



Regular Council Meeting Agenda

February 16, 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 Town of Essex Municipal Building. Due to the ongoing COVID-19 pandemic and the Town of Essex Municipal 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 16, 2021**

1

Moved by _____

Seconded by _____

That the published agenda for the February 16, 2021 Regular Council Meeting be adopted as presented / amended.

6. **Adoption of Minutes**

6.1. **Regular Council Meeting Minutes for February 1, 2021**

17

Moved by _____

Seconded by _____

That the minutes of the Regular Council Meeting held February 1, 2021 be adopted as circulated.

7. **Public Presentations**

7.1. **Heritage Week**

7.1.1. **Community Heritage Presentation Award**

RE: Award presentation to the recipients of the Community Heritage Preservation Award

7.1.1.1. **Perry Basden**

7.1.1.2. **Chris Carter**

7.1.1.3. **Elise Davis**

7.1.1.4. Marlene Markham Gay accepting on behalf of the late William "Bill" Gay

7.1.2. Alex Denonville, Manager, Strategic Communications

RE: Heritage Week 2021 Virtual Tours

8. Unfinished Business

9. Reports from Administration

9.1. Planning-2021-01

32

RE: Climate Ready - A Climate Change Adaptation Plan for the Town of Essex

- Climate Change Adaption Plan

Moved by _____

Seconded by _____

That Council adopt the Town of Essex Climate Change Adaptation Plan entitled “ *Climate Ready – A Climate Change Adaptation Plan for the Town of Essex 2021- 2026*” and direct Administration to begin the implementation process identified in said Plan, and

That Council appoint the Chief Administrative Officer as the Climate Change Adaptation Champion for the Town of Essex, to lead outreach activities and help solidify the awareness and long-term commitment to *Climate Ready – A Climate Change Adaptation Plan for the Town of Essex 2021-2026*, and

That the Town of Essex hereby declare a Climate Emergency as follows:

WHEREAS the Town of Essex is desirous of adopting a Climate Change Adaptation Plan;

AND WHEREAS the Town of Essex has invested in the creation of the Essex Region Community Energy Plan, in partnership with the County of Essex, the Essex Region Conservation Authority, the other County of Essex municipalities, and regional stakeholders, for the purpose of collectively mitigating the risk of climate change by reducing regional emissions and energy consumption;

AND WHEREAS based on current climate projections the future impacts of human caused climate change could be catastrophic to the Town of Essex's local economy and its municipal budget and may further result in significant economic and health burdens for the constituents of Essex particularly our vulnerable populations;

AND WHEREAS the Town of Essex can join the Canadian Federal government and the 444 Canadian municipalities (including the City of Windsor, County of Essex, Town of Amherstburg, Town of Tecumseh, and the Municipality of Chatham-Kent) who as of November 2019 have declared climate emergencies and are advocating for drastic change in order to reduce global carbon emissions to mitigate future climate impacts and adapt to the impacts from climate change;

AND WHEREAS the most recent report by the UN Intergovernmental Panel on Climate Change (IPCC) has indicated that within 10 years, in order to keep the global average temperature increase to 1.5 degree C

and maintain a climate compatible with human civilization, there must be a reduction in carbon emissions of about 45% from 2010 levels, reaching net zero carbon emissions by 2050; and,

AND WHEREAS taking climate action steps and undergoing the low-carbon transition will also represent opportunity for economic stimulation and growing job opportunities in the new low-carbon economy;

AND WHEREAS climate change will jeopardize the health and survival of many local plant and animal species as well as their natural environments and ecosystems;

AND WHEREAS the Town of Essex and the surrounding region is already experiencing climate change impacts including, but not limited to, overland flooding, heavy rain event flooding, emergence of invasive species, an increased number of high heat days, the rise of vector borne diseases, the re-emergence of blue-green algae and harmful algal blooms in our lakes and rivers; and,

THEREFORE BE IT RESOLVED that the Town of Essex declare a Climate Emergency and commit to urgently working towards adapting to the impacts of climate change, mitigating climate risk, and preparing for our climate future.

9.2.

