth Council Member for the Town of Essex..**
I recently completed a course on government and would love to have the opportunity to expand my knowledge on the subject. I have lived in Essex my whole life and would be an enthusiastic participant, contributing a youth perspective to the council.
Some related experience, as you will note on my resume, involves volunteer work in the community and public speaking. I was a member of Student Council for two years. I am a diligent student, eager for learning opportunities and new experiences.
- **(OPTIONAL) Upload a copy of your resume which outlines your experience.**

1. [Seth Ferguson Resume.docx \[21.5 KB\]](#)

[This is an automated email notification -- please do not respond]

From: noreply@esolutionsgroup.ca
To: [Clerks](#)
Subject: New Response Completed for Youth Council Member Application
Date: Thursday, December 10, 2020 9:36:09 PM

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 Youth Council Member Application has been submitted at Thursday December 10th 2020 9:35 PM with reference number 2020-12-10-003.

- **What is your name?**

Edua Marczinko

Ward 2 Resident

- **What is your address?**

[REDACTED]

- **What is your email address?**

[REDACTED]

- **What school do you currently attend?**

Essex District High School

- **What grade are you currently in?**

11

- **Please provide a brief summary of your experience and why you are interested in serving as a Youth Council Member for the Town of Essex..**

As a high school student, I was very involved (prior to Covid this year) in many things in my school and my own community. I participate in several school sports teams, the school's own Rotary interact club, and reach out to the town of Essex as a volunteer at St.Vincent de Paul, elementary school fundraisers (at Colchester North where my sister attends) and hockey tournaments at the Essex Arena.

Additionally, I work at the Hungarian Culture center as a server because I am fluent in Hungarian and I tutor younger elementary school students in several subjects virtually.

I am a proud Essex community member and I would love to serve on the youth council. As there are no sports, no work and activities at this time, it would be a good opportunity to still be doing something impactful as it is through virtual meetings. Cameron Soucie, who had this opportunity previously, is a good friend of mine and has told me how unique it was for him to do this. This made me want to apply as it gives myself as a youth a perspective in the nice town I live in.

Thank you ,
Edua Marczinko

- **(OPTIONAL) Upload a copy of your resume which outlines your experience.**

1. [Edua Marczinko Resume - EDUA RESUME.pdf \[24.7 KB\]](#)

[This is an automated email notification -- please do not respond]

From: noreply@esolutionsgroup.ca
To: [Clerks](#)
Subject: New Response Completed for Youth Council Member Application
Date: Monday, November 30, 2020 1:51:10 PM

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 Youth Council Member Application has been submitted at Monday November 30th 2020 1:47 PM with reference number 2020-11-30-011.

- **What is your name?**

Meaghan Oconnor

**No address provided.
Residence unknown**

- **What is your address?**

[REDACTED]

- **What school do you currently attend?**

Walkerville collegiate Institute

- **What grade are you currently in?**

9

- **Please provide a brief summary of your experience and why you are interested in serving as a Youth Council Member for the Town of Essex..**

I have done two community service places so far I did the Essex food giveaway and the walked for wings. I want to make a change in the world and thought I would make a change in Windsor/ Essex first.

[This is an automated email notification -- please do not respond]



Ward 1 Resident

On Nov 11, 2020, at 5:04 PM, Colin Pyne [REDACTED] wrote:

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello, I read in the paper earlier this week that council had a youth rep. resign. I am emailing you because I am very interested in the position.

I am interested in being apart of council because I love helping out my community any way possible. For example, I volunteer every month at St. Paul's Pasta dinner. Along with just wanting to help out my community I also have previous experience serving on councils. I have been on student council at my grade school and again I high school. Also, last year I was the first ever Student Rep. of my schools parent council. I am a very committed individual and am always looking for new challenges to learn from. I am a great leader and enjoy assisting in planning events, at my grade 8 graduation I was honoured to receive the OPC Principals Award for Student Leadership along with others. If you have any other questions feel free to email me or call at [REDACTED]

Sincerely,

Colin Pyne

P.S. please find enclosed a copy of my resume.
[REDACTED]

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

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conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

25 January, 2021

Sent to all Clerks of Member Municipalities

Re: Essex Region Source Protection Committee – Municipal Representation

As required by the Clean Water Act, 2006, the Essex Region Source Protection Authority (ERSPA) has an established Source Protection Committee (SPC), which follows the guidance of Ontario Regulation 288/07 (O.Reg 288/07). The SPC is composed of 15 members, including five (5) representatives from the municipal sector. The remaining two-thirds of the SPC are representatives of key industries (e.g. agriculture, greenhouse operations, and fuel suppliers) and members of the public at large.

In 2007, the ERSPA striking committee proposed the following composition of municipal representation on the SPC.

- City of Windsor – 2 members
- Union Water Supply System – 1 member
- Town of Lakeshore – 1 member
- Town of Amherstburg – 1 member

The striking committee felt that those municipalities responsible for the Water Treatment Plants that provide the largest water supplies should have the opportunity to have representation on the SPC. A letter was sent to all Clerks of Member Municipalities on July 30, 2007 to this effect, and this distribution of representation was subsequently endorsed by all municipalities in 2007. At this time, the term of appointment is expiring for one municipal member, one municipal member is retiring and one municipal member has taken a new position and can no longer sit on the SPC in this role.

Ian Wilson, a member of the SPC since 2014 first in the Economic Sector and then filling an interim position for the City of Windsor since September 2020, will be stepping down from his position. Mr. Wilson was a valued member of the SPC, and will be missed. The City of Windsor has nominated Kevin Webb as their representative to the SPC. Mr. Webb is the City's Manager of Environmental Quality, which was previously held by Paul Drca. Mr. Webb brings a background of human health, laboratory analysis, and a passion for safe drinking water. We are pleased to have Mr. Webb join the SPC.

Municipal Councils are asked to endorse Mr. Webb prior to his formal appointment by the Essex Region Source Protection Authority as a regular SPC member. In keeping with our previous practices, at this time we are asking that all member Municipalities endorse the following individuals' appointment to the Essex Region Source Protection Committee:

- **Kevin Webb, City of Windsor**, appointment date: April 14, 2021; expiration of appointment: April 14, 2026

Responses in the form of Council Resolutions are kindly requested by **1 March, 2021**. The Essex Region Source Protection Authority is scheduled to address this matter at their meeting on April 14, 2021

This letter is sent under separate cover to municipal staff who have been appointed by their municipality to assist with Source Water Protection. Please contact me if you require any further information.

Sincerely,



Katie Stammer, PhD
Water Quality Scientist and Source Water Project Manager
Essex Region Conservation Authority



Essex Municipal Heritage Committee (EMHC)

Thursday, November 26th, 2020 - 5:00 PM

Location: Electronic Zoom Meeting

Accessible formats or communication supports are available upon request. Please contact the Planning Department at essexplanning@essex.ca or 519-776-7336 extension 1128

"The EMHC is the resource base for information and knowledge for Council, administration and the community on all matters of heritage"

1. Call to Order

Present:	Laurie Brett, Chair
	Richard Kokovai, Vice Chair
	<i>(Lost internet connection at 5:41 pm)</i>
	Laurie Kowtiuk
	Claudette Gauthier
	Councillor Steve Bjorkman
Also Present:	Rita Jabbour, Staff Liaison
	Sarah Aubin, Recording Secretary
Regrets:	Anthony Paniccia
	Phil Pocock
Absent:	Joseph Lucas

2. Declarations of Conflict of Interest

None.

3. Adoption of Published Agenda

3.1 That the published Agenda for Thursday November 26th, 2020 EMHC Regular Meeting be adopted

Moved by Richard Kokovai

Seconded by Laurie Kowtiuk

(EMHC-2020-11-26) That the published agenda for the November 26, 2020 Essex Municipal Heritage Committee regular meeting be adopted with the following amendment:

1. Agenda Item 6 h) be moved to Agenda Item 6 a).

"Carried"

4. Adoption of Minutes

4.1 That the Special Minutes from the Thursday October 29th, 2020 EMHC Regular meeting be adopted.

Moved by Councillor, Steve Bjorkman

Seconded by Richard Kokovai

(EMHC 2020-11-27) That the special minutes from the Thursday October 29th, 2020 Regular EMHC Meeting be adopted as circulated.

"Carried"

5. Public Presentations

None.

6. Unfinished Business

h) Heritage Week 2021- ongoing

Rita Jabbour, states that the Committee was tasked with coming to administration with a theme for 2021 Heritage Week and asks if any members have a suggestion. She advises that administration has a suggestion that the theme be the lost settlements of Essex. She states it would be a theme that could be inclusive of the cultural history within the Town of Essex.

Laurie Brett, Chair states that the theme would be a good one to depict the cultural roots within the Town such as the indigenous, Portuguese, African-American, Irish, English, French, and the many others that encompass the Town.

Alex Denonville, Communications Manager states that he has been working on the Virtual 360 of some historically significant locations within the Town of Essex. He advises that St Clements Church, Colchester South House, Essex United and John R Park Homestead are a few of the locations that he has photographed.

He shows the committee a preview of the layout of the proposed website.

Councillor Steve Bjorkman, states that this is a great initiative to give residents a way to explore historically significant sights within the Town that they may have not otherwise been able to visit.

Alex states that he would like to committees assistance with pointing out particular historically significant artifacts in the photos to provide for a more interactive experience for the user.

a) Greater Marketing and Public Education about Heritage– Ongoing

b) Cemeteries –ongoing

c) Listing –ongoing

Rita advises the members that Ferris and Huffman cemetery owners have been contacted and advised of the interest in listing the properties. She advises that the owners have not contacted herself to oppose the listing process. She advises that she

will move forward with a report to Council with the recommendation to list both the Ferris and Huffman Cemeteries.

d) Heritage Designation and Interpretive Plaque Program – ongoing

Rita states that she would like to determine what plaque unveilings the committee would like to see in 2021. She states that there were multiple unveilings planned in 2020 and would like to get those completed in 2021.

Laurie Brett, Chair states that given the current COVID-19 circumstances that the committee should wait to discuss this item on the agenda under a more certain time is had within the community.

e) Reports to Council

f) Studies and Master Plans – on going

g) Friends of the Colchester Schoolhouse – Ongoing

h) Heritage Week 2021- ongoing (**MOVED TO TOP OF AGENDA**)

i) Charles Maedel Commemoration Project –ongoing

j) Heritage Walking Tour and Digital Component

Rita advises the members that Alex and Kevin Houf the GIS technician is currently working on the heritage walking tour and the tour will be tied to the 2021 Heritage theme.

k) Batten Schoolhouse and Iler Schoolhouse – ongoing

l) Cultural Master Plan – Ongoing

m) Historically Significant Name Registry – Ongoing

Laurie Brett, Chair encourages members to research some historically significant residents of the Town of Essex and provide their research to the committee in the New Year. .

7. Reports from Administration

None.

8. Correspondence

None.

9. New Business

9.1 Election of Chair and Vice Chair 2021 Committee Season

Councillor Steve Bjorkman, states that quorum has been lost the vote for Chair and Vice Chair should wait until the first meeting in January 2021.

Laurie Brett, Chair agrees and states that the vote for the 2021 Committee season will be done at the January 28th meeting.

10. Notices of Motion

11. Adjournment

Moved by Laurie Kowtiuk

Seconded by Claudette Gauthier

(EMHC-2020-11-28) That the meeting be adjourned at 5:50 p.m.

12. Future Meeting

January 28th, 2021 at 5:00 pm Location: TBD

Chair

Recording Secretary



Essex Police Services Board (EPSB)

Regular Meeting Minutes

Thursday, December 3rd, 2020 - 4:30 PM

Location: This meeting is being held electronically via Zoom

Accessible formats or communication supports are available upon request.

Please contact the Recording Secretary at saubin@essex.ca or 519-776-7336 extension 1128

1. Call to Order

Present:

Councillor, Kim Verbeek, Vice-Chair

Katie McGuire Blais

Richard Tapping

Karen Robertson

Councillor, Morley Bowman

Also Present:

A/Staff Sergeant Joe Meloche

Inspector Glenn Miller

Chris Nepszy, Chief Administrative Officer

Doug Sweet, Director, Community Services /

Deputy CAO

Sarah Aubin, Recording Secretary

Public Members:

Adam Gault

Sherry Bondy, Councillor

2. Closed Meeting Reports

None

3. Declarations of Conflict of Interest

None

4. Adoption of Published Agenda

4.1 Thursday December 3rd 2020 Essex Police Service Board Regular Meeting Agenda

Moved by Katie McGuire Blais

Seconded by Karen Robertson

(EPSB-20-12-34) That the published agenda for the December 3rd 2020 Regular Essex Police Service Board meeting, be adopted as presented.

“Carried”

5. Adoption of Minutes

5.1 Thursday,, November 5th 2020 Essex Police Service Board Regular Meeting Minutes

Moved by Richard Tapping

Moved by Katie McGuire-Blais

(EPSB 20-12-35) That the minutes of the, November 5th 2020 Essex Police Service Board Meeting, be adopted as circulated. **“Carried”**

6. Public Presentations

None

7. Unfinished Business

8. Reports from Administration

1. Monthly Reports

October

- I. Police Services Board Report for Essex
- II. Police Services Board Monthly Overview September 2020
- III. OPP Detachment Board Report
- IV. Windsor & Essex County Crime Stoppers Report

Constable Joe Meloche explained the October monthly report to the members.

He advised that he had added the Property Checks to the Top Calls for service to the Town of Essex. He stated that the Town of Essex has cottages on the waterfront in Colchester that the O.P.P. officers will be completing checks on the properties in the area to ensure they are secure and safe during the winter months.

Richard Tapping thanked Constable Meloche. Inspector Glenn Miller and advised that the reports and the presence of the O.P.P. officers has been seen throughout the community.

Kim Verbeek, Councillor stated that the traffic enforcement numbers have been elevated in the reports and stated that there is great interest in obtaining a traffic enforcement officer to combat traffic concerns.

Inspector Glenn Miller, stated that the Town can add enhancements to the policing contract and an officer dedicated to traffic enforcement can be added. He stated that the cost would be \$175,000 to \$200,000 for a dedicated officer.

Kim Verbeek, Councillor stated that the province has directed the O.P.P to enforce the COVID-19 restrictions. She asked Inspector Miller if he has seen an increase in cases and tickets being given.

Inspector Miller stated that 166 different instances have occurred due to COVID-19. He stated that there is currently no tickets being handed out, the O.P.P. prefer to educate the public about COVID-19 and to follow the recommended restrictions. He stated should we educate the public and the recommendations are still not adhered to, the officers will not hesitate to write a ticket if need be.

Richard Tapping advised that he concurs with the O.P.P approach of education instead of ticketing. He asked Constable Joe Meloche if he has that same approach with speeding within the Town or does he recommend that ticketing before education would be best in that circumstance.

Constable Meloche stated that he himself has taken the approach to education rather than ticketing. He continues to stated that should those he has educated continue to break the traffic laws he will then ticket but only after attempts to educate the residence.

Moved by: Karen Robertson

Seconded by: Richard Tapping

(EPSB 20-12-36) That the Reports from item 8.1 be received. **"Carried"**

9. Other Reports

a) Information Purposes Only

1. **20-0142** Enforcement and Amendments under the Reopening Ontario Act, 2020
2. **20-0143** Further Amendments under the Reopening Ontario (A Flexible Response to COVID 19) Act, 2020
3. **20-0146** Guidelines to School Emergency and Crisis Response Procedures During COVID-19
 - a. **20-0146** Attachment-1-Joint-Memo-from-Denise-Dwyer-and-Rick-Stubblings
 - b. **20-146** Attachment-2-Emergency-and-Crisis-Response-Guidance
 - c. **20-146** Attachment-3-Appendix-A-Fire-Drill-Safety
4. **20-0150** All-Chiefs-Memo-Changes-under-the-Reopening-Ontario-Act-2020
 - a. **20-0150** Attachment-4-O.-Reg.-36420-Rules-for-Areas-in-Stage-3-Amendments

Moved by Richard Tapping

Seconded by Katie McGuire-Blais

(EPSB 20-12-37) That the Reports from item 9.1 be received. **"Carried"**

10. New Business

1. 2021 Police Service Board Meeting Schedule

Moved by: Katie McGuire-Blais

Seconded by: Councillor, Morley Bowman

(EPSB 20-12-38) That the 2021 Police Service Board Meeting Schedule be adopted as presented

"Carried"

2. Election Chair / Vice Chair Committee Season 2021

Committee to nominate and vote for Chair and Vice Chair positions for the January 2021 to December 2021 Committee Season.

2.1 Election of Chair

Councillor, Morley Bowman nominates Councillor, Kim Verbeek for position of Chair.

Councillor, Kim Verbeek accepts the nomination

Moved by: Councillor, Morley Bowman

Seconded by: Karen Robertson

(EPSB 20-12-39) That Councillor, Kim Verbeek be nominated for the position of Chair of the Essex Police Service Board effective January 2021.

“Carried”

It is noted that there are no other nominations for the position of Chair for the Essex Police Service Board, and that therefor Councillor, Kim Verbeek is acclaimed as Chair of the Essex Police Service Board.

2.2 Election of Vice Chair

Katie McGuire Blais nominates Richard Tapping for position of Vice Chair

Richard Tapping does not accept the nomination

Richard Tapping nominates Katie McGuire Blais for position of Vice Chair

Katie McGuire Blais accepts the nomination

Moved by: Richard Tapping

Seconded by: Karen Robertson

(EPSB 20-12-40) That Katie McGuire-Blais be nominated for the position of Vice Chair of the Essex Police Service Board effective January 2021.

“Carried”

It is noted that there are no other nominations for the position of Vice Chair for the Essex Police Service Board, and that therefor Katie McGuire Blais is acclaimed as Vice Chair of the Essex Police Service Board.

11. Announcements / Notices of Motion

12. Adjournment

Moved by: Richard Tapping

Seconded by: Katie McGuire Blais

(EPSB-20-12-41) That the meeting be adjourned at 5:08 p.m.

13. Future Meeting Date

Thursday, January 7th, 2020 at 4:30 p.m. TBD.

Chair

Recording Secretary



Drainage Board Meeting

Minutes

December 9, 2020, 5:00 pm

Location: Electronic Virtual Meeting via Zoom Video Conferencing

**Re: Consideration of Contract Price for Crystal Beach Drain:
Repair & Improvement of Covered Drains,
Geographic Township of Colchester South, Project REI2018D012,
Town of Essex, County of Essex**

The Deputy Clerk confirmed that all notices have been sent in accordance with The Drainage Act.

Present: Dan Boudreau

Kirk Carter

Percy Dufour

Luke Martin

Felix Weigt-Bienzle

Regrets: None

Also Present: Shelley Brown, Deputy Clerk

Norm Nussio, Manager, Operations and Drainage

Lindsay Dean, Drainage Superintendent

Tanya Tuzlova, Operations/Drainage Clerk

Gerard Rood, Professional Engineer, Rood Engineering Inc.

General Public: Per attached Attendance Sheet

1. Call to Order

The Chair called the meeting to order at 5:00 pm.

2. Declarations of Conflict of Interest

None declared.

3. Adoption of Published Agenda

Drainage Board Meeting Agenda

Moved by Board Member Weigt-Bienzle

Seconded by Board Member Martin

(DB20-12-001) That the published agenda for the December 9, 2020 Drainage Board Meeting be adopted as presented. **Carried**

4. Adoption of Minutes

Consideration of Report for Shepley Drain Bridge Replacement for Gorski Land Holdings and Szakacs Drain Repair and Improvement held on November 25, 2020.

Moved by Board Member Martin

Seconded by Board Member Dufour

(DB20-12-002) That the minutes of the Drainage Board Meeting held on November 25, 2020, be adopted as circulated.

Carried

5. List of Written Appeals

The Deputy Clerk informed that no written appeals were received by the Clerk's Office. Mr. Rood added that he has not received any appeals either.

6. Public Presentations

Gerard Rood, Professional Engineer

Consideration of Contract Price for Crystal Beach Drain: Repair & Improvement of Covered Drains, Geographic Township of Colchester South, Project REI2018D012, Town of Essex, County of Essex

Mr. Rood informed that he has reviewed tender results and that the three lowest bidders were fairly tendered with generally balanced prices. The lowest bidder Sterling Ridge Infrastructure Inc. was at \$449,300 excluding HST. Unfortunately the lowest bid came at 147.6% over the drainage report estimate. Mr. Rood added that the review showed that the main difference was in the items 37-39 and explained that his estimate was based on the cost of recent projects. It was estimated that the temporary wall at the outlet would cost \$25,000 and the tender prices came in approximately three times higher which was the highest contributing factor.

Mr. Rood apologized for underestimating the cost and added that unfortunately the cost of materials and labour keeps increasing. Mr. Rood concluded that it does not appear that a better cost can be obtained if the project is retendered. Mr. Rood recommended to proceed with awarding the tender to the lowest bidder Sterling Ridge Infrastructure Inc. at \$449,300.00.

Board Member Dufour asked Mr. Rood to clarify his recommendation.

Mr. Rood replied that he recommends to accept the lowest bid since it does not look like the better price will be received if the project is retendered.

The Chair advised that he will ask if the audience has questions as per the attendance list.

The Chair asked if Eric and Allison Campbell have any questions.

Mrs. Campbell, 120 Crystal Beach Road, replied that they do not have questions.

The Chair asked if Jill and Ron Kennedy have any questions.