Capital Works and Infrastructure-2021-01

85

RE: Results of Request for Tender – Harrow Streetscape

Moved by _____

Seconded by _____

That Capital Works and Infrastructure-2021-01 entitled, “Results of Request for Tender – Harrow Streetscape” prepared by Kevin Girard, Director, Infrastructure Services dated February 16, 2021 be received, and

That Council award the Request for Tender – Harrow Streetscape to J.C.S. Construction Inc. in the amount of \$4,664,479.36 including non-refundable Harmonized Sales Tax.

9.3.

Community Services-2021-01

94

RE: Town of Essex Flag and Half-Masting Protocol Policy

Moved by _____

Seconded by _____

That Community Services Report 2021-001 entitled “Town of Essex Flag and Half-Masting Protocol Policy” be received, and

That Council adopt the Town of Essex Flag and Half-Mast Protocol Policy as presented in Appendix “A” of Community Service Report 2021-001.

9.4.

Planning 2021-02

109

RE: Heritage Listing: Ferriss and Huffman Cemeteries

Moved by _____

Seconded by _____

That Planning Report 2021-02 entitled Heritage Listing: Ferriss & Huffman Cemeteries prepared by Corinne Chiasson, Assistant Planner, dated February 16, 2021 be received, and

That the properties known municipally as the Ferriss Cemetery and the Huffman Cemetery be listed on the Essex Municipal Heritage Register pursuant to subsection 27 (1.2) of the Ontario Heritage Act.

9.5.

Legal and Legislative Services-2021-03

121

RE: Court of Revision for 13th Concession West Drain: New Bridge for Martin

Moved by _____

Seconded by _____

That the following three (3) members of the Drainage Board: Dan Boudreau, Luke Martin, and Kirk Carter be appointed to sit as members of the Court of Revision to be convened for the 13th Concession West Drain: New Bridge for Martin, Geographic Township of Colchester North, Project REI2020D027, Town of Essex, County of Essex, pursuant to the Report prepared by Gerard Rood, Professional Engineer, Rood Engineering Inc. and dated January 12, 2021 (hereinafter the “Report”), such Court of Revision to be scheduled for 5:00 pm on March 11, 2021, via electronic meeting, and

That By-Law 1988 being a by-law to provide for the 13th Concession West Drain: New Bridge for Martin, Geographic Township of Colchester North, Project REI2020D027, Town of Essex, County of Essex, be read a first and second time and be provisionally adopted on February 16, 2021.

10.

Reports from Youth Members

11.

County Council Update

12.

Correspondence

12.1.

Correspondence to be received

Moved by _____

Seconded by _____

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

190

RE: Section 22 Class Order - Self Isolation

12.1.1.2.

The Corporation of the Town of Amherstburg

195

RE: COVID-19 Child Care Funding

12.1.1.3.

Township of North Glengarry

199

RE: Reopening of Small Businesses

12.1.1.4.

Province of Ontario

200

RE: Enhancing Public Health and Workplace Safety Measures in the Provincewide Shutdown January 29, 2021

12.1.1.5.	Town of Essex	235
	RE: Impacts of COVID-19 Restrictions on Residents and Small Business Owners	
12.1.2.	The Corporation of the Town of Amherstburg	238
	RE: Support of Bill S-216, an Act to enact the Modern Slavery Act and to amend the Customs Tariff	
12.1.3.	Hydro One Networks Inc. Forestry Services	240
	RE: Vegetation Maintenance 2021	
12.1.4.	The Corporation of the Township of Baldwin	242
	RE: Closure of the Ontario Fire College located in Gravenhurst, Ontario	
12.1.5.	Windsor Essex Economic Development Corporation	243
	RE: Q4 Business Developments Accomplishments	
12.1.6.	Dillon Consulting Limited	261
	RE: Notice of Completion - Contract 1 (Highway 3)	
12.1.7.	The Corporation of The Town of Amherstburg	270
	RE: Request for Longer Turn-around Times to Submit Grant Applications	
12.1.8.	Tribunals Ontario	274
	RE: Assessment Review Board (ARB) Digital First Approach - Looking Ahead	
12.1.9.	The City of Windsor	276
	RE: Windsor Essex Regional Community Safety and Well-Being Plan Public Consultation Launch Update	
12.1.10.	Town of Essex	278
	RE: Town of Essex Launches Summer Youth Jobs Program	
12.1.11.	Town of Essex	280
	RE: Town of Essex Seeking Feedback from Farmers, Food Producers, and Agricultural Businesses	
12.1.12.	Town of Essex	282
	RE: Town of Essex Accessibility Resources for Local Businesses	

12.2. Correspondence to be considered for receipt and support

13. Committee Meeting Minutes

Moved by _____

Seconded by _____

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.

13.1. Finance Committee Minutes - January 25th, 2021

283

14. Financial

15. New Business

16. Notices of Motion

16.1. 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:

16.1.1. 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.

16.1.2. 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.

16.2. The following Notice of Motion was presented at the February 1, 2021 Regular Council Meeting and is being brought forward this evening for Council's consideration:

16.2.1. 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.

- Deputy Mayor Meloche
- Councillor Verbeek

18. By-Laws

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

18.1.1. By-Law 1986 287

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 _____

Seconded by _____

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 third time and finally passed on February 16, 2021.

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

18.2.1. By-Law 1991 289

Being a by-law to amend By-Law Number 224, the by-law to regulate parking (Loading Zones Centre and Wilson)

Moved by _____

Seconded by _____

That By-Law 1991 being a by-law to amend By-Law Number 224, the by-law to regulate parking be read a first, a second and a third time and finally passed on February 16, 2021.

18.2.2. By-Law 1990 291

Being a by-law to adopt the 2021 Operating and Capital Budget Estimates

Moved by _____

Seconded by _____

That By-Law 1990 being a by-law to adopt the 2021 Operating and Capital Budget Estimates be read a first, a second and a third time and finally passed on February 16, 2021.

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

18.3.1. By-Law 1989 379

Being a by-law to confirm the proceedings of the February 16, 2021 Regular Meeting of the Council of The Corporation of the Town of Essex

Moved by _____

Seconded by _____

That By-Law 1989 being a by-law to confirm the proceedings of the February 16, 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 16, 2021.

19. Adjournment

Moved by _____

Seconded by _____

That the meeting be adjourned at [TIME].

20. Future Meetings

20.1. Tuesday, February 16, 2021 - 4:30 - 6:00 PM Special Council Meeting

RE: Water and Wastewater Rate Study

Location: Zoom Meeting

20.2. Tuesday, February 16, 2021 - 6:00 - 9:00 PM Regular Council Meeting

Location: Zoom Meeting

20.3. Monday, February 22, 2021 - 3:30-5:30 PM Closed Council Meeting

Location: Zoom Meeting



Report to Council

Department: Community Services
Division: Community Services
Date: February 16, 2021
Prepared by: Doug Sweet, Dir. of Community Services/Deputy
CAO
Report Number: Community Services-2021-01
Subject: Town of Essex Flag and Half-Masting Protocol Policy
Number of Pages: 3

Recommendation(s)

The following two (2) recommendations are provided for the Council's consideration:

- That Community Services Report 2021-001 entitled "Town of Essex Flag and Half-Masting Protocol Policy" be received, and further
- That Council adopt the Town of Essex Flag and Half-Mast Protocol Policy as presented in Appendix "A" of Community Service Report 2021-001.

Purpose

To have Council adopt a flag and half-masting protocol that establishes a uniform and harmonized protocol and procedure for the raising, displaying, half-masting, replacing, and disposing of all flags at all properties and facilities owned and operated by the Town of Essex and at events conducted by the Town at other locations

Background and Discussion

The Corporation of the Town of Essex recognizes that flags are important symbols that increase public awareness of special events, activities and historical commemorations, and as such is committed to displaying flags on Town sites in a consistent and appropriate manner within an established protocol.

To ensure the proper protocols are followed when flying flags on Town owned property Administration has established a formal policy for all Town owned properties that have flags on site. (Appendix A)

Financial Impact

There is no financial cost to the Corporation for the development of a Flag and Half Masting Protocol Policy.

Consultations

National Flag of Canada Act

Federal Department of Canadian Heritage

Rules for Flying the National Flag of Canada

Ontario International Relations and Protocol

History of the National Flag of Canada

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.



The Corporation of the Town of Essex

Policy Manual

Section:	Corporate
Subject:	Flag and Half-Masting Protocol Policy
Policy No.:	
Approval Date:	
Approved By:	
Prepared By:	Doug Sweet, Director, Community Services/Deputy CAO

1. Purpose

- i. This policy establishes a uniform and harmonized protocol and procedure for the raising, displaying, half-masting, replacing, and disposing of all flags at all properties and facilities owned and operated by the Town of Essex and at events conducted by the Town at other locations;
- ii. This policy further provides the authorization of requests for community organizations and special event flag raisings at all properties and facilities owned and operated by the Town of Essex; and
- iii. This policy ensures flags are flown, displayed, replaced and disposed of in accordance with the etiquette and manner outlined by the Ontario Department of Canadian Heritage.