Ms. Kennedy, 709 County Rd 50 West, asked if the works at the outlet can be done now and the rest of the project can be delayed until after COVID is over.

The Chair advised that the project should go in its full entirety since if the works are broken into parts the overall cost will increase.

Mr. Rood added that if the project is broken into parts, the cost may increase by \$20,000-\$30,000 for mobilization and finalizing works. Mr. Rood added that there has been a constant increase in price for materials and labour in the past 6-12 months and he does not see that the situation will improve during the next 6-12 months.

The Chair asked if Tamara Deneau and John Kay have any questions.

John Kay, 155 Crystal Beach Road, stated that two catch basins and the end of the drain should be fixed and there no problems anywhere else. Mr. Kay commented that he does not understand why the money should be spent on engineering the whole system.

Mr. Rood replied that when the Town of Essex investigated the state of the drain it was not possible to pass the cameras due to the deterioration of the drain. Mr. Rood added that in its current state the drain cannot provide the level of service needed for adequate drainage and should therefore be replaced to eliminate the risk of the liability to the Town and the other owners.

Mr. Kay commented that if the outlet is repaired, it will work for 20 more years.

The Chair commented that the Town was notified about the necessity to repair the drain and they have moved forward to replace the entire system as that was the consensus of the Consideration Meeting.

Mr. Kay commented that at the on-site meeting it was agreed to fix the end of the pipe.

Mr. Rood explained that since he was notified that he is appointed to this drainage project he is obligated under the Drainage Act to ensure that the drain provides the proper level of service and it is necessary to restore any deficiencies to eliminate the risk of any liabilities, accidents and damages to the Town and to the adjacent owners.

Mr. Kay asked how much additional cost the owners will have to pay since the lowest bid came over the estimate.

Mr. Rood explained that since the tender came 147% over the estimate the final assessment to each affected owner will be about 45% more for the construction component of the project. Mr. Rood added that the incidentals will not increase.

Mr. Kay asked how much the contingency is in the tender price.

Mr. Rood replied that the tender cost does not include the contingency.

Mr. Kay asked when the works will happen.

Mr. Rood replied that after the tender is approved the works will start somewhere in January and the target is to finish by June 30th of the next year.

Mr. Kay commented that there are many neighbours who are against this project.

The Chair asked if Jean and John Stewart have any questions.

Jean Stewart, 161 Crystal Beach Road, replied that they do not have questions.

The Chair asked if Barbara and William Ross have any questions.

Barbara Ross, 104 Crystal Beach Road, asked when they will be advised of what the difference will be for the payment and if there will be a consideration given to pay over a longer term.

Lindsay Dean, Drainage Superintendent, explained that there will be no further notifications about the cost. Ms. Dean added that debenture thresholds are indicated in the by-law and advised Ms. Ross to call her regarding the payment amount.

The Chair advised Ms. Ross to call Ms. Dean regarding the debenture procedure.

Ms. Ross asked if she will get a notice about how much her final cost will be.

The Chair advised that the cost will be prorated as per report. Mr. Rood has confirmed that it is correct.

The Chair asked if Carol MacPherson has any questions.

Ms. MacPherson, 107 Crystal Beach Road, replied that she does not have questions.

The Chair asked if Bart Scott and Frankie Ouimette have any questions.

Bart Scott, 108 Crystal Beach Road, commented that he would prefer a 10 year debenture.

The Chair asked if Marybeth Hernandez has any questions.

Ms. Hernandez, 111 Crystal Beach Road, stated that she believes that if the cost of the project is over by 31%, then the Town should pay the difference.

The Chair commented that he has never heard of this rule.

Mr. Rood explained that as per Drainage Act if the tender price came over 133%, then a meeting should be held to explain why the cost came higher than estimated. The reason this meeting is taking place is for the Drainage Board to make a decision and recommend to Council whether to award the tender or to retender. Mr. Rood added that the property owners continue to be responsible for their proportionate cost of the project whatever that final cost will be.

John O'Neil, 117 Crystal Beach Road, stated that the drain works well and it is enough to replace only the outlet pipe.

Mr. Rood reiterated that once he was appointed and the drain was investigated it become evident that drainage works are deficient and there is a risk of liability and damages. Mr. Rood added that the report recommends that all deficient works are to be repaired and improved and the entire system should be improved now. Mr. Rood added that once repaired the drain will have over 75 years of life expectancy and that is a good investment which will help to avoid cost of maintenance and repairs and further works in the future at a higher cost.

The Chair advised Mr. O'Neil to contact Town staff regarding the appeal process.

The Chair asked if William Young has any questions.

William Young, 136 Crystal Beach Road, commented that he would like to appeal as well.

The Chair advised that appeal is a separate process and advised Mr. Young to file the application with the Town Staff.

Board Member Dufour commented that if there will be an appeal, then the appeal cost will be added to the project cost.

The Chair confirmed that the cost of appeal will be added to the overall cost of the project and will be paid by the community of users of this drain.

Board Member Weigt-Bienzle suggested that the estimates should be more carefully prepared and be closer to reality.

Board Member Carter advised that his connection was lost and asked to clarify the recommendation.

The Chair advised that the recommendation is to go with the lowest bidder Sterling Ridge Infrastructure Inc. since their tender was reasonably priced.

Mr. Rood summarized his recommendation for Mr. Carter.

Board Member Carter commented that his opinion is to retender the project to get more competitive price.

Mr. Rood advised that he believes that the tender should be awarded to the lowest bidder since all the 3 lowest bidders have provided similar prices and the other 5 bidders provided the cost up to and over a million dollars, which is three times higher than the lowest bid. In conclusion Mr. Rood recommended to go with the lowest bidder to avoid incurring retender costs. Also Mr. Rood stated that if retendered the cost may come higher since the lowest bidders may not submit their proposals again.

Board Member Martin commented that the drain is in a poor condition and he would recommend to repair it at this time. Mr. Martin also added that retendering may result in a worse situation.

Mr. Ross stated that he believes that those who want to appeal should pay the cost related to the appeal.

The Chair advised that when there is an appeal on the project, the appeal cost will be added to the overall cost of the project.

Mr. Ross commented that delaying the project is making it worse since the costs are increasing. Mr. Ross added that he would like the project to move forward quickly.

Moved by Board Member Martin

Seconded by Board Member Weigt-Bienze

(DB20-12-003) Recommendation to Council that the tender received from Sterling Ridge Infrastructure Inc. for the **Crystal Beach Drain: Repair & Improvement of Covered Drains, Geographic Township of Colchester South, Project REI2018D012, Town of Essex, County of Essex** be awarded.

Carried

7. Adjournment

Moved by Board Member Dufour

Seconded by Board Member Weigt-Bienze

(DB20-12-004) That the meeting be adjourned at 5:37 PM.

Carried

Chair

Recording Secretary

Date

Arts, Culture and Tourism Committee Meeting

December 10, 2020

Virtual Zoom Meeting

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.

This meeting was hosted via Zoom Video Conferencing from the Essex Recreation Complex located at 242 Talbot Street North, Essex, Ontario. Due to the current COVID-19 pandemic and the restrictions on attendance in the facility, no members of the public attended the meeting.

Present: Anthony Paniccia, Chair

Patti Oshar, Vice Chair

Diane Quinn-Ouellette

Tracy Armstrong

Jeannette Kervoelen

Councillor Steve Bjorkman

Also Present: Cynthia Cakebread, Manager, Recreation and Culture

Janice Aloisio, Administrative Assistant, Community Services

Regrets: Grant Maguire

1. Call to Order

The Chair, Tony Paniccia called the meeting to order at 4:31 PM on December 10, 2020.

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

3. **Adoption of Published Agenda**

3.1 December 10, 2020 Zoom video conferencing meeting agenda

ACT20-12-029

Moved by: Steve Bjorkman

Seconded by: Jeannette Kervoelen

That the agenda of the Wednesday, November 18, 2020, 2020 Arts, Culture and Tourism Committee Zoom Video Conferencing meeting be adopted as presented.

Carried

4. **Adoption of Minutes**

4.1 Minutes of November 18, 2020 Zoom Video Conferencing meeting

ACT20-12-030

Moved by: Tracy Armstrong

Seconded by: Patti Oshar

That the minutes of the Wednesday, November 18, 2020, Arts, Culture and Tourism Committee Zoom Video Conferencing meeting be adopted as circulated.

Carried

5. **Unfinished Business**

5.1 Explore Eats Essex Update

- 5.1.1 Update from Cynthia Cakebread and Tracy Armstrong on the results of the ballot draw, the announcement video and delivery of winning basket;
- 5.1.2 Cynthia Cakebread advised that the winner of the draw was notified and picked up her winning basket and was very excited;
- 5.1.3 Cynthia Cakebread advised that there is a video of the draw on the Town's Facebook page which was posted on Saturday past;

- 5.1.4 Tracy Armstrong advised that there were less than twenty ballots received and not the amount anticipated for this two month event;
- 5.1.5 Event wrap-up with comments from the committee were as follows:
- Next year or post COVID, use stamps instead of having the parties collect or save a receipt as it would be more effective as many people don't want to 'touch' receipts given today's current pandemic situation;
 - There was a big disconnect in getting the word out about the event whether it was because participating restaurants weren't promoting or posters got lost on doors with all the COVID posters required to be posted currently;
 - COVID played a part in the very low number of entries as additional promotion of the event was to take place with a booth at the Essex Fun Fest which got cancelled due to COVID and created a further promotional challenge for the event;
 - Next year include other businesses as well as the restaurants
 - Kudos to the fine job Tracy did with all the organization and follow-up for this event.

5.2 Candy Cane Lane Light Contest 2020

- 5.2.1 Cynthia Cakebread provided an overview of the judging results and advised that she spent three days compiling all the submissions, getting the judges packages ready and out to the judges and then tallying the vote submissions from the judges and getting them ready for the meeting;
- 5.2.2 The Town's GIS Technician did an amazing job mapping all the properties in a very, very short period of time and creating a wonderful map that is available on the town's website plus creating

mapping routes for members of the public to download and tour on their own;

5.2.3 Committee members gave Kevin Houf a special thank you for all the hard work and the fantastic job he did on getting all the submitted properties mapped for the event;

5.2.4 Cynthia Cakebread advised from the committee judging sheets she has tallied all scores, has come up with final winners for the top three for the BIA prizes and the Candy Cane Lane winners, and will be emailing committee members the final 25 top three-four winners along with their pictures and a new tally sheet. She asked all members to review the submissions either from their pictures or do a drive-by in the next couple of days and submit their score sheet back to her by Sunday afternoon and she will review all submissions and establish the top three winners and make the announcement on Monday. Final committee judging will be out of 10 per category for a total out of 50;

5.2.5 Cynthia Cakebread advised that upon making the announcement of the final winners, she will prepare the award certificates and have the certificates and lawn signs delivered to the winning parties through contactless arrangements;

5.2.6 Going into next year, the contest timing and schedule was perfect however, there needs to be more led time between her getting final submissions and her doing up all the judging packages and getting the submissions mapped.

5.2.7 Great event, positive feedback, more than anticipated submissions.

6. New Business

6.1 Election in January

- 6.1.1 Tony Paniccia reminded all members that the roles of Chair and Vice-Chair come up for election at the January meeting and advised all to consider stepping forward in either of these roles when that meeting comes for the one year term.

6.2 Jeff Watson Award

- 6.2.1 Cynthia Cakebread was asked to congratulate Mr. Watson on his award from the committee.

7. Future Meeting

7.1 Future Committee Meeting

- 7.1.1 The next meeting is scheduled for January 13, 2021 via Zoom Video Conferencing at 4:30 pm. In the event that the declared emergency is rescinded, the meeting will be held in the Large Meeting Room at the Essex Centre Sports Complex (Essex Twin Pad Arena) 60 Fairview Avenue West in the Shaheen Room at 5:30 pm.

8. Adjournment

ACT20-12-031

Moved by: Tracy Armstrong

Seconded by: Patti Oshar

That the meeting be adjourned at 5:08 PM.

Carried

Anthony Paniccia, Chair

Janice Aloisio, Recording Secretary

The Corporation of the Town of Essex
Minutes of Regular Committee of Adjustment Meeting
Tuesday December 15th, 2020

A regular meeting of the Town of Essex Committee of Adjustment was held on Tuesday, December 15th, 2020 at 4:00 PM via Virtual Zoom Meeting. Due to the ongoing COVID-19 pandemic, this meeting can only be viewed by the public electronically via livestream on YouTube at www.youtube.com/EssexOntario

1. Call to Order

Members Present	Brian Gray, Vice Chair Phil Pocock Ray Beneteau Dan Boudreau
Also Present	Corinne Chiasson, Secretary Treasurer /Assistant Planner Rita Jabbour, Manager, Planning Services Sarah Aubin, Planning Assistant, Recording Secretary Lori Chadwick, Director of Development Services
Members of the Public	Bernard Gorski Richard Bonneau Mike Cipkar Ryder Mathies Mary-Anne Keefner Mike Ciarrocchi
Regrets:	Percy Dufour, Chair

2. Declaration of Conflict of Interest

None

3. Adoption of Published Agenda

3.1 Tuesday, December 15th 2020 meeting of the Committee of Adjustment Agenda.

Moved by: Ray Beneteau

Seconded by: Dan Boudreau

(COA-2020-12-92) That the published agenda for December 15th 2020 be adopted as presented

“Carried”

4. Adoption of Minutes

4.1 Tuesday November 17th 2020 Committee of Adjustment meeting minutes

Moved by: Dan Boudreau

Seconded by: Phil Pocock

(COA-2020-12-93) That the Regular Minutes from the Committee of Adjustment Meeting of November 17th 2020 be adopted as circulated.
“Carried”

5. Unfinished Business

6. Reports from Administration / Applications

6.1 Corinne Chiasson, Assistant Planner RE:

Application B-17-20 Bernard Gorski 1445 Gore Road (Colchester South, Ward 3)

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 1445 Gore Road in the former township of Colchester South. The applicants are proposing to sever a ± 0.65 acre parcel from the existing ± 65.5 acre agricultural lot for the purposes of lot addition. The severed parcel is proposed to be merged with the lands to the west and identified municipally as 1443 Gore Road. The retained agricultural lot is proposed to have an area of ± 64.89 acres).

NOTE: An application for minor variance has also been received for the subject lands (File Number: A-32-20). The public notice for the minor variance application has been included with this notice

5.1.1 Public Presentations (if any)

Corinne Chiasson, Assistant Planner wrote:

Official Plan Designation: Agricultural

Zoning Category: Agricultural 1.1 (A1.1) – general agriculture and farm production support activities

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 1445 Gore Road in the former township of Colchester South. The applicants are proposing to sever a ± 0.65 acre parcel from the existing ± 65.5 acre agricultural lot for the purposes of lot addition. The severed parcel is proposed to be merged with the lands to the west and identified municipally as 1443 Gore Road. The retained agricultural lot is proposed to have an area of ± 64.89 acres.

Proposal Conformity with the PPS and Town of Essex Official Plan Policies

In accordance with section 6.4 of the Town of Essex Official Plan, in considering an application for consent, the Committee of Adjustment should have regard to:

- a) *the proposal’s consistency with Provincial legislation, policies and guidelines:*

The Provincial Policy Statement (PPS) states that lot adjustments in prime agricultural areas may be permitted for legal or technical reasons. Legal or technical reasons include minor

boundary adjustments which do not result in the creation of a new lot. As a condition of this consent, the applicants will be responsible for submitting evidence that indicates the severed parcel will be consolidated with the property at 1443 Gore Road.

The minimum lot area required for lots zoned A1.1 under Bylaw 1037 is the lesser of 40 hectares (100 acres) or the existing lot size. As a result of the proposed severance, the lot area for the retained farm parcel will be reduced by 0.65 acres. As such, a variance to accommodate a reduction in lot area for the retained farm parcel is required.

b) The requirements and policies of the Official Plan for the Town of Essex and the comments of other public authorities and agencies:

Section 6.4 of the Town of Essex Official Plan states that consents should only be granted for lot adjustments or minor boundary changes provided both parcels comply with the provisions of the implementing zoning bylaw or such variances granted through the Committee of Adjustment and the consent is granted in accordance with section 50(3) of the Planning Act. The applicant has submitted a Minor Variance application to accommodate the reduction in lot area for the retained parcel.

Comments were received from the Essex Region Conservation Authority (ERCA). They had no objections to the application for consent or minor variance. No other comments were received from circulated public authorities or agencies;

c) The continuation of an orderly development pattern:

The lot addition is not irregular in shape, and will not take agricultural land out of production. The severed parcel has been mowed and maintained by the owner of 1443 Gore Road for multiple years. Mr. Gorski has expressed the parcel it is not feasible to convert to agricultural production due to the width and size of the parcel, which will not support turning radius of farming equipment. The retained parcel will continue to be used for agricultural purposes. Access to the retained parcel will continue to be by way of Gore Road. Mr. Gorski has provided documentation that the retained parcel has been consolidated with the vacant agricultural lands located directly east of this parcel and therefore this proposal will not create a landlocked property. The proposed severance will therefore have no adverse impact on access to the retained lot.

d) The adequate provision of potable water supply, sanitary sewage treatment and disposal and stormwater management in accordance with the Official Plan and to the satisfaction of the Town and the statutory approval authority having jurisdiction:

Water supply, and stormwater management is not required as the proposal will not result in the creation of a new vacant buildable lot.

Item 2 - Requirement for Minor Variance A-32-20

An application for minor variance has also been received by the Town of Essex Committee of Adjustment for the retained lands located at 1445 Gore Road. The minimum lot area for lots within an Agricultural District 1.1 (A1.1) is 40 hectares (100 acres) or as existing. As a result of the proposed severance for lot addition, the lot area for the retained parcel will be reduced from +65.5 acres, the existing lot area, to +64.89 acres.

Proposal Conformity with the PPS and Town of Essex Official Plan Policies

As per section 9.8 of the Town of Essex Official Plan, when reviewing applications for minor variance to the Zoning Bylaw, the Committee of Adjustment should be satisfied that:

a) The general intent of this Plan and the Zoning Bylaw are maintained:

The main use of the retained farm parcel will remain agricultural.

b) The variance(s) is minor and desirable for the appropriate use of the land:

No agricultural land will be taken out of production as a result of this severance.

c) The variance is compatible with the established character of the neighbourhood, traffic and parking patterns:

Agricultural lot sizes vary greatly in the agricultural district. There will be no access changes to the retained lot.

d) The variance deals with circumstances particular to the site and development:

The variance is necessary to accommodate an application for consent to facilitate a lot addition.

As a result of the giving of public notice, no written correspondences have been received from members of the public as of Thursday December 11, 2020. Comments were received from the Essex Region Conservation Authority (ERCA). They had no objections.

No further comments were received from circulated agencies.

Actions:

1. Should the Committee choose to approve this application, approval should be subject to satisfying the following conditions:

- a) That at the time the conveyance is prepared for certification, three hard copies and one digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;
- b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;
- c) 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;

- d) 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;
- e) That the severed parcel be consolidated with the lands identified as 1443 Gore Road. 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.
- f) That all of the above conditions be fulfilled on or before December 15, 2021.

Actions:

To be determined by the Committee.

Additional comments resulting from circulation:

Vitra Vimalananthan, Resource Planner, Essex Region Conservation Authority (ERCA), wrote:

DELEGATED RESPONSIBILITY TO REPRESENT PROVINCIAL INTEREST IN NATURAL HAZARDS (PPS) AND REGULATORY RESPONSIBILITIES OF THE CONSERVATION AUTHORITIES ACT

The following comments reflect our role as representing the provincial interest in natural hazards as outlined by Section 3.1 of the Provincial Policy Statement of the Planning Act as well as our regulatory role as defined by Section 28 of the Conservation Authorities Act.

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservation Authorities Act (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Hughson Drain and Tom Wright Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any future construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act.

WATERSHED BASED RESOURCE MANAGEMENT AGENCY

The following comments are provided in an advisory capacity as a public commenting body on matters related to watershed management.

SECTION 1.6.6.7 Stormwater Management (PPS, 2020)

Our office has reviewed the proposal and has no concerns relating to stormwater management.

PLANNING ADVISORY SERVICE TO MUNICIPALITIES - NATURAL HERITAGE POLICIES OF THE PPS, 2020

The following comments are provided from our perspective as an advisory service provider to the Planning Authority on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the Provincial Policy Statement of the Planning Act. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Planning Authority.

We note that the subject property is adjacent to (within 120 m of) a natural heritage feature that may meet the criteria for significance under the PPS. Section 2.1.8 of the PPS, 2020 states – “Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5 and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.”

Notwithstanding the above noted references to the PPS policies, we note that the purpose of this application for consent is for a lot addition only, and that there will be no change in land use. In our opinion, we believe that this type of Planning Act application does not meet the definition of development under the PPS, 2020. Based upon this, therefore it is our recommendation to the Municipality that a demonstration of no negative impact is not required.

FINAL RECOMMENDATION

With the review of background information and aerial photograph, ERCA has no concerns relating to Stormwater Management, Natural Hazard and Natural Heritage. Therefore, ERCA has no objection to these applications for Consent and Minor Variance.

Discussion:

Corinne Chiasson, Assistant Planner, explains the nature of the application

Moved by: Ray Beneteau

Seconded by: Phil Pocock

(CAO-2020-12-94) That application B-17-20 be **granted** to sever a ± 0.65 acre parcel from the existing ± 65.5 acre agricultural lot for the purposes of lot addition. The severed parcel is proposed to be merged with the lands to the west and identified municipally as 1443 Gore Road.

Reasons for Decision: The Application is in keeping with subsections 6.4 of the Town of Essex Official Plan respecting consents and subsection 6.5 Consents in Areas Designated “Agricultural”.

Actions:

a) A digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;

- b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;
- c) 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;
- d) 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;
- e) That the severed parcel be consolidated with the lands identified as 1443 Gore Road. 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.
- f) That all of the above conditions be fulfilled on or before December 15, 2021.

"Carried"

6.2 Corinne Chiasson, Assistant Planner RE:

Application A-32-20 Bernard Gorski 1445 Gore Road (Colchester South, Ward 3)

An application for minor variance has been received by the Town of Essex Committee of Adjustment for the lands located at 1445 Gore Road in the former township of Colchester South. The minimum lot area for lots within Agricultural District 1.1 (A1.1) is 40 hectares (100 acres) or as existing. As a result of a proposed severance for lot addition, the lot area for the retained parcel will be reduced from ± 65.5 acres, the existing lot area, to ± 64.89 acres

Note: An application for consent has also been received for the subject lands (File Number: B-17-20). The public notice for the consent application has been included with this notice)

6.2.1 Public Presentations (if any)

Corinne Chiasson, Assistant Planner wrote:

Official Plan Designation: Agricultural

Zoning Category: Agricultural 1.1 (A1.1) – general agriculture and farm production support activities

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 1445 Gore Road in the former township of Colchester South. The applicants are proposing to sever a ± 0.65 acre parcel from the existing ± 65.5 acre agricultural lot for the purposes of lot addition. The severed parcel is proposed to be merged with the lands to the west and identified municipally as 1443 Gore Road. The retained agricultural lot is proposed to have an area of ± 64.89 acres.

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a) *the proposal's consistency with Provincial legislation, policies and guidelines:*

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The minimum lot area required for lots zoned A1.1 under Bylaw 1037 is the lesser of 40 hectares (100 acres) or the existing lot size. As a result of the proposed severance, the lot area for the retained farm parcel will be reduced by 0.65 acres. As such, a variance to accommodate a reduction in lot area for the retained farm parcel is required.

b) *The requirements and policies of the Official Plan for the Town of Essex and the comments of other public authorities and agencies:*

Section 6.4 of the Town of Essex Official Plan states that consents should only be granted for lot adjustments or minor boundary changes provided both parcels comply with the provisions of the implementing zoning bylaw or such variances granted through the Committee of Adjustment and the consent is granted in accordance with section 50(3) of the Planning Act. The applicant has submitted a Minor Variance application to accommodate the reduction in lot area for the retained parcel.

Comments were received from the Essex Region Conservation Authority (ERCA). They had no objections to the application for consent or minor variance. No other comments were received from circulated public authorities or agencies;

c) *The continuation of an orderly development pattern:*

The lot addition is not irregular in shape, and will not take agricultural land out of production. The severed parcel has been mowed and maintained by the owner of 1443 Gore Road for multiple years. Mr. Gorski has expressed the parcel it is not feasible to convert to agricultural production due to the width and size of the parcel, which will not support turning radius of farming equipment. The retained parcel will continue to be used for agricultural purposes.

Access to the retained parcel will continue to be by way of Gore Road. Mr. Gorski has provided documentation that the retained parcel has been consolidated with the vacant agricultural lands located directly east of this parcel and therefore this proposal will not create a landlocked property. The proposed severance will therefore have no adverse impact on access to the retained lot.

- d) The adequate provision of potable water supply, sanitary sewage treatment and disposal and stormwater management in accordance with the Official Plan and to the satisfaction of the Town and the statutory approval authority having jurisdiction:*

Water supply, and stormwater management is not required as the proposal will not result in the creation of a new vacant buildable lot.

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- a) The general intent of this Plan and the Zoning Bylaw are maintained:*

The main use of the retained farm parcel will remain agricultural.

- b) The variance(s) is minor and desirable for the appropriate use of the land:*

No agricultural land will be taken out of production as a result of this severance.

- c) The variance is compatible with the established character of the neighbourhood, traffic and parking patterns:*

Agricultural lot sizes vary greatly in the agricultural district. There will be no access changes to the retained lot.

- d) The variance deals with circumstances particular to the site and development:*

The variance is necessary to accommodate an application for consent to facilitate a lot addition.

As a result of the giving of public notice, no written correspondences have been received from members of the public as of Thursday December 11, 2020. Comments were received from the Essex Region Conservation Authority (ERCA). They had no objections.

No further comments were received from circulated agencies.

Actions:

1. Should the Committee choose to approve this application, approval should be subject to satisfying the following conditions:
- a) That at the time the conveyance is prepared for certification, three hard copies and one digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;
 - b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;
 - c) 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;
 - d) 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;
 - e) That the severed parcel be consolidated with the lands identified as 1443 Gore Road. 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.
 - f) That all of the above conditions be fulfilled on or before December 15, 2021.

Actions:

To be determined by the Committee.

Additional comments resulting from circulation:

Vitra Vimalanathan, Resource Planner, Essex Region Conservation Authority (ERCA), wrote:

DELEGATED RESPONSIBILITY TO REPRESENT PROVINCIAL INTEREST IN NATURAL HAZARDS (PPS) AND REGULATORY RESPONSIBILITIES OF THE CONSERVATION AUTHORITIES ACT

The following comments reflect our role as representing the provincial interest in natural hazards as outlined by Section 3.1 of the Provincial Policy Statement of the Planning Act as well as our regulatory role as defined by Section 28 of the Conservation Authorities Act.

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservation Authorities Act (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Hughson Drain and Tom Wright Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any future construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act.

WATERSHED BASED RESOURCE MANAGEMENT AGENCY

The following comments are provided in an advisory capacity as a public commenting body on matters related to watershed management.

SECTION 1.6.6.7 Stormwater Management (PPS, 2020)

Our office has reviewed the proposal and has no concerns relating to stormwater management.

PLANNING ADVISORY SERVICE TO MUNICIPALITIES - NATURAL HERITAGE POLICIES OF THE PPS, 2020

The following comments are provided from our perspective as an advisory service provider to the Planning Authority on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the Provincial Policy Statement of the Planning Act. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Planning Authority.

We note that the subject property is adjacent to (within 120 m of) a natural heritage feature that may meet the criteria for significance under the PPS. Section 2.1.8 of the PPS, 2020 states – “Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5 and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.”

Notwithstanding the above noted references to the PPS policies, we note that the purpose of this application for consent is for a lot addition only, and that there will be no change in land use. In our opinion, we believe that this type of Planning Act application does not meet the definition of development under the PPS, 2020. Based upon this, therefore it is our recommendation to the Municipality that a demonstration of no negative impact is not required.

FINAL RECOMMENDATION

With the review of background information and aerial photograph, ERCA has no concerns relating to Stormwater Management, Natural Hazard and Natural Heritage. Therefore, ERCA has no objection to these applications for Consent and Minor Variance.

Discussion:

Corinne Chiasson, Assistant Planner, explains the nature of the application

Moved by: Dan Boudreau

Seconded by: Ray Beneteau

(CAO-2020-12-95) That application A-32-20 be **granted** to accommodate the Reduction in the minimum agricultural lot size area for the retained parcel from ± 65.5 acres, to ± 64.89 acres.

Reasons for Decision: The Application **is** in keeping with the general intent and purpose of the Town of Essex Zoning Bylaw and the prescribed criteria for Minor Variances under subsection 9.8 of the Town of Essex Official Plan:

- a) the general intent of this Plan and the Zoning By-law are maintained;
- b) the variance(s) is minor and desirable for the appropriate use of the land;
- c) the variance is compatible with the established character of the neighbourhood, traffic and parking patterns;
- d) the variance deals with circumstances particular to the site and development

“Carried”

Corinne Chiasson, Assistant Planner RE:

6.3 Application - B-20-20 Richard and Beverly Bonneau (Agent: Jerry Goldberg) 171 Harvey St (Essex Centre, Ward 1) (Previously Heard October 20th 2020)

An consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 171 Harvey Street in Essex Centre. The applicants are proposing to sever a ± 5100 square foot parcel from the existing $\pm 10,200$ square foot residential lot for the purposes of lot creation. The retained parcel is proposed to have an area of a ± 5100 square foot.

Note: An application for minor variance has also been received for the subject lands (File Number: A-24-20). The public notice for the minor variance application has been included with this notice.

6.3.1 Public Presentations (if any)

Corinne Chiasson, Assistant Planner wrote:

An application for consent and minor variance were received by the Town of Essex Committee of Adjustment for the lands located at 171 Harvey Street in Essex Centre. The applicants are proposing to sever a ± 5100 square foot parcel from the existing $\pm 10,200$ square foot residential lot for the purposes of creating a new residential lot. As a result, the lot width of both the severed and retained parcels will be reduced to ± 12.95 metres (42.5 feet).

The minimum required lot width in Residential District 1.1 (R1.1) under Town of Essex Zoning By-law, By-law 1037, is 15 metres (50 feet). Therefore, the relief being requested is for 2.286 metres (7.5 feet).

The applicants are proposing to construct a single family dwelling on the resulting severed and retained lots. A *single detached dwelling* is defined as one (1) dwelling, other than a

mobile home, having one (1) dwelling unit, but may also include a second dwelling unit within it. Due to concerns raised by the public during the previous October hearing, the owners have revised the original house designs. To satisfy the public concerns for additional parking, the owners have included attached garages, and designed a building envelope to preserve the mature trees. The building envelopes were also reduced to ensure compliance with the zoning provisions for lot coverage. A drainage plan has also been submitted and will be a component of the building review process.

Proposal Conformity with Town of Essex Official Plan Policies

In accordance with section 6.4 of the Town of Essex Official Plan, in considering an application for consent, the Committee of Adjustment should also have regard to:

a) the proposal's consistency with Provincial legislation, policies and guidelines:

This proposal does not conflict with the policies of the PPS.

b) The requirements and policies of the Official Plan for the Town of Essex and the comments of other public authorities and agencies:

The Town of Essex Official Plan encourages infilling within the existing developed areas designated "Residential". Single detached dwellings are permitted uses in areas designated "Residential". Comments were received from the Essex Region Conservation Authority (ERCA). They had no objections to the application for consent or accompanying application for minor variance. No further comments were received from other public authorities or agencies as of Friday, December 11, 2020.

c) The continuation of an orderly development pattern:

The proposed lot is comparable in size and in configuration to other lots located along Harvey St, and neighbouring adjacent Thomas Street and Albert Street.

d) The adequate provision of potable water supply, sanitary sewage treatment and disposal and stormwater management in accordance with the Official Plan and to the satisfaction of the Town and the statutory approval authority having jurisdiction:

The proposed lot has access to municipal water, and is serviced by storm and sanitary sewers.

Item 4 - Requirement for Minor Variance A-24-20

As per section 9.8 of the Town of Essex Official Plan, when reviewing applications for minor variance to the Zoning Bylaw, the Committee of Adjustment should be satisfied that:

a) The general intent of this Plan and the Zoning Bylaw are maintained:

Consents for new development parcels are permitted for lands designated "Residential" under the Town of Essex Official Plan;

b) The variance(s) is minor and desirable for the appropriate use of the land:

Lot areas in the Residential district vary greatly. There are lots existing in this neighbourhood that are under the 50 foot width provision.

c) *The variance is compatible with the established character of the neighbourhood, traffic and parking patterns:*

The Harvey Street neighbourhood contains single family dwellings. The R1.1 zoning category permits single family dwellings, and also allows a 2nd dwelling unit to be located within the main dwelling provided that there are no indications externally of the second dwelling. Due to parking concerns brought forward from the public in October, the applicants have revised their designs to include single family residences with attached garages, and have included the potential for a second dwelling unit within the basement level. The attached garages will permit 2 parked cars, and the driveway can support a third and potentially a 4th parking space. There is also on-street parking available on Harvey St directly in front of the subject property. According to the parking provisions in the Zoning By-law only one parking spot is required per dwelling unit. The proposed design accommodates and exceeds the parking provisions in the Zoning By-law.

d) *The variance deals with circumstances particular to the site and development:*

The variance is necessary in order to accommodate the consent application.

Public Comment

As a result of the giving of public notice, we previously received the following summarized concerns from the public:

- Concerns with the original design showing a potential tri-plex (3 dwelling units) on the severed and retained parcels. (Note: a tri-plex would not be a permitted use in the R1.1 zone)
- A multiple unit dwelling would create parking issues
- Concerns for the removal of mature trees from the neighbourhood
- Proposed design would not fit in with the established older single family dwelling neighbourhood characteristics
- Concerns that this development would create more stress on the drainage system

Upon circulation of the revised design, we have received no further phone calls or written objections from the public regarding this proposal as of December 11, 2020.

For the Committee's information and in response to the above noted concerns we provide the following information for clarity:

- **The applicants are only able to have a maximum of two dwelling units in each main building to comply with the R1.1 Zoning Category.**
- **the proponents must provide one onsite parking space for each dwelling unit**
- **The main building height is restricted to 10 metres (32 feet)**
- **Building height is defined as the vertical distance between the grade and the midpoint between the lowest eaves and the highest point of the roof (there is nothing dictating how high you can go beyond this point.**

- **A basement is defined as a storey *which is partially below grade* where the vertical distance from the grade to the floor is equal to or less than the vertical distance from the grade to the ceiling next above.**

Actions:

1. Should the Committee choose to approve this application, approval should be subject to satisfying the following conditions:

- a) That at the time the conveyance is prepared for certification, three hard copies and one digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;
- b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;
- c) 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;
- d) 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;
- e) That the applicant pay the applicable parkland dedication fee in the amount of \$1250.00 in accordance with Town of Essex Policy No. 899-11-324 to be charged against the lot created by consent and that the payment be made prior to the stamping of the deeds and/or issuance of the certificate;
- f) 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 width for the severed and retained parcel. Additionally, that the variance be made conditional to the submitted drawings completed by Keen Design Studio, dated November 5, 2020.
- g) That all of the above conditions be fulfilled on or before December 15, 2021.

Additional comments resulting from circulation:

Vitra Vimalananthan, Resource Planner, Essex Region Conservation Authority (ERCA), wrote:

DELEGATED RESPONSIBILITY TO REPRESENT PROVINCIAL INTEREST IN NATURAL HAZARDS (PPS) AND REGULATORY RESPONSIBILITIES OF THE CONSERVATION AUTHORITIES ACT

The following comments reflect our role as representing the provincial interest in natural hazards as outlined by Section 3.1 of the Provincial Policy Statement of the Planning Act as well as our regulatory role as defined by Section 28 of the Conservation Authorities Act.

We have reviewed our floodline mapping for this area and it has been determined this site is not located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the Conservation Authorities Act). As a result, a permit is not required from ERCA for issues related to Section 28 of the Conservation Authorities Act, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservation Authorities Act, (Ontario Regulation No. 158/06).

WATERSHED BASED RESOURCE MANAGEMENT AGENCY

The following comments are provided in an advisory capacity as a public commenting body on matters related to watershed management.

SECTION 1.6.6.7 Stormwater Management (PPS, 2020)

Our office has reviewed the proposal and has no concerns relating to stormwater management.

PLANNING ADVISORY SERVICE TO PLANNING AUTHORITIES - NATURAL HERITAGE POLICIES OF THE PPS, 2020

The following comments are provided from our perspective as an advisory service provider to the Planning Authority on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the Provincial Policy Statement of the Planning Act. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Planning Authority.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance as defined by the PPS. Based on our review, we have no objection to the application with respect to the natural heritage policies of the PPS.

FINAL RECOMMENDATION

With the review of background information and aerial photograph, ERCA has no concerns in relation to Stormwater Management, Natural Hazard and Natural Heritage. ERCA has no objection to these applications for Minor Variance and Consen.

Discussion:

Corinne Chiasson, Assistant Planner, explains the nature of the application

James Mathies, 181 Harvey, advises that he has concerns with water retention and possible damage to his property from the proposed structures at 171 Harvey.

Lori Chadwick, Director of Development Services, advises that water retention is required to be done by each home owner.

Corinne Chiasson, advises that there is a drainage plan for the subject property and advises that when the applicants attend the building department for permits to build a structure grading and water retention will be reviewed and current standards will be required to be met.

Moved by: Ray Beneteau

Seconded by: Phil Pocock

(CAO-2020-12-96) That application B-20-20 be **granted** to sever a 5100 square foot parcel from the existing 10,200 square foot residential lot for the purposes of lot creation. The retained parcel is proposed to have an area of a 5100 square foot

Reasons for Decision: The Application is in keeping with subsections 6.4 of the Town of Essex Official Plan respecting consents.

Actions:

- a) That at the time the conveyance is prepared for certification, three hard copies and one digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;
- b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;
- c) 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;
- d) 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;
- e) That the applicant pay the applicable parkland dedication fee in the amount of \$1250.00 in accordance with Town of Essex Policy No. 899-11-324 to be charged against the lot created by consent and that the payment be made prior to the stamping of the deeds and/or issuance of the certificate;
- f) 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 width for the severed and retained parcel. Additionally, that the variance be made conditional to the submitted drawings completed by Keen Design Studio, dated November 5, 2020.
- g) That all of the above conditions be fulfilled on or before December 15, 2021.

“Carried”

6.4 Corinne Chiasson, Assistant Planner RE:

Application A-24-20 Richard and Beverly Bonneau (Agent: Jerry Goldberg) 171 Harvey St (Essex Centre, Ward 1) (Previously Heard October 20th 2020)

A application for minor variance has been received by the Town of Essex Committee of Adjustment for the lands located at 171 Harvey Street in Essex Centre. The applicants are proposing to sever a \pm 5100 square foot parcel from the existing \pm 10, 200 square foot residential lot. As a result, the

severed and retained parcels lot width will be reduced to ± 42.5 feet. The minimum required lot width in residential District 1.1 (R1.1) under Town of Essex Zoning By-law, By-law 1037, is 15 metres (50 feet). Therefore, the relief being requested is for 2.286 metres (7.5 feet)

Note: An application for consent has also been received for the subject lands (File Number: B-20-20). The public notice for the consent application has been included with this notice

6.4.1 Public Presentations (if any)

Corinne Chiasson, Assistant Planner wrote:

Corinne Chiasson, Assistant Planner wrote:

An application for consent and minor variance were received by the Town of Essex Committee of Adjustment for the lands located at 171 Harvey Street in Essex Centre. The applicants are proposing to sever a ± 5100 square foot parcel from the existing $\pm 10,200$ square foot residential lot for the purposes of creating a new residential lot. As a result, the lot width of both the severed and retained parcels will be reduced to ± 12.95 metres (42.5 feet).

The minimum required lot width in Residential District 1.1 (R1.1) under Town of Essex Zoning By-law, By-law 1037, is 15 metres (50 feet). Therefore, the relief being requested is for 2.286 metres (7.5 feet).

The applicants are proposing to construct a single family dwelling on the resulting severed and retained lots. *A single detached dwelling* is defined as one (1) dwelling, other than a mobile home, having one (1) dwelling unit, but may also include a second dwelling unit within it. Due to concerns raised by the public during the previous October hearing, the owners have revised the original house designs. To satisfy the public concerns for additional parking, the owners have included attached garages, and designed a building envelope to preserve the mature trees. The building envelopes were also reduced to ensure compliance with the zoning provisions for lot coverage. A drainage plan has also been submitted and will be a component of the building review process.

Proposal Conformity with Town of Essex Official Plan Policies

In accordance with section 6.4 of the Town of Essex Official Plan, in considering an application for consent, the Committee of Adjustment should also have regard to:

a) *the proposal's consistency with Provincial legislation, policies and guidelines:*

This proposal does not conflict with the policies of the PPS.

b) *The requirements and policies of the Official Plan for the Town of Essex and the comments of other public authorities and agencies:*

The Town of Essex Official Plan encourages infilling within the existing developed areas designated "Residential". Single detached dwellings are permitted uses in areas designated "Residential". Comments were received from the Essex Region Conservation Authority (ERCA). They had no objections to the application for consent

or accompanying application for minor variance. No further comments were received from other public authorities or agencies as of Friday, December 11, 2020.

c) *The continuation of an orderly development pattern:*

The proposed lot is comparable in size and in configuration to other lots located along Harvey St, and neighbouring adjacent Thomas Street and Albert Street.

d) *The adequate provision of potable water supply, sanitary sewage treatment and disposal and stormwater management in accordance with the Official Plan and to the satisfaction of the Town and the statutory approval authority having jurisdiction:*

The proposed lot has access to municipal water, and is serviced by storm and sanitary sewers.

Item 4 - Requirement for Minor Variance A-24-20

As per section 9.8 of the Town of Essex Official Plan, when reviewing applications for minor variance to the Zoning Bylaw, the Committee of Adjustment should be satisfied that:

a) *The general intent of this Plan and the Zoning Bylaw are maintained:*

Consents for new development parcels are permitted for lands designated "Residential" under the Town of Essex Official Plan;

b) *The variance(s) is minor and desirable for the appropriate use of the land:*

Lot areas in the Residential district vary greatly. There are lots existing in this neighbourhood that are under the 50 foot width provision.

c) *The variance is compatible with the established character of the neighbourhood, traffic and parking patterns:*

The Harvey Street neighbourhood contains single family dwellings. The R1.1 zoning category permits single family dwellings, and also allows a 2nd dwelling unit to be located within the main dwelling provided that there are no indications externally of the second dwelling. Due to parking concerns brought forward from the public in October, the applicants have revised their designs to include single family residences with attached garages, and have included the potential for a second dwelling unit within the basement level. The attached garages will permit 2 parked cars, and the driveway can support a third and potentially a 4th parking space. There is also on-street parking available on Harvey St directly in front of the subject property.