2. Policy Statement

The Corporation of the Town of Essex recognizes that flags are important symbols that increase public awareness of special events, activities and historical commemorations,



and as such is committed to displaying flags on Town sites in a consistent and appropriate manner within an established protocol.

3. Scope

- 3.1 This policy applies to all buildings, properties and facilities owned by the Town of Essex, as well as the locations of all Town operated events, except those that take place where the policies of another government body would take precedence.
- 3.2 This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the Chief Administrative Officer or designate.

4. Definitions

- 4.1. **"Cenotaph"** refers to a monument erected to honour the courage, valour and sacrifice of the heroes who have served - and continue to serve - Canada during times of war and conflict.
- 4.2. **"Flag Holder"** - or **"outrigger"** is a flagpole mounted on a building at an angle other than vertical.
- 4.3. **"Flag Pole"**, **"Flagstaff"**, and/or **"Staff"** refers to a cylindrical piece of metal or wood to which a flag is attached or from which it is hoisted.
- 4.4. **"Half-masting"** refers to the action of flying flags at a position that is equal distance from the top and bottom of a flagpole to mark periods of mourning or to commemorate solemn occasions.
- 4.5. **"Halyard"** refers to the rope used for raising or lowering a flag.
- 4.6. **"Masthead"** refers to the highest part of the flagpole.
- 4.7. **"National Flag of Canada"** means the flag approved by the Parliament of Canada as a national symbol of Canada.
- 4.8. **"Period of Mourning"** is defined as the day of passing until the day of the funeral.
- 4.9. **"Proclamation"** means a public or official announcement or declaration by the



Town

4.10. "**Provincial Flag of Canada**" means the flag approved by the Legislative Assembly of Ontario as a provincial symbol of Canada.



5. Interpretations

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

6. Guiding Principles

The National Flag of Canada as well as other flags are symbols of honor and pride, and as such must be treated with respect.

6.1. Flag Etiquette

- 6.1.1. Flags of nations, provinces and cities should always be flown on their own mast or pole. It is improper to fly two or more flags on the same mast or pole (for example, one should not be beneath the other).
- 6.1.2. Nothing should be pinned to, drawn or sewn onto a nation, province or town flag.
- 6.1.3. Flags should not be obstructed or touch anything beneath them (i.e. floor, ground, table).

6.2. General Guidelines

- 6.2.1. Flag raising requests must be in connection with a particular event by an organization and requested on an annual basis.
- 6.2.2. A flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less.
- 6.2.3. Flags shall only be raised and lowered on those business days that the Town office is open.
- 6.2.4. If the event is on a weekend, flags will be lowered at the end of the last business



day before the event, and raised again at the beginning of the next business day after the event.



6.3. Flag Locations at Town Sites

Town Hall	Town Hall Cenotaph
Spitfire Memorial Cenotaph	Train Station
Downtown Essex Centre	Essex Fire Station 1
Essex Fire Station 2	Harrow OPP Detachment
Harrow Library	Veteran Memorial Park
Peace Garden	Colchester Harbour

6.4. Position of Honour

Facing the building, the observer will see the flags positioned in the order noted below and always from left to right:

- a. Two Pole Display:
 - i. National Flag of Canada (left)
 - ii. Town of Essex Flag (right)
- b. Three Pole Display:
 - i. Province of Ontario Flag
 - ii. National Flag of Canada
 - iii. Town of Essex Flag
- c. Four Pole Display
 - i. Province of Ontario Flag
 - ii. National Flag of Canada
 - iii. Town of Essex Flag
 - iv. Other Flag



6.5. Flag Raising Criteria

6.5.1. Requests

Requests to fly a flag will be considered if the reason for flying the flag meets one of the following criteria:

- a. Support of particular event by a non-profit or charitable organization;
- b. Celebration achievements;
- c. Celebration of multi-cultural and civic events;
- d. Public awareness campaigns.