According to the parking provisions in the Zoning By-law only one parking spot is required per dwelling unit. The proposed design accommodates and exceeds the parking provisions in the Zoning By-law.

d) *The variance deals with circumstances particular to the site and development:*

The variance is necessary in order to accommodate the consent application.

Public Comment

As a result of the giving of public notice, we previously received the following summarized concerns from the public:

- Concerns with the original design showing a potential tri-plex (3 dwelling units) on the severed and retained parcels. (Note: a tri-plex would not be a permitted use in the R1.1 zone)
- A multiple unit dwelling would create parking issues
- Concerns for the removal of mature trees from the neighbourhood
- Proposed design would not fit in with the established older single family dwelling neighbourhood characteristics
- Concerns that this development would create more stress on the drainage system

Upon circulation of the revised design, we have received no further phone calls or written objections from the public regarding this proposal as of December 11, 2020.

For the Committee's information and in response to the above noted concerns we provide the following information for clarity:

- **The applicants are only able to have a maximum of two dwelling units in each main building to comply with the R1.1 Zoning Category.**
- **the proponents must provide one onsite parking space for each dwelling unit**
- **The main building height is restricted to 10 metres (32 feet)**
- **Building height is defined as the vertical distance between the grade and the midpoint between the lowest eaves and the highest point of the roof (there is nothing dictating how high you can go beyond this point.**
- **A basement is defined as a storey *which is partially below grade* where the vertical distance from the grade to the floor is equal to or less than the vertical distance from the grade to the ceiling next above.**

Actions:

1. Should the Committee choose to approve this application, approval should be subject to satisfying the following conditions:

- a) That at the time the conveyance is prepared for certification, three hard copies and one digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;
- b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;
- c) 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;

- d) 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;
- e) That the applicant pay the applicable parkland dedication fee in the amount of \$1250.00 in accordance with Town of Essex Policy No. 899-11-324 to be charged against the lot created by consent and that the payment be made prior to the stamping of the deeds and/or issuance of the certificate;
- f) 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 width for the severed and retained parcel. Additionally, that the variance be made conditional to the submitted drawings completed by Keen Design Studio, dated November 5, 2020.
- g) That all of the above conditions be fulfilled on or before December 15, 2021.

Additional comments resulting from circulation:

Vitra Vimalananthan, Resource Planner, Essex Region Conservation Authority (ERCA), wrote:

DELEGATED RESPONSIBILITY TO REPRESENT PROVINCIAL INTEREST IN NATURAL HAZARDS (PPS) AND REGULATORY RESPONSIBILITIES OF THE CONSERVATION AUTHORITIES ACT

The following comments reflect our role as representing the provincial interest in natural hazards as outlined by Section 3.1 of the Provincial Policy Statement of the Planning Act as well as our regulatory role as defined by Section 28 of the Conservation Authorities Act.

We have reviewed our floodline mapping for this area and it has been determined this site is not located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the Conservation Authorities Act). As a result, a permit is not required from ERCA for issues related to Section 28 of the Conservation Authorities Act, Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservations Authorities Act, (Ontario Regulation No. 158/06).

WATERSHED BASED RESOURCE MANAGEMENT AGENCY

The following comments are provided in an advisory capacity as a public commenting body on matters related to watershed management.

SECTION 1.6.6.7 Stormwater Management (PPS, 2020)

Our office has reviewed the proposal and has no concerns relating to stormwater management.

PLANNING ADVISORY SERVICE TO PLANNING AUTHORITIES - NATURAL HERITAGE POLICIES OF THE PPS, 2020

The following comments are provided from our perspective as an advisory service provider to the Planning Authority on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the Provincial Policy Statement of the Planning Act. The

comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Planning Authority.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance as defined by the PPS. Based on our review, we have no objection to the application with respect to the natural heritage policies of the PPS.

FINAL RECOMMENDATION

With the review of background information and aerial photograph, ERCA has no concerns in relation to Stormwater Management, Natural Hazard and Natural Heritage. ERCA has no objection to these applications for Minor Variance and Consent.

Discussion:

Corinne Chiasson, Assistant Planner, explains the nature of the application

Moved by: Phil Pocock

Seconded by: Dan Boudreau

(CAO-2020-12-97) That application A-24-20 be **granted** to accommodate a reduction in the minimum lot width provision from 50 feet to 42.5 feet and add the condition that the submitted drawings completed by Keen Design Studio, dated November 5, 2020 be complied with for the subject property.

Reasons for Decision: Application **is** in keeping with the general intent and purpose of the Town of Essex Zoning Bylaw and the prescribed criteria for Minor Variances under subsection 9.8 of the Town of Essex Official Plan:

- a) the general intent of this Plan and the Zoning By-law are maintained;
- b) the variance(s) is minor and desirable for the appropriate use of the land;
- c) the variance is compatible with the established character of the neighbourhood, traffic and parking patterns;
- d) the variance deals with circumstances particular to the site and development

“Carried”

6.5 Corinne Chiasson, Assistant Planner RE:

Application B-27-20 Sand Dollar Farms Inc. (Agent: Mike Cipkar) 1195 Iler Road (Colchester South, Ward 3)

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 1195 Iler Road in the former township of Colchester South. The applicants are proposing to sever a ± 0.92 acre parcel from the existing ± 105.5 acre farm lot. The applicant is proposing this consent because the residence is surplus to the needs of the farming operation.

Note: An application for minor variance has also been received for the subject lands (File Number: A-31-20). The public notice for the minor variance application has been included with this notice

6.5.1 Public Presentations (if any)

Corinne Chiasson, Assistant Planner wrote:

Official Plan Designation: Agricultural

Zoning Category: Agricultural 1.1 (A1.1) – general agriculture and farm production support activities

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 1195 Iler Road in the former township of Colchester South. The applicants are proposing to sever a +0.92 acre parcel from the existing +105.5 acre farm lot. The applicant is proposing this consent because the residence is surplus to the needs of the farming operation.

Proposal Conformity with Provincial and Town of Essex Policies

The Provincial Policy Statement (PPS) states that a surplus dwelling, namely, a dwelling that is acquired as part of farm land acquisition, may be severed and sold, with the stipulation that no new dwelling will be permitted on the retained farm parcel. The Provincial Policy Statement (PPS) defines a residence surplus to a farming operation as an existing habitable farm residence that is rendered surplus as a result of farm consolidation. Farm consolidation is defined as the acquisition of additional farm parcels to be operated as one (1) farm operation. The main agricultural operation is located at 1195 Iler Road. Mr. and Mrs. Cipkar also own a separate agricultural property located just west of the subject property. The proposed severed parcel fronting on Huffman Road contains a dwelling that is considered surplus to the needs of the Cipkar's farming operation. This application is therefore consistent with the PPS policies for severance of a surplus dwelling.

In accordance with Town of Essex Official Plan policies relating to consents in areas designated "Agricultural", one (1) lot creating consent will be permitted for a surplus dwelling on the condition that:

- a) *No new dwelling will be permitted on the retained farm parcel:* A restricted development layer will be applied to the retained property upon provisional consent approval on the Town's Geographic Information System (GIS);
- b) *the size of the surplus dwelling lot should not be greater than one (1) hectare, however, the choice of consolidating outbuildings with the surplus dwelling will also be considered when the size and boundaries of the surplus dwelling lot are determined and approved by consent:* The size of the proposed surplus dwelling lot will not exceed one (1) hectare and the accessory structures for the farming operation will be kept with the main use dwelling at 1195 Iler Rd;

- c) *the lot to be created has provision for sewage disposal, a potable water supply and stormwater management systems satisfactory to the Town and other statutory approval authority having jurisdiction:* The surplus dwelling lot has access to municipal water and road side swales. A condition of this consent will be that the owner confirms with the Building Department that the septic system satisfies Part 8 of the Ontario Building Code (OBC);
- d) *the severed dwelling lot will satisfy Minimum Distance Separation 1 (MDS 1) provisions of the Official Plan:* the lot to be severed contains an existing dwelling. No additional dwellings will be permitted on this lot. Therefore, no livestock facilities will be impacted by the proposed development;
- e) *the severed dwelling lot has frontage on a public road:* the severed dwelling lot has frontage on Huffman Road, a public road which is owned and assumed by the Town of Essex.
- f) *the surplus dwelling is in habitable condition, as determined by the Town or certified by a qualified building inspector:* no objections to the application were received from the Building Department.

Item 6 - Requirement for Minor Variance A-30-20

An application for minor variance has also been received by the Town of Essex Committee of Adjustment for the lands located at 1195 Iler Road. The minimum lot width for lots within Agricultural District 1.1 (A1.1) is 60 metres (200 feet) or as existing. As a result of the proposed severance for a surplus dwelling, the lot width for the severed parcel is proposed to be ± 45 metres (150 feet), therefore the relief being requested is 15 metres (50 feet).

As per section 9.8 of the Town of Essex Official Plan, when reviewing applications for minor variance to the Zoning Bylaw, the Committee of Adjustment should be satisfied that:

- a) *The general intent of this Plan and the Zoning Bylaw are maintained:* The Town of Essex Official Plan (OP) permits the creation of surplus dwelling lots when in accordance with the provisions of the Provincial Policy Statement (PPS). In accordance with the Town OP, the proposed surplus dwelling lot is of a size sufficient to accommodate septic services acceptable to the Town. This proposal meets the PPS criteria for being considered surplus to the needs of the farming operation.
- b) *The variance(s) is minor and desirable for the appropriate use of the land:* Lots in the A1.1 zoning district vary greatly in lot area. No new development is proposed on the severed or retained parcel;
- c) *The variance is compatible with the established character of the neighbourhood, traffic and parking patterns:* The dwelling and accompanying infrastructure are existing. There will be a prohibition against the construction of any new dwelling on the retained agricultural land.
- d) *The variance deals with circumstances particular to the site and development:* The variance is necessary in order to accommodate a surplus dwelling application.

Agency and Public Comments

As a result of the giving of public notice, no phone calls or written correspondence have been received from members of the public as of Friday December 11, 2020.

Comments were received from the Essex Region Conservation Authority (ERCA). They had no objections.

Comments were received from Mr. Kevin Carter, Manager of Building Services/Chief Building Official, he stated that approval be conditional on the septic system complying with Part 8 of the Ontario Building code.

No other comments were received from circulated internal agencies as of Friday December 11, 2020.

Actions:

1. Should the Committee choose to approve this application, approval should be subject to satisfying the following conditions:

- a) That at the time the conveyance is prepared for certification, three hard copies and one digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;
- b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;
- c) 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;
- d) 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;
- f) That a septic test report be completed and filed with the municipality by a Certified Septic System Installer confirming that the septic system(s) meet Part 8 of the Ontario Building Code (OBC) regulations prior to the stamping of the Deeds and/or the issuance of the certificate;
- g) 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.
- h) That all of the above conditions be fulfilled on or before December 15, 2021.

Additional comments resulting from circulation:

Vitra Vimalananthan, Resource Planner, Essex Region Conservation Authority (ERCA), wrote:

DELEGATED RESPONSIBILITY TO REPRESENT THE PROVINCIAL INTEREST IN NATURAL HAZARDS (PPS) AND REGULATORY RESPONSIBILITIES OF THE CONSERVATION AUTHORITIES ACT

The following comments reflect our role as representing the provincial interest in natural hazards as outlined by Section 3.1 of the Provincial Policy Statement of the Planning Act as well as our regulatory role as defined by Section 28 of the Conservation Authorities Act.

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservation Authorities Act (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Richmond Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act.

WATERSHED BASED RESOURCE MANAGEMENT AGENCY PLANNING ADVISORY SERVICE TO MUNICIPALITIES - NATURAL HERITAGE POLICIES OF THE PPS

The following comments are provided in an advisory capacity as a public commenting body on matters related to watershed management.

SECTION 1.6.6.7 Stormwater Management (PPS, 2020)

Our office has reviewed the proposal and has no concerns relating to stormwater management.

PLANNING ADVISORY SERVICE TO PLANNING AUTHORITIES - NATURAL HERITAGE POLICIES OF THE PPS, 2020

The following comments are provided from our perspective as an advisory service provider to the Planning Authority on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the Provincial Policy Statement of the Planning Act. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Planning Authority.

We note that the subject property is adjacent to (within 120 m of) a natural heritage feature that may meet the criteria for significance under the PPS. Section 2.1.8 of the PPS, 2020 states – “Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5 and 2.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.”

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance as defined by the PPS. Based on our review, we have no objection to the application with respect to the natural heritage policies of the PPS.

FINAL RECOMMENDATION

With the review of background information and aerial photograph, ERCA has no concerns in relation to Stormwater Management, Natural Heritage and Natural Hazard. Therefore, ERCA has no objection to this applications for Consent and Minor Variance.

Discussion:

Corinne Chiasson, Assistant Planner, explains the nature of the application.

Moved by: Dan Boudreau

Seconded by: Phil Pocock

(CAO-2020-12-98) That application B-27-20 be **granted** to sever a \pm 0.92 acre parcel from the existing \pm 105.5 acre farm lot as it is deemed surplus to the farming operation.

Reasons for Decision: The Application **is** in keeping with subsections 6.4 of the Town of Essex Official Plan respecting consents and subsection 6.5 Consents in Areas Designated "Agricultural".

Actions:

- a) That at the time the conveyance is prepared for certification, three hard copies and one digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;
- b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;
- c) 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;
- d) 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;
- f) That a septic test report be completed and filed with the municipality by a Certified Septic System Installer confirming that the septic system(s) meet Part 8 of the Ontario Building Code (OBC) regulations prior to the stamping of the Deeds and/or the issuance of the certificate;
- g) 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.
- h) That all of the above conditions be fulfilled on or before December 15, 2021.

"Carried"

6.6 Corinne Chiasson, Assistant Planner RE:**Application A-31-20 Sand Dollar Farms Inc. (Agent: Mike Cipkar) 1195 Iler Road (Colchester South, Ward 3)**

An application for minor variance has been received by the Town of Essex Committee of Adjustment for the lands located at 1195 Iler Road in the former township of Colchester South. The minimum lot width for lots within

Agricultural District 1.1 (A1.1) is 60 metres (200 feet) or as existing. As a result of a proposed severance for surplus dwelling, the lot width for the severed parcel is proposed to be \pm 45 metres, therefore the relief being requested is 15 metres.

Note: An application for consent has also been received for the subject lands (File Number: B-27-20). The public notice for the consent application has been included with this notice.

6.5.1 Public Presentations (if any)

Corinne Chiasson, Assistant Planner wrote:

Official Plan Designation: Agricultural

Zoning Category: Agricultural 1.1 (A1.1) – general agriculture and farm production support activities

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 1195 Iler Road in the former township of Colchester South. The applicants are proposing to sever a +0.92 acre parcel from the existing +105.5 acre farm lot. The applicant is proposing this consent because the residence is surplus to the needs of the farming operation.

Proposal Conformity with Provincial and Town of Essex Policies

The Provincial Policy Statement (PPS) states that a surplus dwelling, namely, a dwelling that is acquired as part of farm land acquisition, may be severed and sold, with the stipulation that no new dwelling will be permitted on the retained farm parcel. The Provincial Policy Statement (PPS) defines a residence surplus to a farming operation as an existing habitable farm residence that is rendered surplus as a result of farm consolidation. Farm consolidation is defined as the acquisition of additional farm parcels to be operated as one (1) farm operation. The main agricultural operation is located at 1195 Iler Road. Mr. and Mrs. Cipkar also own a separate agricultural property located just west of the subject property. The proposed severed parcel fronting on Huffman Road contains a dwelling that is considered surplus to the needs of the Cipkar’s farming operation. This application is therefore consistent with the PPS policies for severance of a surplus dwelling.

In accordance with Town of Essex Official Plan policies relating to consents in areas designated “Agricultural”, one (1) lot creating consent will be permitted for a surplus dwelling on the condition that:

- a) *No new dwelling will be permitted on the retained farm parcel:* A restricted development layer will be applied to the retained property upon provisional consent approval on the Town’s Geographic Information System (GIS);
- b) *the size of the surplus dwelling lot should not be greater than one (1) hectare, however, the choice of consolidating outbuildings with the surplus dwelling will also be considered when the size and boundaries of the surplus dwelling lot are determined and approved by consent:*

The size of the proposed surplus dwelling lot will not exceed one (1) hectare and the accessory structures for the farming operation will be kept with the main use dwelling at 1195 Iler Rd;

c) *the lot to be created has provision for sewage disposal, a potable water supply and stormwater management systems satisfactory to the Town and other statutory approval authority having jurisdiction:* The surplus dwelling lot has access to municipal water and road side swales. A condition of this consent will be that the owner confirms with the Building Department that the septic system satisfies Part 8 of the Ontario Building Code (OBC);

d) *the severed dwelling lot will satisfy Minimum Distance Separation 1 (MDS 1) provisions of the Official Plan:* the lot to be severed contains an existing dwelling. No additional dwellings will be permitted on this lot. Therefore, no livestock facilities will be impacted by the proposed development;

e) *the severed dwelling lot has frontage on a public road:* the severed dwelling lot has frontage on Huffman Road, a public road which is owned and assumed by the Town of Essex.

f) *the surplus dwelling is in habitable condition, as determined by the Town or certified by a qualified building inspector:* no objections to the application were received from the Building Department.

Item 6 - Requirement for Minor Variance A-30-20

An application for minor variance has also been received by the Town of Essex Committee of Adjustment for the lands located at 1195 Iler Road. The minimum lot width for lots within Agricultural District 1.1 (A1.1) is 60 metres (200 feet) or as existing. As a result of the proposed severance for a surplus dwelling, the lot width for the severed parcel is proposed to be \pm 45 metres (150 feet), therefore the relief being requested is 15 metres (50 feet).

As per section 9.8 of the Town of Essex Official Plan, when reviewing applications for minor variance to the Zoning Bylaw, the Committee of Adjustment should be satisfied that:

a) *The general intent of this Plan and the Zoning Bylaw are maintained:* The Town of Essex Official Plan (OP) permits the creation of surplus dwelling lots when in accordance with the provisions of the Provincial Policy Statement (PPS). In accordance with the Town OP, the proposed surplus dwelling lot is of a size sufficient to accommodate septic services acceptable to the Town. This proposal meets the PPS criteria for being considered surplus to the needs of the farming operation.

b) *The variance(s) is minor and desirable for the appropriate use of the land:* Lots in the A1.1 zoning district vary greatly in lot area. No new development is proposed on the severed or retained parcel;

c) *The variance is compatible with the established character of the neighbourhood, traffic and parking patterns:* The dwelling and accompanying infrastructure are existing. There will be a prohibition against the construction of any new dwelling on the retained agricultural land.

d) *The variance deals with circumstances particular to the site and development:* The variance is necessary in order to accommodate a surplus dwelling application.

Agency and Public Comments

As a result of the giving of public notice, no phone calls or written correspondence have been received from members of the public as of Friday December 11, 2020.

Comments were received from the Essex Region Conservation Authority (ERCA). They had no objections.

Comments were received from Mr. Kevin Carter, Manager of Building Services/Chief Building Official, he stated that approval be conditional on the septic system complying with Part 8 of the Ontario Building code.

No other comments were received from circulated internal agencies as of Friday December 11, 2020.

Actions:

1. Should the Committee choose to approve this application, approval should be subject to satisfying the following conditions:

- a) That at the time the conveyance is prepared for certification, three hard copies and one digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;
- b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;
- c) 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;
- d) 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;
- f) That a septic test report be completed and filed with the municipality by a Certified Septic System Installer confirming that the septic system(s) meet Part 8 of the Ontario Building Code (OBC) regulations prior to the stamping of the Deeds and/or the issuance of the certificate;

g) 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.

h) That all of the above conditions be fulfilled on or before December 15, 2021.

Additional comments resulting from circulation:

Vitra Vimalananthan, Resource Planner, Essex Region Conservation Authority (ERCA), wrote:

DELEGATED RESPONSIBILITY TO REPRESENT THE PROVINCIAL INTEREST IN NATURAL HAZARDS (PPS) AND REGULATORY RESPONSIBILITIES OF THE CONSERVATION AUTHORITIES ACT

The following comments reflect our role as representing the provincial interest in natural hazards as outlined by Section 3.1 of the Provincial Policy Statement of the Planning Act as well as our regulatory role as defined by Section 28 of the Conservation Authorities Act.

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservation Authorities Act (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Richmond Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act.

WATERSHED BASED RESOURCE MANAGEMENT AGENCY PLANNING ADVISORY SERVICE TO MUNICIPALITIES - NATURAL HERITAGE POLICIES OF THE PPS

The following comments are provided in an advisory capacity as a public commenting body on matters related to watershed management.

SECTION 1.6.6.7 Stormwater Management (PPS, 2020)

Our office has reviewed the proposal and has no concerns relating to stormwater management.

PLANNING ADVISORY SERVICE TO PLANNING AUTHORITIES - NATURAL HERITAGE POLICIES OF THE PPS, 2020

The following comments are provided from our perspective as an advisory service provider to the Planning Authority on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the Provincial Policy Statement of the Planning Act. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Planning Authority.

We note that the subject property is adjacent to (within 120 m of) a natural heritage feature that may meet the criteria for significance under the PPS. Section 2.1.8 of the PPS, 2020 states – “Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5 and 2.1.6 unless the ecological

function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.”

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance as defined by the PPS. Based on our review, we have no objection to the application with respect to the natural heritage policies of the PPS.

FINAL RECOMMENDATION

With the review of background information and aerial photograph, ERCA has no concerns in relation to Stormwater Management, Natural Heritage and Natural Hazard. Therefore, ERCA has no objection to this applications for Consent and Minor Variance.

Discussion:

Corinne Chiasson, Assistant Planner, explains the nature of the application.

Moved by: Ray Beneteau

Seconded by: Phil Pocock

(CAO-2020-12-99) That application A-31-20 be **granted** to reduce in the minimum lot width for an Agricultural A1.1 lot from 60 metres to \pm 45 metres, for a relief of 15 metres and Reduction in the minimum lot area provision for an Agricultural A1.1 lot from 40 ha (100 acres) or as existing. As a result of the creation of a surplus dwelling lot, the severed lot will result in \pm 0.92 acres in area. .

Reasons for DecisionThe Application **is** in keeping with the general intent and purpose of the Town of Essex Zoning Bylaw and the prescribed criteria for Minor Variances under subsection 9.8 of the Town of Essex Official Plan:

- a) the general intent of this Plan and the Zoning By-law are maintained;
- b) the variance(s) is minor and desirable for the appropriate use of the land;
- c) the variance is compatible with the established character of the neighbourhood, traffic and parking patterns;
- d) the variance deals with circumstances particular to the site and development

“Carried”

7. Unfinished Business

None

8. Correspondence

None

9. New Business

9.1: 2021 Committee of Adjustment Meeting Schedule

Moved by: Phil Pocock

Seconded by: Dan Boudreau

(CAO-2020-12-100) That the 2021 Committee of Adjustment Meeting Schedule be adopted as presented.

9.2 Deputy Secretary Treasurer

Committee to adopt a Deputy Secretary Treasurer

Moved by: Dan Boudreau

Seconded by: Phil Pocock

(CAO-2020-12-101) That Rita Jabbour, Manager, Planning Services be the Deputy Secretary Treasurer

9.3 Election Chair / Vice Chair Committee Season 2021

Brian Gray, Vice Chair states that due to COVID-19 restrictions the current Chair, Percy Dufour was not present at the meeting and therefor states that elections should be moved to the January 19th 2021 meeting.

Moved by: Ray Beneteau

Seconded by: Phil Pocock

(CAO-2020-12-102) That the election of Chair and Vice Chair be moved to the January 19th 2021 meeting.

10. Notices of Motion

None.

11. Adjournment

Moved by: Dan Boudreau

Seconded by: Phil Pocock

(CAO-2020-12-103) That the meeting be adjourned at 5:04 p.m.

“Carried”

12. Future Meetings

12.1 Tuesday January 19th, 2021 at 4:00 pm, Virtual Meeting via Zoom

Chair

Secretary-Treasurer



Essex Municipal Heritage Committee (EMHC)

Special Minutes

Thursday, January 14th, 2021 - 5:00 PM

Location: Electronic Zoom Meeting

Accessible formats or communication supports are available upon request. Please contact the Planning Department at essexplanning@essex.ca or 519-776-7336 extension 1128
“The EMHC is the resource base for information and knowledge for Council, administration and the community on all matters of heritage”

Present:

Laurie Brett, Chair
Richard Kokovai, Vice Chair
Councillor Steve Bjorkman
Anthony Paniccia
Phil Pocock

Also Present:

Rita Jabbour, Staff Liaison
Sarah Aubin, Recording Secretary
Lori Chadwick, Director, Development Services
Doug Sweet, Director, Community Services/Deputy Chief
Administrative Officer
Chris Nepszy, Chief Administrative Officer
Nelson Silveira, Economic Development Officer
Jeffrey Morrison, Director, Corporate Services/Treasurer
Corinne Chiasson, Assistant Planner

Regrets:

Claudette Gauthier
Joe Lucas
Laurie Kowtiuk

Member of Public

Councillor Sherry Bondy
Councillor Joe Garon
Councillor Richard Meloche
Kim Lewis
Jim Flynn
Carol and Lynn Quick
Perry Basden
Anne Beneteau
Ron Giofu

Member of Public Continued

Shelby Wye
Sylene Argent
Anne Marontate
Anne Marie & Adam Grant
Bonnie Quick
Cindy McPherson
Grant & Vera Maguire
Heidi Affleck
Jennifer Ridsdale
Jeremy Parson
Jim Oakley
Kathy Beaudoin
Lorraine Stephenson
Melanie Paul Tanovich
Mike Tomek
Ray Hammond
Ron Waterbee
Sandra McKee
Susan Hann
Ute Lemieux

1. Call to Order

The Chair called the meeting to order at 5:15 p.m.

2. Declarations of Conflict of Interest

There were no declaration of conflict of interest noted at this time

3. Adoption of Published Agenda

3.1 That the published Agenda for Thursday, January 14th, 2021 Essex Municipal Heritage Committee Special Meeting Agenda be adopted

Moved by Richard Kokovai

Seconded by Phil Pocock

(EMHC 21-01-01) That the published agenda for the Thursday, January 14th, 2021 Essex Municipal Heritage Committee Special Meeting be adopted as presented.

Carried

4. Adoption of Minutes

4.1 That the Minutes from the Thursday, November 26th, 2020 Essex Municipal Heritage Committee Regular Meeting be adopted.

Moved by Phil Pocock

Seconded by Councillor Steve Bjorkman

(EMHC 21-01-02) That the minutes of the Thursday, November 26th, 2020 Essex Municipal Heritage Committee Regular Meeting be adopted as circulated.

Carried

5. Public Presentations

5.1 Kim Lewis and James Flynn, Proponents

James Flynn and Kim Lewis, owners of The Grove in Kingsville, presented a PowerPoint presentation detailing their plan to preserve and restore the Colchester Schoolhouse and to utilize it in a similar manner to the Grove. Mr. Flynn advised that they are looking to continue the integrity, view and structure of the Colchester Schoolhouse.

- 5.1.1 Councillor Bjorkman asked the developers if they have a use for the interior of the building.
- 5.1.2 James Flynn advised that a further in-depth presentation will be provided to Council at the Monday, January 18th, 2021 meeting. He stated that the interior of the building does not resemble the once one-room schoolhouse. He advised that many additions have been done therefore the interior is not in original form.
- 5.1.3 Councillor Bjorkman stated that the Town of Essex, upon obtaining the schoolhouse, needed to secure the building and replace the original roof and windows. He questioned if the developer will bring the exterior structure back to its original look in the 1800s and would they be willing to designate the property.
- 5.1.4 Kim Lewis stated that they would like to return the structure to its original state and advised that the structure would be unobstructed and those on Bagot Street would have a full view of the building in its restored state.
- 5.1.5 Anthony Paniccia asked if the members of the public will be able to visit the site once developed.
- 5.1.6 James Flynn stated that residents are welcome to enjoy the property as well.

5.2 Perry Basden, 70 Harrison Street

Perry Basden stated that there were multiple opportunities to contact the interested residents to participate in a "Friends of the Colchester Schoolhouse" but stated that the attempts fell short. He stated that he would like to see an opportunity to produce such a group.

- 5.2.1 Anthony Paniccia stated that the Town of Essex has owned the property for 12 years with no interest from the community. He questioned why the sudden interest.
- 5.2.2 Councillor Bjorkman stated that the circumstances have changed and the residents now have interest due to those changes.

5.3 Carol and Lynn Quick, 55 Sullivan St

Carol and Lynn Quick presented the Family and Colchester schoolhouse history and including why the community would like to see it remain as is within Colchester Village.

5.4 Anne Beneteau, Representing a Group of Concerned Residents

Anne Beneteau gave a verbal presentation providing additional information pertaining to the history of the Colchester Schoolhouse and what it means to the community and why it was built. She advised that the community would like an opportunity to prepare a Friends of Colchester Schoolhouse group so that it can be utilized by the community.

Moved by Councillor Steve Bjorkman

Seconded by Richard Kokovai

(EMHC 21-01-03) That the presentations by the delegations listed in Agenda Item 5 be received.

Carried

6. Unfinished Business

None.

7. Reports from Administration

None.

8. Correspondence

8.1 Perry Basden

8.2 Carol and Lynn Quick

8.3 Anne Beneteau

8.4 Jeremy Parson

8.5 Monica Carruthers

Moved by Anthony Paniccia

Seconded by Councillor Steve Bjorkman

(EMHC 21-01-04) That the presentations by the delegations listed in Agenda Item 8 be received.

Carried

9. New Business

9.1 Heritage Matters Related to Sale of Surplus Property –Colchester School House
(195 Bagot Street)

Laurie Brett, Chair stated that she is concerned that the Heritage Committee, and community were not consulted before declaring the property at 195 Bagot St. as surplus. She stated that the Sale of Lands By-law 855 does not allow for public or

committee input. She recommended that added protections for cultural heritage properties be built into the By-law.

Moved by Laurie Brett

Seconded by Richard Kokovai

(EMHC 21-01-05) That Council promptly revise Bylaw #855 related to the Sale of Surplus Lands to provide special recognition, protections and safeguards for publicly owned property of cultural heritage significance; and that said revised bylaw ensure robust stakeholder involvement by including enhanced public notice requirements with extended periods of public consultation; that all public notices announcing the potential or actual sale of public lands containing cultural heritage assets identify the affected property by legal description as well as familiar and commonly used names, with specific mention of their heritage designation status; and that Schedule A to Bylaw 855 be updated to include a separate list of cultural assets of historical significance.

Carried

Richard Kokovai stated that he believes Council should give the community an opportunity to start a Friends of Colchester Schoolhouse and continued to state that Council should give those interested in participating 6 months to prepare a plan and present to council.

Councillor Steve Bjorkman stated that he would like to see a motion put forward that encompasses all possible uses and potential opportunities to be brought forward to council with regards to the Colchester schoolhouse.

Phil Pocock advised that he would be in favour however stated that the timeline should be limited to a maximum of two (2) months.

Anthony Paniccia stated that he believes that 195 Bagot Street is an important historical site and should have an opportunity to be protected and utilized in a way to further protect it. He continued to state that he would recommend that the timeline for proposals would be 6 months to present to council.

Laurie Brett, Chair reminded the members that the committee cannot recommend a timeline as it would be up to Council for such a consideration.

Moved by Richard Kokovai

Seconded by Councillor Steve Bjorkman

(EMHC 21-01-06) That Council defer the sale of 195 Bagot Street until other parties have had an opportunity to bring forward suggestions on possible uses for the property and preservation plans related thereto, including a group provisionally referred to as the Friends of Colchester Schoolhouse.

Carried

Councillor Steve Bjorkman stated that he believes the Colchester Schoolhouse should be designated to ensure it's protected from major alterations moving forward.

Phil Pocock questioned administration if designation would tie the hands of a developer or an organization.

Rita Jabbour, Staff Liaison, advised that there would be restrictions within the designation.

Moved by Councillor Steve Bjorkman

Seconded by Richard Kokovai

(EMHC 21-01-07) That Council initiate the designation process to ensure future protection of 195 Bagot Street also as known as the Colchester Schoolhouse and the preservation of its heritage attributes.

Carried

10. Announcements

11. Notices of Motion

12. Adjournment

Moved by Phil Pocock

Seconded by Anthony Paniccia

(EMHC 21-01-08) That the meeting be adjourned at 7:05 p.m.

Carried

13. Future Meetings

Thursday, January 28th, 2021 at 5:00 PM Location: Electronic Meeting via Zoom

Chair

Recording Secretary



Drainage Board Meeting

Minutes

January 21, 2021, 5:00 pm

Location: Electronic Virtual Meeting via Zoom Video Conferencing

Relocation of the Rush Drain

Geographic Township of Colchester North, File No. 19-1023,

Town of Essex, County of Essex

The Deputy Clerk confirmed that all notices have been sent in accordance with The Drainage Act.

Present: Present: Dan Boudreau

Kirk Carter

Percy Dufour

Luke Martin

Felix Weigt-Bienzle

Regrets: None

Also Present: Shelley Brown, Deputy Clerk, Legal and Legislative Services
Kevin Girard, Director, Infrastructure Services
Norm Nussio, Manager, Operations and Drainage
Lindsay Dean, Drainage Superintendent
Tanya Tuzlova, Operations/Drainage Clerk
Tim R. Oliver, Professional Engineer, Dillon Consulting Limited

General Public: Lena Bidawid/Troup Group of Companies
320 South Talbot Road, Essex ON

David Ross/CL Benninger Equipment (1995) Ltd.
330 South Talbot Road, Essex ON
Graydon Botsford, Ministry of Transportation Ontario
Geddes Mahabir, Ministry of Transportation Ontario

1. Call to Order

The Chair called meeting to order at 5:01 pm.

2. Declarations of Conflict of Interest

None declared.

3. Adoption of Published Agenda

3.1. Drainage Board Meeting Agenda

Moved by Board Member Weigt-Bienzle

Seconded by Board Member Martin

(DB21-01-001) That the published agenda for the January 21, 2021 Drainage Board Meeting be adopted as presented. **Carried**

4. Adoption of Minutes

4.1. Consideration of Report meeting for 13th Concession West Drain: New Bridge for Martin held on January 6, 2021.

Moved by Board Member Weigt-Bienzle

Seconded by Board Member Dufour

(DB21-01-002) That the minutes of the Drainage Board Meeting held on January 6, 2021, be adopted as circulated. **Carried**

5. List of Written Appeals

The Deputy Clerk informed that no written appeals were received by the Clerk's Office.

6. Public Presentations

6.1. Tim R. Oliver, Professional Engineer

Re: Report from Dillon Consulting dated January 8, 2021, regarding the Relocation of the Rush Drain, Former Township of Colchester North Now in Town of Essex, File No. 19-1023.

Mr. Oliver presented the overview of the report.

Board Member Carter asked if there are any provisions in the drain design to protect the drain from being contaminated in the area where it is going through industrial properties on Allen Avenue.

Mr. Oliver explained that there is an existing pipe that is going along Allen Avenue between two industrial lots and outlets into a Rush Drain. Mr. Oliver added that the report provides for the extension of the existing pipe.

Board Member Carter expressed a concern that the contaminated soil from No Name Drain may be used to fill in the existing Rush Drain.

Mr. Oliver explained that the excavation material from new construction of the Rush Drain will be used to fill in the existing Rush Drain. Mr. Oliver added that there will be no excavations on the industrial lands, only installation of catch basins.

Board Member Weigt-Bienzle asked how the future storm water pond will be working to manage the overflow of the storm water from Block "B" area.

Mr. Oliver explained that a new pond will be constructed to capture water from the future residential area then the water will be pumped out of the pond into a new Rush Drain.

Board Member Weigt-Bienzle asked if the updated cost of the gabion stone is used in the calculation of the cost. Mr. Weigt-Bienzle commented that a couple recent drainage projects had underestimated cost.

Mr. Oliver explained that he based his cost calculation on the recent contractor cost estimates.

Board Member Martin asked who owns the lands in Block "B".

Mr. Oliver explained that all lands in Block "B" are owned by the development company "Essex Town Centre Ltd", which consists of 19 tax roll assessment lots which were identified in the report.

Mr. Martin asked if the relevant agencies were contacted regarding the permits which are necessary to complete the works.

Mr. Oliver replied that the application for a permit was submitted to the Department of Fisheries and Oceans and there was a telephone conversation with the agency and they were satisfied with the report and that they have confirmed that the approval letter will be provided soon.

Board Member Dufour commented that typically drainage reports provide for 1 in 2 year storm capacity.

Mr. Oliver explained that for the drains in rural areas a report needs to meet a standard of 1 in 2 year storm capacity. Mr. Oliver added that in the case with the Rush Drain there is no agricultural lots in the drainage area. The relocated Rush Drain will serve commercial, industrial and residential lands and therefore the storm standards are higher such as 1 in 5 or 1 in 10 year storm capacity. Mr. Oliver added that the Conservation Authority has updated the standards for the drains in the developed areas to meet 1 in 100 year storm drain capacity and therefore this requirement was incorporated in this report.

The Chair commented that usually the Ministry does not provide grants for the works on drains with higher capacity than 1 in 2 year storm.

Mr. Oliver confirmed that he does not expect that agricultural grant will be available due to the high capacity of the proposed drain and since the parcels are mostly assessed at residential, commercial, and industrial tax rate.

Mr. Dufour expressed a concern about the flooding at the 14th Concession Drain.

Mr. Dufour explained that the deepening of the excavation on the 14th Concession Drain may cause potential flooding problems to downstream lands.

Mr. Oliver explained that the future pond and controlled pump are designed to manage the flooding in the area.

Mr. Dufour expressed a concern that the flooding may occur when the ground is frozen.

Mr. Oliver explained that usually strong storms are happening during the summer period and the designed pond should be able to handle the flooding.

6.2. Other Public Presentations

The Chair asked Lena Bidawid if she has any questions and if her concerns were addressed.

Lena Bidawid, Troup Group of Companies, 320 South Talbot Road

Ms. Bidawid replied that she has no questions and that she has received explanations regarding her concerns.

The Chair asked Mr. Ross if he has any questions.

David Ross, CL Benninger Equipment (1995) Limited, 330 South Talbot Road

Mr. Ross replied that he has no questions.

The Chair asked if representatives of utilities companies have any questions.

The Deputy Clerk advised that notified representatives of Hydro One, ELK Energy, Cogeco, Enbridge, and Bell are not in attendance.

The Chair asked if Graydon Botsford from the Ministry of Transportation Ontario has any questions.

Graydon Botsford, Ministry of Transportation Ontario

Mr. Botsford presented the overview of the work done by the Ministry of Transportation Ontario regarding the report. Mr. Botsford stated that in principle the Ministry of Transportation Ontario approved the report. Mr. Botsford added that the Ministry of Transportation Ontario has some concerns regarding the details of some parts of the drain design which were provided to the engineer. Mr. Botsford added that the Ministry of Transportation Ontario will be contributing to the construction of the drain. He noted that if the Ministry of Transportation Ontario can revise the design if necessary meet the Provincial standards then he does not foresee any issues from the Ministry of Transportation Ontario standpoint.

Mr. Oliver confirmed that he has received the correspondence which highlights the design issues, which should be brought up to the Ministry of Transportation Ontario standards. Mr. Oliver noted that early in 2020 the design options were submitted to the Ministry of Transportation Ontario for comment. The final design details by the Ministry of Transportation Ontario were completed within the last several months, therefore there could be some slight modifications to the design of some locations and slopes to meet those standards. Mr. Oliver added that these concerns will be addressed before the construction.

Board Member Dufour asked if those modifications will change the cost of the project.

The Chair commented that the cost of modifications should be assessed to the Ministry of Transportation Ontario.

Mr. Oliver confirmed that the cost of modification to bridge structures along the highway will be attributed only to the highway assessment and not to the other land owners.

The Chair commented that in addition to the project cost there will be a contingency amount for the construction part.

The Chair asked if Mr. Mahabir from the Ministry of Transportation Ontario has any questions.

Geddes Mahabir, Ministry of Transportation Ontario

Mr. Mahabir commented that he does not expect that the minor adjustments to the design will significantly impact the cost.

Board Member Martin commented that it seems that the main beneficiaries of this project are the developer of Block “B” lands and the owner of an industrial area. Mr. Martin added that the other parties contribute into the project, but do not seem to receive the same benefit.

Mr. Oliver confirmed that there is a larger cost due to the larger channel and higher storm requirements. Mr. Oliver added that the larger channel and higher requirements were needed to be implemented since the area is developed and that was required by the Conservation Authority.

Mr. Oliver added that since the drain is relocated around Blocks “B” and “C”, it is longer which also contributes to the cost. Mr. Oliver explained that the cost to these two blocks is assessed as a benefit assessment and the greater portion of

the assessment is allocated to these two blocks. Mr. Oliver confirmed that the project was driven by the land development, but design standards also have contributed to the cost.

Mr. Oliver added that the higher drain capacity is achieved and therefore the portion of assessment is allocated to the other properties as well.

6.3. Drainage Board Decision

Moved by Board Member Carter

Seconded by Board Member Weigt-Bienzle

(DB21-01-003) That the presentation by Tim R. Oliver be received and that the Report for the **Relocation of the Rush Drain** Former Township of Colchester North Now in Town of Essex, File No. 19-1023 as prepared by Tim R. Oliver, Professional Engineer dated January 8, 2021 be received and recommended for adoption, and that it be recommended that a provisional by-law be prepared for Council's consideration and that the Report proceed to a Court of Revision to be scheduled.

Carried

7. Adjournment

Moved by Board Member Weigt-Bienzle

Seconded by Board Member Dufour

(DB21-01-004) That the meeting be adjourned at 6:06 pm.