6.5.2. Restrictions to Requests

Approval will not be given to fly flags for the purpose of supporting or promoting the following:

- a. Political parties or political organizations;
- b. Religious organizations or religious events or celebrations; and
- c. Celebrations, campaigns or events intended for profit-making purposes.
- d. Events that support discrimination, hatred, violence or prejudice.

6.5.3. Request Submissions Process

Any Requests must be received for approval no less than 6 weeks prior to the date of event by way of submission directly to the Director of Community Services or through the Town's online Request service. Applicants will be notified within 1 week of submission should their application be accepted. All Requests must be completed annually and receive annual approval. Requests to fly will be for no longer than a 1 week in duration for the flying of any one applicant. Approved submissions will be required to pick up and drop off their event flag within 1 week of event date.



6.6. Town of Essex Cenotaphs and Remembrance Day

- 6.6.1. The National Flag of Canada flown at all three Town of Essex Cenotaphs will be half-masted as part of the Remembrance Day ceremony to honour and remember the fallen soldiers who gave their lives during the war.
- 6.6.2. This is the only time the flag at these location will be half-masted.
- 6.6.3. Flags at other locations (noted in Appendix A) will also be half-masted in honour of Remembrance Day. Flags will be lowered at the end of the last business day before Remembrance Day, and raised again at the beginning of the first business day afterwards.

6.7. Half-Mast for Mourning

- 6.7.1. Flags will be flown at half-mast positions, where feasible to do so, as a sign of mourning upon the passing of the following persons:
- Her Majesty the Queen and members of the Royal family;
 - A past or present Prime Minister;
 - A past or present day elected representative of the Federal, Provincial and Municipal Governments;
 - Present day employees of the Town of Essex;
 - A resident of Essex, who is a member of the Canadian Armed Forces, killed while deployed on operations; or
 - As directed by the Mayor and Town Council or the Chief Administrative Officer
- 6.7.2. To honor the deceased, all flags in a group shall be flown at half-mast from the time of passing until the end of the day of the funeral service.
- Only flags secured to flagpoles with halyards and pulleys will be half-masted.
 - To place a flag at half-mast, it shall be raised to the masthead, then, slowly lowered until the flag's center is midway between the masthead and the base of the flag pole.



6.7.3. Requests for half-masting

- All requests will be considered by the CAO (or designate) providing it meets the established criteria in the Flag Protocol Policy.

See Appendix A – Flag Locations for Half-Masting

6.7.4. Provincial Annual Half-Masting Days

Ontario annually half-masts the National Flag of Canada from sunrise to sunset on:

- April 28 - National Day of Mourning for Persons Killed or Injured in the Workplace
- November 11 – Remembrance Day

6.7.5. Flag Care and Maintenance

Flags will be inspected on a regular basis by the Department of Community Service.

When a flag's condition is such that it is no longer fitting for display (frayed, faded, torn, soiled or ripped), it is to be retired and replaced. The retired flag must be destroyed in a dignified manner.

7. Responsibilities

7.1. Council has the authority and responsibility to:

- a. Adopt and maintain the Flag Raising and Half-Masting Protocol Policy,
- b. Approve public awareness campaigns such as proclamations that involve the raising of a community flag, and
- c. Approve the addition of other provincially recognized days of mourning when flags would be flown at half-mast.

7.2. The Director, Community Service/Deputy CAO has the authority and responsibility to:

- a. Direct compliance with this policy.

- b. Give authorization to the Manager, Parks and Facilities areas to facilitate the raising/lowering of flags.

7.3. The Manager, Parks and Facilities has the authority and responsibility to:

- a. Ensure that protocols under this policy are communicated to staff and are carried out consistently.

8. Process of Half-Masting Flags for Mourning

Flags are flown at the half-mast position as a sign of mourning.

The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.

The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably "half-mast" to avoid the appearance of a flag which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-masting is to place the centre of the flag exactly half-way down the staff (Figure 1).