Carried

Chair

Recording Secretary

_____ Date

FINANCIAL INDICATOR REVIEW

(Based on 2019 Financial Information Return)

Essex T

Date Prepared:		2019 Households:	8,694	Median Household Income:	71,936
MSO Office:	Western	2019 Population:	20,427	Taxable Residential Assessment as a	
Prepared By:		2020 MFCI Index:	4.4	% of Total Taxable Assessment:	82.0%
Tier:	LT			Own Purpose Taxation:	17,599,424

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%	2015	7.7%	10.1%	LOW
		2016	6.5%	9.2%	LOW
		2017	4.9%	8.6%	LOW
		2018	3.5%	7.6%	LOW
		2019	3.5%	7.3%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2015	70.8%	31.8%	LOW
		2016	66.2%	38.6%	LOW
		2017	85.0%	47.2%	LOW
		2018	100.5%	42.7%	LOW
		2019	123.9%	46.7%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2015	121.8%	54.7%	LOW
		2016	131.4%	58.9%	LOW
		2017	141.8%	61.9%	LOW
		2018	146.5%	64.0%	LOW
		2019	171.0%	71.3%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 0.5:1 Mod: 0.5:1 to 0.25:1 High: < 0.25:1	2015	9.99:1	3.02:1	LOW
		2016	7.32:1	3.25:1	LOW
		2017	11.71:1	3.24:1	LOW
		2018	9.98:1	3.44:1	LOW
		2019	10.84:1	4.2:1	LOW

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2015	6.9%	2.4%	3.4%	MODERATE
		2016	7.3%	2.6%	3.3%	MODERATE
		2017	5.2%	2.7%	3.3%	MODERATE
		2018	7.4%	2.5%	3.1%	MODERATE
		2019	7.1%	2.7%	3.4%	MODERATE
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2015	30.5%	42.0%	44.0%	LOW
		2016	32.2%	42.3%	44.7%	LOW
		2017	33.1%	43.8%	45.5%	LOW
		2018	35.1%	43.7%	46.0%	LOW
		2019	36.9%	44.6%	46.6%	LOW
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2015	15.3%	6.0%	9.0%	LOW
		2016	16.4%	8.4%	9.4%	LOW
		2017	14.7%	11.4%	12.8%	LOW
		2018	19.7%	12.5%	13.9%	LOW
		2019	23.1%	18.7%	24.5%	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 2019 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 (MFICI) 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 MFICI 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 MFICI corresponds to relatively positive fiscal circumstances, whereas a higher MFICI corresponds to more challenging fiscal circumstances. (Note: the MFICI index is only available for northern and rural municipalities)

FINANCIAL INDICATOR REVIEW

(Based on 2019 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 % of 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 2019 Financial Information Return)

Essex T

Essex Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

2019 FIR Load Status:	Updated Under Review
Last Updated:	September 8, 2020

2019 Households:	8,694
2019 Population:	20,427
2020 MFCI Index: ^{*8}	4.4

Median Household Income (2016) : ^{*4}	71,936
2020 Annual Repayment Limit:	5,325,105
Borrowing Capacity 7% over 10 yrs:	37,401,306

STATISTICAL INFORMATION

						2019 AVERAGES FOR:					
						South - LT - Counties -Rural	PROVINCE				
	2015	2016	2017	2018	2019			19/18 %	18/17 %	17/16 %	16/15 %
Population ^{*3}	19,600	20,427	20,427	20,427	20,427	6,408	36,677	0.0%	0.0%	0.0%	4.2%
Households ^{*3}	8,872	8,694	8,694	8,694	8,694	3,368	14,772	0.0%	0.0%	0.0%	-2.0%
Municipal Expenses ^{*7}	\$ 31,579,962	\$ 30,343,820	\$ 32,114,701	\$ 34,485,008	\$ 34,685,936	\$ 10,805,444	\$ 120,348,338	0.6%	7.4%	5.8%	-3.9%
Own Source Revenues	\$ 28,443,211	\$ 29,492,569	\$ 30,305,135	\$ 34,314,784	\$ 35,832,985	\$ 9,967,876	\$ 99,479,777	4.4%	13.2%	2.8%	3.7%
Own Source Revenue per Household	\$ 3,206	\$ 3,392	\$ 3,486	\$ 3,947	\$ 4,122	\$ 3,069	\$ 3,702	4.4%	13.2%	2.8%	5.8%
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	79.2%	83.8%	82.8%	83.2%	83.2%	73.2%	71.0%	0.0%	0.4%	-1.1%	5.9%
Total Revenues	\$ 35,934,765	\$ 35,195,272	\$ 36,580,511	\$ 41,242,076	\$ 43,063,987	\$ 13,139,292	\$ 141,760,550	4.4%	12.7%	3.9%	-2.1%
Annual Repayment Limit	\$ 4,338,225	\$ 4,563,874	\$ 4,490,167	\$ 4,629,393	\$ 5,511,486	\$ 2,230,007	\$ 16,738,501	19.1%	3.1%	-1.6%	5.2%
Own Purpose Taxation	\$ 14,249,025	\$ 14,905,514	\$ 15,578,724	\$ 16,372,069	\$ 17,599,424	\$ 6,248,589	\$ 55,057,987	7.5%	5.1%	4.5%	4.6%
Direct Water Billings as % of Gross Water Expenditures	149.6%	170.3%	146.9%	150.4%	154.1%	74.6%	62.7%				
Taxable Res. Assessment as a % of Total Taxable Assessment	82.4%	82.2%	82.9%	82.9%	82.0%	81.2%	78.3%				

DISCOUNTED WEIGHTED ASSESSMENT ^{*1} (Source: Financial Information Return)

						2019 AVERAGES FOR:					
						South - LT - Counties -Rural	PROVINCE				
	2015	2016	2017	2018	2019						
Taxable	1,696,286,748	1,736,654,820	1,754,748,880	1,811,149,962	1,899,255,660	1,062,498,934	7,842,077,875				
PIL	6,755,119	9,511,609	21,800,368	22,252,104	23,023,916	14,240,773	109,719,475				
Total	1,703,041,867	1,746,166,430	1,776,549,248	1,833,402,066	1,922,279,576	1,076,739,706	7,951,797,350				

MUNICIPAL FINANCIAL PROFILES

(Based on 2019 Financial Information Return)

Essex T

Essex Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

2019 FIR Load Status:	Updated Under Review
Last Updated:	September 8, 2020

2019 Households:	8,694
2019 Population:	20,427
2020 MFCI Index: ^{*8}	4.4

Median Household Income (2016) : ^{*4}	71,936
2020 Annual Repayment Limit:	5,325,105
Borrowing Capacity 7% over 10 yrs:	37,401,306

RESIDENTIAL TAXES

						2019 AVERAGES FOR:					
						South - LT - Counties -Rural	PROVINCE	19/18 %	18/17 %	17/16 %	16/15 %
	2015	2016	2017	2018	2019						
# of Residential Households	7,873	7,914	7,919	7,926	7,953	3,440	11,624	0.3%	0.1%	0.1%	0.5%
Avg Municipal Property Taxes Per Avg Residential Household	\$ 2,019	\$ 2,101	\$ 2,212	\$ 2,316	\$ 2,438	\$ 2,338	\$ 2,392	5.3%	4.7%	5.3%	4.1%
Avg Total Property Taxes per Avg Residential Household	\$ 2,345	\$ 2,421	\$ 2,524	\$ 2,621	\$ 2,736	\$ 2,729	\$ 2,781	4.4%	3.8%	4.2%	3.3%
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	3.8%	3.4%	3.5%	3.6%	3.8%	3.9%	4.2%				
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	7,497	7,543	7,550	7,561	7,598	2,799	11,156	0.5%	0.1%	0.1%	0.6%
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	\$ 2,060	\$ 2,144	\$ 2,258	\$ 2,364	\$ 2,487	\$ 2,321	\$ 2,371	5.2%	4.7%	5.3%	4.1%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	\$ 2,393	\$ 2,471	\$ 2,577	\$ 2,675	\$ 2,791	\$ 2,708	\$ 2,754	4.3%	3.8%	4.3%	3.3%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	3.8%	3.4%	3.6%	3.7%	3.9%	3.8%	4.2%				

RESIDENTIAL TAX RATES ^{*2} (Source: Financial Information Return)

	2015	2016	2017	2018	2019	19/18 %	18/17 %	17/16 %	16/15 %
Lower / Single-Tier General Rate	0.0082802	0.0085186	0.0088090	0.0091334	0.0083267	-8.8%	3.7%	3.4%	2.9%
Upper-Tier General Rate	0.0045370	0.0046190	0.0046960	0.0047650	0.0048299	1.4%	1.5%	1.7%	1.8%
Education Rate	0.0019500	0.0018800	0.0017900	0.0017000	0.0016100	-5.3%	-5.0%	-4.8%	-3.6%

TAXES RECEIVABLE

						2019 AVERAGES FOR:					
						South - LT - Counties -Rural	PROVINCE	19/18 %	18/17 %	17/16 %	16/15 %
	2015	2016	2017	2018	2019						
Total Taxes Receivable less Allowance for Uncollectibles	\$ 2,067,902	\$ 1,803,398	\$ 1,404,536	\$ 1,053,120	\$ 1,106,168	\$ 981,514	\$ 3,656,652	5.0%	-25.0%	-22.1%	-12.8%
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	7.7%	6.5%	4.9%	3.5%	3.5%	8.4%	8.8%				
Current Year Taxes Receivable as % of Total Taxes Receivable	53.0%	61.1%	64.5%	83.8%	75.5%	56.7%	57.3%				
Working Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec.	90.4%	89.3%	108.2%	110.5%	116.8%	227.1%	283.4%				
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	34.9%	29.4%	23.2%	8.8%	17.4%	32.7%	31.9%				

MUNICIPAL FINANCIAL PROFILES

(Based on 2019 Financial Information Return)

Essex T

Essex Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

2019 FIR Load Status:	Updated Under Review
Last Updated:	September 8, 2020

2019 Households:	8,694
2019 Population:	20,427
2020 MFCL Index: *8	4.4

Median Household Income (2016) : *4	71,936
2020 Annual Repayment Limit:	5,325,105
Borrowing Capacity 7% over 10 yrs:	37,401,306

GRANTS

						2019 AVERAGES FOR:					
						South - LT - Counties -Rural	PROVINCE	19/18 %	18/17 %	17/16 %	16/15 %
	2015	2016	2017	2018	2019						
Total Unconditional Grants	\$ 3,819,009	\$ 4,251,646	\$ 4,373,300	\$ 4,231,200	\$ 4,204,470	\$ 1,161,775	\$ 1,361,189	-0.6%	-3.2%	2.9%	11.3%
Ontario Municipal Partnership Fund	\$ 3,819,009	\$ 4,251,646	\$ 4,373,300	\$ 4,231,200	\$ 4,155,400	\$ 1,022,283	\$ 1,195,467	-1.8%	-3.2%	2.9%	11.3%
As % of Municipal Expenses	12.1%	14.0%	13.6%	12.3%	12.0%	10.7%	9.8%				
Other	\$ -	\$ -	\$ -	\$ -	\$ 49,070	\$ 139,492	\$ 165,721	0.0%	0.0%	0.0%	0.0%
Total Ontario Conditional Grants	\$ 1,423,923	\$ 643,395	\$ 517,982	\$ 753,452	\$ 1,247,728	\$ 955,330	\$ 22,104,044	65.6%	45.5%	-19.5%	-54.8%
As a % of Municipal Expenses	4.5%	2.1%	1.6%	2.2%	3.6%	12.5%	15.2%				
Total Ontario Conditional and Unconditional Grants											
As a % of Municipal Expenses	16.6%	16.1%	15.2%	14.5%	15.7%	19.6%	19.5%				

TOTAL DEBT BURDEN

						2019 AVERAGES FOR:					
						South - LT - Counties -Rural	PROVINCE	19/18 %	18/17 %	17/16 %	16/15 %
	2015	2016	2017	2018	2019						
Total Debt Burden	\$ 19,557,756	\$ 17,810,168	\$ 22,714,949	\$ 20,764,401	\$ 18,748,371	\$ 3,567,293	\$ 58,044,811	-9.7%	-8.6%	27.5%	-8.9%
Per Household	\$ 2,204	\$ 2,049	\$ 2,613	\$ 2,388	\$ 2,156	\$ 1,103	\$ 1,387	-9.7%	-8.6%	27.5%	-7.1%
Debt Servicing Cost	\$ 2,469,126	\$ 2,555,576	\$ 1,903,292	\$ 3,034,698	\$ 3,074,041	\$ 482,824	\$ 5,786,050	1.3%	59.4%	-25.5%	3.5%
Per Household	\$ 278	\$ 294	\$ 219	\$ 349	\$ 354	\$ 147	\$ 183	1.3%	59.4%	-25.5%	5.6%
As a % of Municipal Expenses	7.8%	8.4%	5.9%	8.8%	8.9%	4.0%	3.9%				
As a % of Own Purpose Taxation	17.3%	17.1%	12.2%	18.5%	17.5%	7.6%	7.6%				
As a % of Own Source Revenue	8.7%	8.7%	6.3%	8.8%	8.6%	4.5%	4.6%				
As a % of Total Revenues (Less Donated TCAs)	6.9%	7.3%	5.2%	7.4%	7.1%	3.3%	3.3%				
Debt Service Coverage Ratio (Target: Ratio >= 2)	5	5	6	5	5	42	40				

MUNICIPAL FINANCIAL PROFILES

(Based on 2019 Financial Information Return)

Essex T
Essex Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

2019 FIR Load Status:	Updated Under Review
Last Updated:	September 8, 2020

2019 Households:	8,694
2019 Population:	20,427
2020 MFCL Index: ^{*8}	4.4

Median Household Income (2016) : ^{*4}	71,936
2020 Annual Repayment Limit:	5,325,105
Borrowing Capacity 7% over 10 yrs:	37,401,306

LIABILITIES (Including Post-Employment Benefits)

	2015	2016	2017	2018	2019	2019 AVERAGES FOR:		19/18 %	18/17 %	17/16 %	16/15 %
						South - LT - Counties -Rural	PROVINCE				
Temp. Loans for Current Purposes as % of Municipal Expenses	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0.2%				
Post-Employment Benefits	\$ 4,093,414	\$ 4,249,314	\$ 4,388,014	\$ 4,406,014	\$ 4,436,721	\$ 135,678	\$ 22,462,023	0.7%	0.4%	3.3%	3.8%
Total Reserves and Reserve Funds for Post-Employment Benefits	\$ 228,269	\$ 242,819	\$ 250,596	\$ 255,735	\$ 252,311	\$ 36,120	\$ 3,681,371	-1.3%	2.1%	3.2%	6.4%

RESERVES AND RESERVE FUNDS

	2015	2016	2017	2018	2019	2019 AVERAGES FOR:		19/18 %	18/17 %	17/16 %	16/15 %
						South - LT - Counties -Rural	PROVINCE				
Total Reserves	\$ 1,005,344	\$ 1,005,344	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,591,743	\$ 26,475,802	0.0%	0.0%	-0.5%	0.0%
Total Discretionary Reserve Funds	\$ 37,471,757	\$ 38,881,269	\$ 44,550,702	\$ 49,504,234	\$ 58,325,422	\$ 3,108,856	\$ 34,817,692	17.8%	11.1%	14.6%	3.8%
Total Reserves and Discretionary Reserve Funds	\$ 38,477,101	\$ 39,886,613	\$ 45,550,702	\$ 50,504,234	\$ 59,325,422	\$ 8,700,600	\$ 61,293,495	17.5%	10.9%	14.2%	3.7%
Per Household	\$ 4,337	\$ 4,588	\$ 5,239	\$ 5,809	\$ 6,824	\$ 2,644	\$ 2,685	17.5%	10.9%	14.2%	5.8%
As a % of Total Taxes Receivable	1843.0%	2177.6%	3180.2%	4672.5%	5231.8%	1346.1%	1117.8%				
As a % of Municipal Expenses	121.8%	131.4%	141.8%	146.5%	171.0%	76.7%	64.4%				
As a % of Own Purpose Taxation	270.0%	267.6%	292.4%	308.5%	337.1%	135.9%	117.4%				

FINANCIAL ASSETS

	2015	2016	2017	2018	2019	2019 AVERAGES FOR:	
						South - LT - Counties -Rural	PROVINCE
Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	56.0%	55.5%	70.4%	83.7%	103.1%	34.7%	32.2%
Net Financial Assets or Net Debt as % of Own Source Revenues	70.8%	66.2%	85.0%	100.5%	123.9%	47.2%	46.3%
Net Working Capital as a % of Municipal Expenses	102.4%	100.5%	126.8%	135.8%	163.7%	79.5%	65.6%
Net Book Value of Capital Assets as a % of Cost of Capital Assets	66.8%	67.8%	64.2%	62.7%	61.2%	53.5%	53.9%
Asset Sustainability Ratio (Target: > 90%)	157.8%	89.7%	172.4%	50.8%	58.2%	178.5%	180.9%
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	30.5%	32.2%	33.1%	35.1%	36.9%	46.7%	46.4%

MUNICIPAL FINANCIAL PROFILES

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2020 Annual Repayment Limit:	5,325,105
Borrowing Capacity 7% over 10 yrs:	37,401,306

SURPLUS / DEFICIT

						2019 AVERAGES FOR:					
						South - LT - Counties -Rural	PROVINCE	19/18 %	18/17 %	17/16 %	16/15 %
	2015	2016	2017	2018	2019						
Annual Surplus / (Deficit) (Less Donated TCAs)	\$ 4,354,803	\$ 4,851,452	\$ 4,465,810	\$ 6,757,068	\$ 8,292,305	\$ 2,030,841	\$ 15,087,432	22.7%	51.3%	-7.9%	11.4%
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)	\$ 8,992,091	\$ 9,584,999	\$ 9,990,361	\$ 11,489,039	\$ 12,791,571	\$ 3,827,567	\$ 28,122,057	11.3%	15.0%	4.2%	6.6%
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	15.3%	16.4%	14.7%	19.7%	23.1%	23.6%	23.9%				
Current Ratio (Target: >= 100%)	1193.3%	855.0%	1296.7%	1093.5%	1182.1%	710.4%	630.6%				

OTHER INDICATORS

						2019 AVERAGES FOR:					
						South - LT - Counties -Rural	PROVINCE				
	2015	2016	2017	2018	2019						
Rates Coverage Ratio (Target: >=40%)	84.8%	90.6%	90.6%	88.2%	96.3%	78.1%	74.0%				
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	9.99:1	7.32:1	11.71:1	9.98:1	10.84:1	5.34:1	4.7:1				
Operating Balance as a % of Total Revenues (Less Donated TCAs) ^{*5}	12.1%	13.8%	12.2%	16.4%	19.3%	15.9%	16.0%				
Cumulative Annual Growth Rate ^{*6}	-1.6%	2.0%	-0.2%	1.7%	2.3%	3.6%	3.4%				
Interest Payments as a % of Total Revenues (Less Donated TCAs)	2.0%	1.9%	1.7%	2.2%	1.7%	0.8%	0.8%				

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Borrowing Capacity 7% over 10 yrs:	37,401,306

VULNERABILITY MEASURES

						2019 AVERAGES FOR:					
						South - LT - Counties -Rural	PROVINCE				
	2015	2016	2017	2018	2019						
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	79.2%	83.8%	82.8%	83.2%	83.2%	73.2%	71.0%	0.0%	0.4%	-1.1%	5.9%
Own Source Revenue per Household	\$ 3,206	\$ 3,392	\$ 3,486	\$ 3,947	\$ 4,122	\$ 3,069	\$ 3,702	4.4%	13.2%	2.8%	5.8%
Avg Municipal Property Taxes Per Avg Residential Household	\$ 2,019	\$ 2,101	\$ 2,212	\$ 2,316	\$ 2,438	\$ 2,338	\$ 2,392	5.3%	4.7%	5.3%	4.1%
as a % of Median Household Income (Tax Effort)	3.8%	3.4%	3.5%	3.6%	3.8%	3.9%	4.2%				

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.

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*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* 2015 and 2016 assessment use phase-in assessment based on 2012 property values. 2017 , 2018 and 2019 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: Statistics Canada - 2016 Census - File: 98-402-X2016006-t1-CSD-ENG.
- 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. This index is available for northern and rural municipalities only.

NUMBER OF MUNICIPALITIES IN COMPARISON GROUPS

	South - LT - Counties -Rural	Province
2015	148	444
2016	148	444
2017	148	444
2018	148	444
2019	128	387

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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	Residential CVA and corresponding household counts are provided by OPTA (excludes the City of Toronto). Residential assessment includes:
Avg Municipal Property Taxes Per Avg Residential Household	Single Family, 2 - 6 Units, Farm Residential and Recreational (where included). Note: does not include vacant land.
Avg Total Property Taxes per Avg Residential Household	
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	If labeled (Excl. RDUs) Recreational units are excluded.
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	An average household assessment is calculated by taking the sum of the CVA for these residential groups divided by the corresponding households.
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	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.
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	(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)

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
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)

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Borrowing Capacity 7% over 10 yrs:	37,401,306

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 % 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) ^{*5}	(SLC 10 9910 01 - SLC 40 9910 07) / (SLC 10 9910 01 - SLC 10 1831 01)
Cumulative Annual Growth Rate ^{*6}	(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)



December 2020 Bank Payments Report

Contents Include

General Account Cheque Register

Pre-Authorized Payments

Payroll



General Account Cheque Register for December 2020

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
52256	FPT001	FP - Teleset	December 4, 2020	\$11,300.00
52257	538436	538436 Ontario Ltd.	December 7, 2020	\$56.50
52258	AYL001	Aylesworth General Contracting	December 7, 2020	\$16,272.00
52259	BEA016	Bear Construction & Engineerin	December 7, 2020	\$464,323.19
52260	CED004	Cedar Manor Farms	December 7, 2020	\$11,582.50
52261	COT006	Cottam Radiator	December 7, 2020	\$2,227.40
52262	DIG003	Bart DiGiovanni Construction L	December 7, 2020	\$1,000.00
52263	ESS017	Essex Free Press	December 7, 2020	\$2,110.87
52264	ESS048	Essex Appliance Centre Ltd.	December 7, 2020	\$1,669.01
52265	ESS072	Essex D.H.S Admin	December 7, 2020	\$30.00
52266	INT020	Integrated Audio Visual	December 7, 2020	\$8,982.94
52267	JCY001	JC Yard Maintenance	December 7, 2020	\$282.50
52268	LAF016	Laforge, Tammy	December 7, 2020	\$41.00
52269	LEP003	Lepain, Christine	December 7, 2020	\$500.00
52270	MCL015	McLean, Murdo	December 7, 2020	\$3,569.97
52271	MIC006	Michelin North America (Canada	December 7, 2020	\$5,669.62
52272	OKT001	O.K. Tire & Auto Service	December 7, 2020	\$99.44
52273	PIS001	Pisciuneri Construction Co.	December 7, 2020	\$2,000.00
52274	RAN007	Rand-Con Construction Inc.	December 7, 2020	\$8,580.00
52275	SCC001	S&C Construction Consultants &	December 7, 2020	\$551.44
52276	SHR001	Shred-it International ULC	December 7, 2020	\$153.28
52277	SNA002	Snap-on Tools	December 7, 2020	\$65.26
52278	TAL002	Talbot Street Animal Hospital	December 7, 2020	\$75.00
52279	UNI027	Unique Homes (2003) Inc.	December 7, 2020	\$2,000.00
52280	VAL013	Valente Home Development Corp.	December 7, 2020	\$4,000.00
52281	MCG013	McGrail Farm Equipment LP	December 8, 2020	\$932.90
52282	ALA003	Alaers, Robin	December 11, 2020	\$250.00
52283	ALL031	Alliance General Contracting	December 11, 2020	\$500.00
52284	AMA004	A.M.A. Horticulture Inc.	December 11, 2020	\$694.93
52285	ATK006	Atkinson, Wyman John	December 11, 2020	\$250.00
52286	BAT013	Batten, Robert Wayne	December 11, 2020	\$250.00
52287	BOU013	Boudreau Construction	December 11, 2020	\$500.00
52288	BOU015	Bouzide, Joseph William	December 11, 2020	\$500.00
52289	CAR036	Carrier, Daniel Antonio	December 11, 2020	\$1,250.00
52290	CDW002	CDW Canada Inc.	December 11, 2020	\$1,558.27
52291	CEN014	Central Animal Hospital	December 11, 2020	\$1,550.00
52292	CEN015	CentralSquare Canada Software	December 11, 2020	\$3,598.30
52293	COU025	Coulter, Ryan Arley Jackson	December 11, 2020	\$250.00
52294	EVE007	Everjonge Homes Ltd.	December 11, 2020	\$2,000.00
52295	FER024	Ferriss, Ronald Glenn	December 11, 2020	\$250.00
52296	GEE002	Gee, Thomas	December 11, 2020	\$40.00
52297	GRE029	Greenlight General Contracting	December 11, 2020	\$11,413.00
52298	HAR076	Harrison, Jim	December 11, 2020	\$41.00
52299	IGL001	IGLOO Inc.	December 11, 2020	\$8,192.95
52300	JAC008	Jackson, Melody	December 11, 2020	\$250.00
52301	JOH004	JOHNSTON, MARC	December 11, 2020	\$40.00
52302	KEL008	KELLER, KEVIN	December 11, 2020	\$7,502.22
52303	KUB002	Kubinec, Kristyn	December 11, 2020	\$433.96
52304	LEV007	Levasseur, David Jerome	December 11, 2020	\$250.00
52305	MAG004	Maglin Site Furniture Inc.	December 11, 2020	\$10,481.88
52306	MAH002	Mahon, Patrick Harold	December 11, 2020	\$250.00
52307	MAR107	Martin, James Philip	December 11, 2020	\$500.00
52308	MAT026	Matthews, David	December 11, 2020	\$250.00
52309	MES005	Meszaros, David	December 11, 2020	\$250.00
52310	MON019	Moncur, Robyn	December 11, 2020	\$500.00
52311	MOS003	Mosaique Creative & Marketing	December 11, 2020	\$1,637.90
52312	MUN012	Munger Plumbing & Electric	December 11, 2020	\$542.40
52313	NEU003	NEUMILLER, HENRY	December 11, 2020	\$40.00
52314	ONT004	Ontario Building Officials Ass	December 11, 2020	\$367.25
52315	PAU001	Paul Davis Systems	December 11, 2020	\$250.00
52316	PRA001	Praxair Canada Inc	December 11, 2020	\$504.60
52317	PRO016	Prostaff Employment Solutions	December 11, 2020	\$113.00
52318	ROB033	Robitaille, Brad	December 11, 2020	\$20.00
52319	ROS012	Roseland Homes Ltd.	December 11, 2020	\$1,000.00
52320	ROY001	Royal Canadian Legion Branch 2	December 11, 2020	\$1,000.00



General Account Cheque Register for December 2020

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
52321	ROY007	The Royal Canadian Legion, Bra	December 11, 2020	\$500.00
52322	SAL010	Salter, David Michael	December 11, 2020	\$250.00
52323	SHE045	Sherk, Susan	December 11, 2020	\$6,000.00
52324	SKR001	Skrzypa, Jakob	December 11, 2020	\$11,875.00
52325	SMA008	Smartcell Communications Inc.	December 11, 2020	\$42.36
52326	STE038	Sterling Ridge Infrastructure	December 11, 2020	\$48,428.95
52327	STP003	St. Pierre, Justine Corrine	December 11, 2020	\$250.00
52328	SUN017	Sunset Enterprise & Welding	December 11, 2020	\$5,073.04
52329	TAP009	Tapping, Christopher Robert	December 11, 2020	\$500.00
52330	TIL007	Tilden, Bruce	December 11, 2020	\$2,266.08
52331	TOD001	Todorovski, Velo & Victoria	December 11, 2020	\$2,379.24
52332	TOW002	Town of Essex	December 11, 2020	\$3,844.20
52333	VAL013	Valente Home Development Corp.	December 11, 2020	\$900.00
52334	WAL030	Wall, William	December 11, 2020	\$250.00
52335	ZAK002	Zakoor, Colin Michael	December 11, 2020	\$250.00
52460	ABC003	ABC Recreation Ltd.	December 18, 2020	\$8,175.55
52461	ABE001	Abell Pest Control	December 18, 2020	\$73.45
52462	AIR005	Airon Hvac & Control Ltd	December 18, 2020	\$4,508.70
52463	ANN001	Annex Publishing & Printing In	December 18, 2020	\$2,414.18
52464	ANN003	Anna's Garden, Home & Wellness	December 18, 2020	\$8,542.80
52465	AYL001	Aylesworth General Contracting	December 18, 2020	\$3,446.50
52466	BKC001	B.K. Cornerstone	December 18, 2020	\$28,000.00
52467	BOG001	BOGAR TRUCK PARTS & SERVICE	December 18, 2020	\$1,621.10
52468	BOL007	Bolton, Gregory & Theresa	December 18, 2020	\$23,610.22
52469	BOL008	Bolton, George	December 18, 2020	\$24,316.19
52470	CER003	Certified Laboratories	December 18, 2020	\$291.88
52471	CLA020	Classy Caps Mfg. Inc.	December 18, 2020	\$34,075.69
52472	COT006	Cottam Radiator	December 18, 2020	\$135.54
52473	CTR001	Canadian Tire #172	December 18, 2020	\$4,038.62
52474	DER003	S Derochie & Associates Inc.	December 18, 2020	\$3,390.00
52475	DUL001	PPG AC Canada Inc.	December 18, 2020	\$564.86
52476	ESS017	Essex Free Press	December 18, 2020	\$1,461.14
52477	GRE023	Green Tree Professional Tree S	December 18, 2020	\$3,729.00
52478	GYO002	Gyori Farms, Inc	December 18, 2020	\$84.75
52479	HAD001	Haddad, Morgan & Associates	December 18, 2020	\$6,780.00
52480	KIN014	Kinnaird's Painting	December 18, 2020	\$3,796.80
52481	KPM001	KPMG LLP	December 18, 2020	\$6,045.50
52482	LEN002	Len Taylor & Sons Ltd	December 18, 2020	\$593.25
52483	LER001	Leroux, Leslie	December 18, 2020	\$31,721.35
52484	MCG013	McGrail Farm Equipment LP	December 18, 2020	\$1,253.66
52485	MEL019	Meloche, Gary Wayne	December 18, 2020	\$250.00
52486	MIN001	Minister of Finance	December 18, 2020	\$271,648.17
52487	MUN024	Municipal Equipment	December 18, 2020	\$15,487.03
52488	PET009	Pettit Paving	December 18, 2020	\$5,648.87
52489	PRO022	Protective Barrier Solutions	December 18, 2020	\$1,638.50
52490	RAN007	Rand-Con Construction Inc.	December 18, 2020	\$1,200.00
52491	SMA008	Smartcell Communications Inc.	December 18, 2020	\$93.20
52492	SNA002	Snap-on Tools	December 18, 2020	\$282.50
52493	SNG001	Stop N Go	December 18, 2020	\$553.48
52494	SPA001	Spartan Sling Mfg.	December 18, 2020	\$309.85
52495	SUM003	Summit Windsor Floor & Wall	December 18, 2020	\$4,256.39
52496	SXC001	SX Communications	December 18, 2020	\$2,000.00
52497	TAL002	Talbot Street Animal Hospital	December 18, 2020	\$75.00
52498	TOR005	Toromont Industries Ltd.	December 18, 2020	\$153.97
52499	VAN033	Van Dongen, Jeffrey	December 18, 2020	\$500.00
52500	VIN005	VINCE FERRO CONSTRUCTION LTD	December 18, 2020	\$346,539.81
EFT003666	AGR002	Agris Co-Operative Ltd.	December 4, 2020	\$6,844.15
EFT003667	AJS001	A. J. Stone Company Ltd.	December 4, 2020	\$978.08
EFT003668	AUT001	Auto Barn Parts	December 4, 2020	\$107.41
EFT003669	BEZ001	Bezaire, Mike	December 4, 2020	\$3,849.53
EFT003670	BLA011	Black & McDonald Limited	December 4, 2020	\$983.15
EFT003671	BOW001	Bowman, Morley	December 4, 2020	\$110.68
EFT003672	CAR011	Carrier Centers	December 4, 2020	\$18.94
EFT003673	CHE003	Checker Industrial Ltd	December 4, 2020	\$75.24
EFT003674	CIN001	Cintas Canada Limited	December 4, 2020	\$92.68



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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT003675	COR004	Corporate Billing	December 4, 2020	\$610.87
EFT003676	COU023	CountrySide Drilling Ltd.	December 4, 2020	\$2,005.75
EFT003677	FEE001	The Feed Store	December 4, 2020	\$259.84
EFT003678	FUN001	Fundy Tactical & Uniforms Ltd.	December 4, 2020	\$947.74
EFT003679	GRA025	Grand & Toy	December 4, 2020	\$400.68
EFT003680	GRE001	Great Lakes Safety Products	December 4, 2020	\$593.26
EFT003681	HOL001	Holland Cleaning Solutions Ltd	December 4, 2020	\$1,161.82
EFT003682	INT013	International Fabricating & Ma	December 4, 2020	\$3,421.08
EFT003683	JAC001	Jack's Auto Service	December 4, 2020	\$222.28
EFT003684	JEF001	Jeff Shepley Excavating Ltd.	December 4, 2020	\$761.31
EFT003685	KEL001	Kelcom - Windsor Copier Inc.	December 4, 2020	\$87.80
EFT003686	KEL015	Kelcom - Radio Division	December 4, 2020	\$2,778.67
EFT003687	KEN002	Ken Lapain & Sons Ltd.	December 4, 2020	\$5,757.94
EFT003688	LAS001	Laser Art Inc	December 4, 2020	\$2,396.39
EFT003689	LAW010	Lawns R Us	December 4, 2020	\$3,034.05
EFT003690	LEK001	Lekter Industrial Services Inc	December 4, 2020	\$1,316.45
EFT003691	LIF001	Lifesaving Society	December 4, 2020	\$2,482.92
EFT003692	LRM001	L&R Mobile Wash	December 4, 2020	\$310.75
EFT003693	MAR070	Marks Supply Inc	December 4, 2020	\$73.77
EFT003694	MER001	Merchants Paper Company Windso	December 4, 2020	\$17.01
EFT003695	NEL002	Nella Cutlery (Hamilton) Inc.	December 4, 2020	\$197.75
EFT003696	ONT026	Ontario One Call Ltd	December 4, 2020	\$243.77
EFT003697	ROO002	Rood Engineering	December 4, 2020	\$3,065.63
EFT003698	SCL001	Stantec Consulting Ltd.	December 4, 2020	\$15,869.47
EFT003699	SNI001	Snively, Lawrence	December 4, 2020	\$297.36
EFT003700	TUC001	Tucker Electric Ltd	December 4, 2020	\$1,797.60
EFT003701	WIN005	WFS Ltd	December 4, 2020	\$195.81
EFT003702	WIN010	Windsor-Essex County Humane So	December 4, 2020	\$825.00
EFT003703	WIN058	WINDSOR TIRE INC	December 4, 2020	\$543.22
EFT003704	WOL004	Wolseley Canada Inc	December 4, 2020	\$1,787.57
EFT003705	WUR001	Wurth Canada Limited	December 4, 2020	\$336.60
EFT003706	AGR002	Agris Co-Operative Ltd.	December 11, 2020	\$5,081.50
EFT003707	APP005	Applied Computer Solutions Inc	December 11, 2020	\$7,975.08
EFT003708	AUT001	Auto Barn Parts	December 11, 2020	\$15.28
EFT003709	BEZ001	Bezaire, Mike	December 11, 2020	\$1,559.40
EFT003710	CAR030	Cardinal Couriers Ltd	December 11, 2020	\$129.93
EFT003711	CCC002	Colonial Coffee Co. Ltd.	December 11, 2020	\$34.65
EFT003712	CIM001	CIMCO Refrigeration	December 11, 2020	\$1,159.20
EFT003713	CLS001	Canadian Linen and Uniform Ser	December 11, 2020	\$390.37
EFT003714	COL001	Colenutt Signs Limited	December 11, 2020	\$73.45
EFT003715	CON002	Conseil scolaire catholique Pr	December 11, 2020	\$126,537.70
EFT003716	CON004	Conseil Scolaire Viamonde	December 11, 2020	\$17,037.31
EFT003717	COR004	Corporate Billing	December 11, 2020	\$2,320.99
EFT003718	CTY002	County of Essex	December 11, 2020	\$2,986,193.72
EFT003719	CUL001	Culligan Water	December 11, 2020	\$31.58
EFT003720	DAV013	Davey Tree Expert Co. of Canad	December 11, 2020	\$4,000.20
EFT003721	EMC002	EMCO Corporation	December 11, 2020	\$739.02
EFT003722	ERC001	Essex Region Conservation Auth	December 11, 2020	\$800.00
EFT003723	ESS084	Essex County K9 Services	December 11, 2020	\$158.20
EFT003724	FEE001	The Feed Store	December 11, 2020	\$218.25
EFT003725	GAL005	Gallant, Tanner	December 11, 2020	\$12.00
EFT003726	GEO001	Georgian Bay Fire & Safety Ltd	December 11, 2020	\$834.35
EFT003727	GIG004	Gignac, Len	December 11, 2020	\$124.29
EFT003728	GRA040	Graybar Canada	December 11, 2020	\$921.77
EFT003729	GRE001	Great Lakes Safety Products	December 11, 2020	\$449.86
EFT003730	GRE003	Greater Essex County District	December 11, 2020	\$1,680,181.45
EFT003731	GRE004	Greg Bailey Limited	December 11, 2020	\$1,331.20
EFT003732	GRE005	Green Shield Canada	December 11, 2020	\$54,851.85
EFT003733	HUR007	Hurricane SMS Inc.	December 11, 2020	\$889.88
EFT003734	INT013	International Fabricating & Ma	December 11, 2020	\$73.45
EFT003735	KEN002	Ken Lapain & Sons Ltd.	December 11, 2020	\$2,385.70
EFT003736	LAN010	Landscape Effects Group	December 11, 2020	\$847.50
EFT003737	LEA001	Leamington Equipment Rentals	December 11, 2020	\$1,240.97
EFT003738	LIF001	Lifesaving Society	December 11, 2020	\$40.50
EFT003739	MON001	Monarch Office Supply Inc.	December 11, 2020	\$1,376.89



General Account Cheque Register for December 2020

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT003740	ONT016	Ontario Clean Water Agency	December 11, 2020	\$901,540.58
EFT003741	ONT026	Ontario One Call Ltd	December 11, 2020	\$243.77
EFT003742	PAR001	Parent, Richard	December 11, 2020	\$225.99
EFT003743	PUR001	Purolator Inc.	December 11, 2020	\$44.41
EFT003744	REG001	Reg Clark Truck Ltd	December 11, 2020	\$596.08
EFT003745	ROO002	Rood Engineering	December 11, 2020	\$6,694.12
EFT003746	SCL001	Stantec Consulting Ltd.	December 11, 2020	\$56,104.54
EFT003747	SHE005	Wilf Shepley Electrical & Plum	December 11, 2020	\$1,287.39
EFT003748	SIE006	Sieben, Brandi	December 11, 2020	\$81.39
EFT003749	STR021	StrategyCorp Inc.	December 11, 2020	\$39,550.00
EFT003750	SUN002	Sun Life Assurance Company of	December 11, 2020	\$33,088.41
EFT003751	SWA006	Swayze, Robert J.	December 11, 2020	\$1,646.41
EFT003752	TEA001	Team Truck Centres	December 11, 2020	\$45.20
EFT003753	TSC002	TSC Stores LP	December 11, 2020	\$16.94
EFT003754	VAL009	Valvoline Express Care	December 11, 2020	\$95.44
EFT003755	VOL001	E.R. Vollans Ltd.	December 11, 2020	\$1,045.72
EFT003756	WAD001	Waddick Fuels	December 11, 2020	\$4,391.20
EFT003757	WAS004	Waste Connections of Canada In	December 11, 2020	\$1,265.75
EFT003758	WIN022	Windsor-Essex Catholic Distric	December 11, 2020	\$577,815.89
EFT003759	WOL004	Wolseley Canada Inc	December 11, 2020	\$462.04
EFT003760	XER001	Xerox Canada	December 11, 2020	\$101.26
EFT003761	AGR002	Agris Co-Operative Ltd.	December 18, 2020	\$4,735.51
EFT003762	AIR001	Air Liquide Canada Inc.	December 18, 2020	\$20.68
EFT003763	ANC001	Anchem Sales	December 18, 2020	\$817.08
EFT003764	AUT001	Auto Barn Parts	December 18, 2020	\$54.15
EFT003765	BAI011	Baillargeon, Kelly	December 18, 2020	\$643.98
EFT003766	BEZ001	Bezaire, Mike	December 18, 2020	\$8,478.76
EFT003767	CAN001	K & S Windsor Salt Ltd	December 18, 2020	\$16,835.38
EFT003768	CAN037	Canadian Diesel Services	December 18, 2020	\$18.71
EFT003769	CAR019	Cardinal Services Group	December 18, 2020	\$1,613.30
EFT003770	CIM001	CIMCO Refrigeration	December 18, 2020	\$169,411.81
EFT003771	CIN001	Cintas Canada Limited	December 18, 2020	\$1,950.47
EFT003772	CLA007	Classic Displays	December 18, 2020	\$488.73
EFT003773	CLS001	Canadian Linen and Uniform Ser	December 18, 2020	\$567.79
EFT003774	COL001	Colenutt Signs Limited	December 18, 2020	\$4,002.46
EFT003775	COR004	Corporate Billing	December 18, 2020	\$1,329.94
EFT003776	CTY001	The Corporation of the City of	December 18, 2020	\$18,894.98
EFT003777	CTY002	County of Essex	December 18, 2020	\$37,649.06
EFT003778	CUL001	Culligan Water	December 18, 2020	\$345.43
EFT003779	CUP001	Canadian Union of Public Emplo	December 18, 2020	\$3,693.92
EFT003780	DAV013	Davey Tree Expert Co. of Canad	December 18, 2020	\$3,898.50
EFT003781	DIL001	Dillon Consulting Ltd.	December 18, 2020	\$406.80
EFT003782	ELE003	Electrozad Supply Company	December 18, 2020	\$298.01
EFT003783	EMP003	Empire Communications	December 18, 2020	\$5,848.80
EFT003784	EMP006	Empire Business Continuity Con	December 18, 2020	\$536.07
EFT003785	ESS019	Essex Home Hardware	December 18, 2020	\$1,274.57
EFT003786	EVA001	Evans Utility & Municipal Prod	December 18, 2020	\$21,738.85
EFT003787	FEE001	The Feed Store	December 18, 2020	\$68.39
EFT003788	FIR005	Fireservice Management Ltd	December 18, 2020	\$186.78
EFT003789	FLA002	The Flag Shop	December 18, 2020	\$1,315.72
EFT003790	GEO001	Georgian Bay Fire & Safety Ltd	December 18, 2020	\$121.99
EFT003791	GRA025	Grand & Toy	December 18, 2020	\$89.72
EFT003792	GRE003	Greater Essex County District	December 18, 2020	\$5,486.92
EFT003793	HAR001	The Harrow News & County Print	December 18, 2020	\$1,146.68
EFT003794	HHH001	Harrow Home Hardware	December 18, 2020	\$841.29
EFT003795	HOL001	Holland Cleaning Solutions Ltd	December 18, 2020	\$1,103.25
EFT003796	HUR007	Hurricane SMS Inc.	December 18, 2020	\$1,271.25
EFT003797	INT013	International Fabricating & Ma	December 18, 2020	\$1,339.62
EFT003798	JAC001	Jack's Auto Service	December 18, 2020	\$2,271.81
EFT003799	JEF003	Jeffrey, Ed	December 18, 2020	\$320.00
EFT003800	KEN002	Ken Lapain & Sons Ltd.	December 18, 2020	\$1,104.32
EFT003801	LAN010	Landscape Effects Group	December 18, 2020	\$10,972.30
EFT003802	LEA001	Leamington Equipment Rentals	December 18, 2020	\$1,279.05
EFT003803	LEK001	Lekter Industrial Services Inc	December 18, 2020	\$2,713.13
EFT003804	LIF001	Lifesaving Society	December 18, 2020	\$945.85