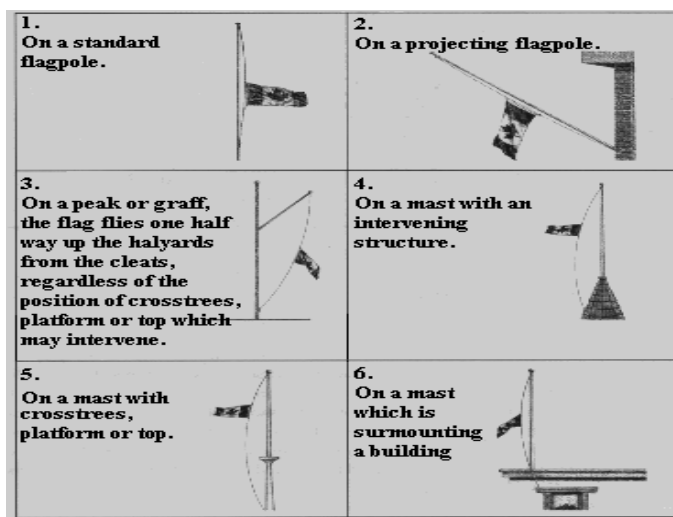


Figure 1

9. Community Flag Requests

Community Flag requests will be considered to celebrate an achievement; or to



recognize a charitable or non-profit organization to help raise public awareness of their programs or activities; or an organization that has achieved national or international distinction or made a significant contribution to the community; or an organization that has helped to enhance the Town of Essex in a positive manner. Community flags to be flown by special request will take the place of the Municipal Flag.

- The organization's flag will fly in connection with a particular event by such organization;
- No flags of commercial, religious or political organizations shall be permitted;
- No flags of a group or organization whose undertakings or philosophy are contrary to Town of Essex policies or by-laws, or espouse hatred, violence, discrimination, prejudice, or racism shall be permitted;
- An organization's flag shall be flown no more than once per calendar year;
- A flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less;
- Organizations shall be required to submit requests for their organization's flag to fly on an annual basis, a minimum of four weeks prior to the requested date, and shall be in the form appended to this Policy;
- Requests for use of the community flag pole will be considered on a first come first served basis;
- Flags shall only be raised and lowered on those business days and hours that Town Hall is open.

10. Reference and Related Documents

- National Flag of Canada Act
- Federal Department of Canadian Heritage
- Rules for Flying the National Flag of Canada
- Ontario International Relations and Protocol

- History of the National Flag of Canada

11. Appendix A – Flag Locations for Half-Masting


	Location	Display	Flags	Half-Masting for Mourning & Remembrance Day
1	Town Hall	3 poles	National Flag of Canada, Provincial Flag of Canada & Town of Essex Flag	Yes – All Flags
2	Town Hall Cenotaph	4 poles	National Flag of Canada, Union Jack, Town of Essex, & National Flag of Canada	Yes – All Flags
3	Spitfire Memorial Cenotaph	3 poles	National Flag of Canada, Royal Canadian Air Force & British Air Command	Yes – All Flags
4	Train Station	2 poles	National Flag of Canada & Town of Essex Flag	Yes – All Flags
5	Downtown Essex Centre	2 poles	National Flag of Canada & Town of Essex Flag	Yes – All Flags
6	Essex Fire Station 1	3 poles	National Flag of Canada, Provincial Flag of Canada & Town of Essex Flag	Yes – All Flags
7	Essex Fire Station 3		National Flag of Canada	Yes
8	Harrow OPP Detachment	2 poles	National Flag of Canada & Town of Essex Flag	Yes – All Flags
9	Harrow Library	Projected from Building	National Flag of Canada	No
10	Veteran Memorial Park	4 poles	National Flag of Canada, Union Jack, Provincial Flag of Canada & Legion flag	Yes – All Flags


	Location	Display	Flags	Half-Masting for Mourning & Remembrance Day
11	Peace Garden	4 poles	National Flag of Canada, Provincial Flag of Canada, United States of America & Anishinabek First Nation	Yes – All Flags
12	Colchester Harbour	1 pole with yardarm	National Flag of Canada, Provincial Flag of Canada, & Town of Essex Flag	Yes – All Flags

12. Flags Display at Municipal locations

National Flag of Canada 

Province of Ontario 

Town of Essex 

Royal Union (Union Jack) 

Royal Canadian Air Force 

British Air Command 

United States of America 

Anishinabek First Nation 



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**

February 1, 2021, 6:00 pm

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

Present: Mayor Larry Snively
Deputy Mayor Richard Meloche
Ward 1 Councillor Joe Garon
Ward 1 Councillor Morley Bowman
Ward 2 Councillor Kim Verbeek
Ward 3 Councillor Steve Bjorkman
Ward 3 Councillor Chris Vander Doelen
Ward 4 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

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.