General Account Cheque Register for December 2020

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT003805	MAR083	Martin & Levesque Inc	December 18, 2020	\$806.71
EFT003806	MCT001	McTague Law Firm LLP	December 18, 2020	\$594.95
EFT003807	NEL002	Nella Cutlery (Hamilton) Inc.	December 18, 2020	\$118.65
EFT003808	OME001	OMERS	December 18, 2020	\$131,136.74
EFT003809	ONT016	Ontario Clean Water Agency	December 18, 2020	\$18,207.40
EFT003810	PLA008	Plant Products Inc.	December 18, 2020	\$588.17
EFT003811	PUR001	Purolator Inc.	December 18, 2020	\$41.47
EFT003812	REA016	Realtax Inc.	December 18, 2020	\$5,113.25
EFT003813	SEC002	Security One Alarm Systems Ltd	December 18, 2020	\$860.13
EFT003814	STE004	Stewart Gilbert Limited	December 18, 2020	\$271.20
EFT003815	SUN010	Sunparlour Locksmiths Mobile S	December 18, 2020	\$205.66
EFT003816	THY001	Thyssenkrupp Elevator	December 18, 2020	\$813.60
EFT003817	TOR004	Toromont Industries Ltd	December 18, 2020	\$49.90
EFT003818	TSC002	TSC Stores LP	December 18, 2020	\$370.60
EFT003819	TUC001	Tucker Electric Ltd	December 18, 2020	\$735.08
EFT003820	VAL009	Valvoline Express Care	December 18, 2020	\$48.82
EFT003821	VER015	Verhaegen Land Surveyors	December 18, 2020	\$11,602.78
EFT003822	WAD001	Waddick Fuels	December 18, 2020	\$339.00
EFT003823	WAV002	Wave Direct Telecommunications	December 18, 2020	\$718.32
EFT003824	WIN005	WFS Ltd	December 18, 2020	\$1,030.08
EFT003825	WIN010	Windsor-Essex County Humane So	December 18, 2020	\$450.00
EFT003826	WOR010	Work Authority	December 18, 2020	\$330.49
EFT003827	XER001	Xerox Canada	December 18, 2020	\$1,081.62
Total Cheques				\$8,650,483.32



Preauthorized Payments for December 2020

Date	Vendor	Description	Amount
December 2, 2020	API Alarm Monitoring	Miscellaneous Payment	\$22.60
December 15, 2020	957590 Global Leasing	Bill Payment	\$319.89
December 29, 2020	Allstream	Bill Payment	\$45.56
December 15, 2020	BAM Fee	Lease Payment	\$15.00
December 2, 2020	Bell Canada	Bill Payment	\$385.86
December 14, 2020	Bell Canada	Bill Payment	\$163.12
December 21, 2020	Bell Canada	Bill Payment	\$226.96
December 23, 2020	Bell Canada	Bill Payment	\$102.54
December 23, 2020	Bell Canada	Bill Payment	\$155.27
December 23, 2020	Bell Canada	Bill Payment	\$164.92
December 23, 2020	Bell Canada	Bill Payment	\$200.14
December 29, 2020	Bell Canada	Bill Payment	\$68.79
December 29, 2020	Bell Canada	Bill Payment	\$81.40
December 2, 2020	Cogeco Connexion	Bill Payment	\$141.19
December 7, 2020	Cogeco Connexion	Bill Payment	\$124.24
December 7, 2020	Cogeco Connexion	Bill Payment	\$169.44
December 8, 2020	Cogeco Connexion	Bill Payment	\$141.13
December 10, 2020	Cogeco Connexion	Bill Payment	\$137.74
December 21, 2020	Cogeco Connexion	Bill Payment	\$101.64
December 29, 2020	Cogeco Connexion	Bill Payment	\$124.24
December 29, 2020	Cogeco Connexion	Bill Payment	\$124.24
December 16, 2020	Dell Finance	Lease Payment	\$463.05
December 16, 2020	Dell Finance	Lease Payment	\$699.44
December 21, 2020	Dell Finance	Lease Payment	\$2,407.93
December 21, 2020	Dell Finance	Lease Payment	\$164.77
December 29, 2020	Dell Finance	Lease Payment	\$2,490.73
December 30, 2020	Dell Finance	Lease Payment	\$260.74
December 2, 2020	Dell Finance	Lease Payment	\$87.21
December 7, 2020	Dell Finance	Lease Payment	\$124.71
December 21, 2020	ELK Energy	Bill Payment	\$14.30
December 21, 2020	ELK Energy	Bill Payment	\$14.44
December 21, 2020	ELK Energy	Bill Payment	\$14.44
December 21, 2020	ELK Energy	Bill Payment	\$14.44
December 21, 2020	ELK Energy	Bill Payment	\$15.79
December 21, 2020	ELK Energy	Bill Payment	\$17.51
December 21, 2020	ELK Energy	Bill Payment	\$19.69
December 21, 2020	ELK Energy	Bill Payment	\$19.69
December 21, 2020	ELK Energy	Bill Payment	\$19.69
December 21, 2020	ELK Energy	Bill Payment	\$21.99
December 21, 2020	ELK Energy	Bill Payment	\$22.59
December 21, 2020	ELK Energy	Bill Payment	\$23.04
December 21, 2020	ELK Energy	Bill Payment	\$24.11
December 21, 2020	ELK Energy	Bill Payment	\$24.43
December 21, 2020	ELK Energy	Bill Payment	\$25.32
December 21, 2020	ELK Energy	Bill Payment	\$30.74
December 21, 2020	ELK Energy	Bill Payment	\$33.76
December 21, 2020	ELK Energy	Bill Payment	\$38.61
December 21, 2020	ELK Energy	Bill Payment	\$40.37
December 21, 2020	ELK Energy	Bill Payment	\$42.79
December 21, 2020	ELK Energy	Bill Payment	\$43.93
December 21, 2020	ELK Energy	Bill Payment	\$45.99
December 21, 2020	ELK Energy	Bill Payment	\$53.15
December 21, 2020	ELK Energy	Bill Payment	\$55.32
December 21, 2020	ELK Energy	Bill Payment	\$55.91
December 21, 2020	ELK Energy	Bill Payment	\$77.69
December 21, 2020	ELK Energy	Bill Payment	\$80.83
December 21, 2020	ELK Energy	Bill Payment	\$112.06
December 21, 2020	ELK Energy	Bill Payment	\$125.50
December 21, 2020	ELK Energy	Bill Payment	\$127.77
December 21, 2020	ELK Energy	Bill Payment	\$139.77



Preauthorized Payments for December 2020

Date	Vendor	Description	Amount
December 21, 2020	ELK Energy	Bill Payment	\$140.07
December 21, 2020	ELK Energy	Bill Payment	\$163.42
December 21, 2020	ELK Energy	Bill Payment	\$163.42
December 21, 2020	ELK Energy	Bill Payment	\$166.22
December 21, 2020	ELK Energy	Bill Payment	\$187.48
December 21, 2020	ELK Energy	Bill Payment	\$197.16
December 21, 2020	ELK Energy	Bill Payment	\$210.60
December 21, 2020	ELK Energy	Bill Payment	\$221.00
December 21, 2020	ELK Energy	Bill Payment	\$273.21
December 21, 2020	ELK Energy	Bill Payment	\$311.16
December 21, 2020	ELK Energy	Bill Payment	\$534.43
December 21, 2020	ELK Energy	Bill Payment	\$578.53
December 21, 2020	ELK Energy	Bill Payment	\$809.33
December 21, 2020	ELK Energy	Bill Payment	\$819.00
December 21, 2020	ELK Energy	Bill Payment	\$1,001.58
December 21, 2020	ELK Energy	Bill Payment	\$1,007.71
December 21, 2020	ELK Energy	Bill Payment	\$1,762.97
December 21, 2020	ELK Energy	Bill Payment	\$1,799.18
December 21, 2020	ELK Energy	Bill Payment	\$5,604.29
December 21, 2020	ELK Energy	Bill Payment	\$6,584.68
December 21, 2020	ELK Energy	Bill Payment	\$11,777.68
December 21, 2020	ELK Energy	Bill Payment	\$12,135.58
December 21, 2020	ELK Energy	Bill Payment	\$13,655.15
December 21, 2020	ELK Energy	Bill Payment	\$20,716.42
December 2, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$374.51
December 3, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$25.43
December 7, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$50.92
December 7, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$73.48
December 7, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$129.34
December 7, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$190.25
December 7, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$203.18
December 7, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$312.95
December 7, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$642.00
December 9, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$90.90
December 9, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$103.99
December 9, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$110.59
December 22, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$45.84
December 22, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$63.40
December 22, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$199.69
December 22, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$460.26
December 23, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$94.54
December 24, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$325.43
December 30, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$426.50
December 31, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$114.29
December 31, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$142.30
December 31, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$328.39
December 31, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$669.97
December 31, 2020	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$798.55
December 8, 2020	Hydro One	Bill Payment	\$172.42
December 10, 2020	Hydro One	Bill Payment	\$268.18
December 10, 2020	Hydro One	Bill Payment	\$3,721.69
December 14, 2020	Hydro One	Bill Payment	\$7.10
December 14, 2020	Hydro One	Bill Payment	\$72.68
December 15, 2020	Hydro One	Bill Payment	\$6,696.42
December 16, 2020	Hydro One	Bill Payment	\$393.74
December 16, 2020	Hydro One	Bill Payment	\$8,248.20
December 16, 2020	Hydro One	Bill Payment	\$12,359.81
December 17, 2020	Hydro One	Bill Payment	\$28.91
December 17, 2020	Hydro One	Bill Payment	\$28.91
December 17, 2020	Hydro One	Bill Payment	\$394.58



Preauthorized Payments for December 2020

Date	Vendor	Description	Amount
December 17, 2020	Hydro One	Bill Payment	\$100.65
December 17, 2020	Hydro One	Bill Payment	\$546.39
December 21, 2020	Hydro One	Bill Payment	\$31.92
December 21, 2020	Hydro One	Bill Payment	\$635.38
December 22, 2020	Hydro One	Bill Payment	\$27.88
December 22, 2020	Hydro One	Bill Payment	\$28.88
December 22, 2020	Hydro One	Bill Payment	\$64.19
December 22, 2020	Hydro One	Bill Payment	\$562.62
December 23, 2020	Hydro One	Bill Payment	\$35.37
December 24, 2020	Hydro One	Bill Payment	\$30.13
December 24, 2020	Hydro One	Bill Payment	\$439.25
December 29, 2020	Hydro One	Bill Payment	\$28.76
December 29, 2020	Hydro One	Bill Payment	\$44.63
December 29, 2020	Hydro One	Bill Payment	\$76.05
December 29, 2020	Hydro One	Bill Payment	\$93.97
December 29, 2020	Hydro One	Bill Payment	\$95.33
December 29, 2020	Hydro One	Bill Payment	\$98.62
December 29, 2020	Hydro One	Bill Payment	\$111.38
December 29, 2020	Hydro One	Bill Payment	\$640.28
December 30, 2020	Hydro One	Bill Payment	\$1,760.05
December 10, 2020	Ontario Clean Water	Miscellaneous Payment	\$90,242.35
December 17, 2020	Reliance Comfort	Bill Payment	\$33.90
December 22, 2020	Reliance Comfort	Bill Payment	\$28.70
December 23, 2020	Reliance Comfort	Bill Payment	\$22.60
December 29, 2020	Reliance Comfort	Bill Payment	\$16.95
December 29, 2020	Reliance Comfort	Bill Payment	\$28.70
December 29, 2020	Reliance Comfort	Bill Payment	\$28.70
December 29, 2020	Reliance Comfort	Bill Payment	\$159.10
December 29, 2020	Superpass	Bill Payment	\$256.52
December 22, 2020	Telus Mobility	Bill Payment	\$2,724.05
December 9, 2020	US Bank	Bill Payment	\$29,580.91
December 1, 2020	Union Water WBP	Bill Payment	\$46,888.95
Total Pre-Authorized Payments			\$305,421.92



Payroll for December 2020

Pay Week Ending	Pay Date	Amount
November 28, 2020	December 3, 2020	\$133,746.37
Retroactive Pay - Union Job Evaluation	December 3, 2020	\$7,533.83
December 5, 2020	December 10, 2020	\$101,395.52
Firefighter Pay	December 10, 2020	\$67,889.04
December 12, 2020	December 17, 2020	\$122,011.81
December 19, 2020	December 24, 2020	\$94,130.07
Council Remuneration	December 24, 2020	\$13,645.48
December 26, 2020	December 31, 2020	\$96,048.18
Total		\$636,400.30

The Corporation of the Town of Essex

By-Law Number 1984

Being a by-law to confirm the proceedings of the January 18, 2021, 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 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 January 18, 2021 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 January 18, 2021 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 January 18, 2021.

Mayor

Clerk

Read a third time and finally adopted on February 1, 2021.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1968

Being a by-law to provide for the Szakacs Drain: Repair and Improvement, Geographic Township of Colchester South, Project REI2016D0004, Town of Essex, County of Essex

Whereas the Town of Essex Drainage Department recommended that Council appoint a Drainage Engineer to prepare a drainage report for the Szakacs Drain: Repair and Improvement, Geographic Township of Colchester South, Project REI2016D0004, Town of Essex, County of Essex;

And Whereas Section 78 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010, states that the Council of any municipality whose duty it is to maintain and repair the drainage works or any part thereof, may on the report of an Engineer appointed by it, complete the drainage works as set forth in such report;

And Whereas an Engineers Drainage report dated October 20, 2020 and considered by the Drainage Board at its November 25, 2020 Consideration of Report meeting, has been procured and made by Gerard Rood, Professional Engineer, Rood Engineering Inc. and that the said report is attached hereto and forms part of this by-law as Schedule "A" hereto;

And Whereas the Council of The Corporation of the Town of Essex is of the opinion that the said drainage works and/or improvements are warranted and desirable;

Now therefore the Council of The Corporation of the Town of Essex pursuant to the Drainage Act enacts as follows:

1. That the Engineers Drainage report dated October 20, 2020 and considered by the Drainage Board at its November 25, 2020 Consideration of Report meeting and attached hereto as Schedule A to this By-law is hereby adopted and that the said drainage works and/or improvements as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith.
2. That the Corporation of the Town of Essex may borrow on the credit of the Corporation the amount of \$93,000.00, the amount necessary for the construction of the said drainage works.

3. That the Corporation may issue debentures for the amount borrowed less the total amount of:

- Grants received under Section 85 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended, 2010;
- Commuted payments made in respect of lands and roads assessed within the Municipality;
- Money paid under Section 61(3) of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010;

and such debentures shall be made payable: a) in the case of assessments in value of between \$500.00 and \$9,999.99 within (5) five years from the date of the debenture and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s); or b) in the case of assessments in value of \$10,000.00 and greater, within (10) ten years from the date of the debenture and shall bear interest at a rate not higher than the lending rates published by Infrastructure Ontario for municipalities; or c) upon request and approval from the Town, in the case of assessments of \$1,500.00 and \$9,999.99 within (10) ten years from the date of the debenture and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s)

4. That a special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule, to be collected in the same manner as other taxes collected in each year for (5) five or (10) ten years (as applicable) after the passing of this by-law.
5. For paying the amount assessed upon the lands and roads belonging to or controlled by the Municipality, a special rate sufficient to pay the amount assessed plus interest thereon, shall be levied upon the whole rateable property in the Town of Essex, in each year for five years after the passing of this by-law to be collected in the same manner and at the same time as other taxes are collected.
6. All assessments of \$499.99 or less are payable in the first year in which the assessment is imposed.
7. The by-law comes into force on the passing thereof and may be cited as "Szakacs Drain: Repair and Improvement".

Read a first and a second time and provisionally adopted on December 7, 2020.

Mayor

Clerk

Read a third time and finally passed on February 1, 2021.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1969

Being a by-law to provide for the Shepley Drain: Bridge Replacement for Gorski Land Holdings Inc., Geographic Township of Colchester South, Project REI2020D012, Town of Essex, County of Essex

Whereas the Town of Essex Drainage Department recommended that Council appoint a Drainage Engineer to prepare a drainage report for the Shepley Drain: Bridge Replacement for Gorski Land Holdings Inc., Geographic Township of Colchester South, Project REI2020D0012, Town of Essex, County of Essex;

And Whereas Section 78 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010, states that the Council of any municipality whose duty it is to maintain and repair the drainage works or any part thereof, may on the report of an Engineer appointed by it, complete the drainage works as set forth in such report;

And Whereas an Engineers Drainage report dated October 27, 2020 and considered by the Drainage Board at its November 25, 2020 Consideration of Report meeting, has been procured and made by Gerard Rood, Professional Engineer, Rood Engineering Inc. and that the said report is attached hereto and forms part of this by-law as Schedule "A" hereto;

And Whereas the Council of The Corporation of the Town of Essex is of the opinion that the said drainage works and/or improvements are warranted and desirable;

Now therefore the Council of The Corporation of the Town of Essex pursuant to the Drainage Act enacts as follows:

1. That the Engineers Drainage report dated October 27, 2020 and considered by the Drainage Board at its November 25, 2020 and attached hereto as Schedule A to this By-law is hereby adopted and that the said drainage works and/or improvements as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith.
2. That the Corporation of the Town of Essex may borrow on the credit of the Corporation the amount of \$41,200.00, the amount necessary for the construction of the said drainage works.

3. That the Corporation may issue debentures for the amount borrowed less the total amount of:

- Grants received under Section 85 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended, 2010;
- Commuted payments made in respect of lands and roads assessed within the Municipality;
- Money paid under Section 61(3) of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010;

and such debentures shall be made payable: a) in the case of assessments in value of between \$500.00 and \$9,999.99 within (5) five years from the date of the debenture and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s); or b) in the case of assessments in value of \$10,000.00 and greater, within (10) ten years from the date of the debenture and shall bear interest at a rate not higher than the lending rates published by Infrastructure Ontario for municipalities; or c) upon request and approval from the Town, in the case of assessments of \$1,500.00 and \$9,999.99 within (10) ten years from the date of the debenture and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s)

4. That a special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule, to be collected in the same manner as other taxes collected in each year for (5) five or (10) ten years (as applicable) after the passing of this by-law.
5. For paying the amount assessed upon the lands and roads belonging to or controlled by the Municipality, a special rate sufficient to pay the amount assessed plus interest thereon, shall be levied upon the whole rateable property in the Town of Essex, in each year for five years after the passing of this by-law to be collected in the same manner and at the same time as other taxes are collected.
6. All assessments of \$499.99 or less are payable in the first year in which the assessment is imposed.
7. The by-law comes into force on the passing thereof and may be cited as "Shepley Drain: Bridge Replacement for Gorski Land Holdings Inc.".

Read a first and a second time and provisionally adopted on December 7, 2020.

Mayor

Clerk

Read a third time and finally passed on February 1, 2021.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1985

Being a by-law to appoint Manager, Parks and Facilities for the Town of Essex

Whereas Section 224(d) of the Municipal Act, 2001, S.O. 2001, c.25 and amendments thereto provides that one of the roles of Council is to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;

And whereas, Section 227 of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto provides that it is the role of the officers and employees of the municipality;

- a) to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b) to undertake research and provide advice to Council on the policies and programs of the municipality; and
- c) to carry out other duties required under this or any Act and other duties assigned by the municipality.

And whereas, the Town of Essex is desirous of appointing a Manager, Parks and Facilities; to carry out and perform the duties assigned therein by the Municipality.

Now therefore be it resolved that the Council of The Corporation of the Town of Essex enacts as follows:

1. That the appointment of Jake Morrasut as Manager, Parks and Facilities for the Corporation of the Town of Essex be endorsed and confirmed; and
2. For the purposes of terms and conditions of employment, the effective date of appointment shall be February 24, 2021; and
3. That this By-Law shall come into full force and effect upon the final passage thereof.

Read a first, a second and a third time and finally passed on February 1, 2021

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1986

Being a by-law to confirm the proceedings of the February 1, 2021, 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 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 February 1, 2021 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 February 1, 2021 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 February 1, 2021.

Mayor

Clerk

Read a third time and finally adopted on February 15, 2021.

Mayor

Clerk