1. Call to Order

Mayor Snively called the meeting to order at approximately 6:05 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 February 1, 2021

R21-01-019

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.

Carried

6. Adoption of Minutes

6.1 Regular Council Meeting Minutes for January 18, 2021

R21-01-020

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.

Carried

6.2 Special Council Meeting for November 30, 2020

R21-01-021

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.

Carried

6.3 Special Council Meeting December 14, 2020

R21-01-022

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.

Carried

6.4 Special Council Meeting for January 11, 2021

R21-01-023

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.

Carried

6.5 Special Council Meeting for January 13, 2021

R21-01-024

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.

Carried

7. Public Presentations

7.1 COVID-19 Impacts on Small Business and Community

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.

Council and the delegates engaged in a free flowing discussion through the Chair which discussion focused on questions relating to the process the government takes in reaching and making COVID-19 decisions concerning restrictions that affect businesses. A majority of the comments from the Council members focused on the belief that the current restrictions are inconsistent in their application and that there should be restriction standards that are more proportional in nature. A restriction model based on square footage of the business was proposed as perhaps a model that would be fairer to small businesses.

Discussion also focused on COVID-19 and migrant farm worker conditions together with comments that small businesses need to have the same opportunity to open and to open safely as big box stores and manufacturing facilities.

At the end of the discussion the Mayor thanked the respective delegates for their time and continuing devotion to trying to help the residents of Essex County during this difficult time.

R21-01-025

Moved By Councillor Bjorkman

Seconded By Councillor Bowman

That Council add and welcome M.P.P. Rick Nicholls as a delegate at this meeting.

Carried

R21-01-026

Moved By Councillor Bjorkman

Seconded By Councillor Bowman

That the presentations by the delegations listed in Agenda Item 7.1 be received.
Carried

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

RE: Digital Radio-Communication System Contract

R21-01-027

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.

Carried

9.2 Drainage-2021-01

RE: Appointment of Engineer for Malden Road West Drain New Culvert

R21-01-028

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.

Carried

9.3 Verbal Report, Director, Development Services

RE: Year-End Development Update

R21-01-029

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.

Carried

9.4 Economic Development-2021-02

RE: Community Improvement Plan 2020 Summary

R21-01-030

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.

Carried

9.5 Infrastructure Services-2021-01

RE: Engineering Services for Essex Centre Streetscape

R21-01-031

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.

Carried

9.6 Legal and Legislative Services-2021-02

RE: Relocation of the Rush Drain

R21-01-032

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.

Carried

9.7 Operations-2021-01

RE: Loading Zone Parking Space

R21-01-033

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.

Carried

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

RE: Removing Ice at Town Facilities

Doug Sweet, Director, Community Services/Deputy CAO spoke to the recommendation that given the current status of COVID-19 and low likelihood of usage that two of the ice pads be removed at this time.

R21-01-034

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.

Carried

10. Reports from Youth Members

11. County Council Update

Deputy Mayor Meloche commented that starting with the McGregor branch as a pilot the County Libraries would be looking to start a new program (similar to one used in Hamilton) which will allow the branch to remain open for 49 hours a week using a automated system complete with cameras in which library users will be able to use their cards to enter the branch and use the library services and borrow books in an automated unstaffed environment.

12. Correspondence

12.1 Correspondence to be received

R21-01-035

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.

Carried

12.1.1 Correspondence relating to COVID-19 Pandemic

12.1.1.1 Province of Ontario

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

12.1.1.2 Province of Ontario

RE: Ontario Expands Workplace Enforcement Campaigns

12.1.1.3 Province of Ontario

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

12.1.2 Chris Lewis, MP

RE: 2021 Canada Summer Jobs program

12.1.3 Essex Region Conservation Authority

RE: 2020 Annual Report

12.1.4 Ministry of Municipal Affairs and Housing

RE: Municipal Modernization Program Intake 2

12.2 Correspondence to be considered for receipt and support

12.2.1 Youth Council Member

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

Council gave direction to the Clerk to draw a name from a hat in order to randomly select an appointment. The Mayor drew the applicant Edua Marczinko.

R21-01-036

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.

Carried

12.2.2 Essex Region Conservation Authority

RE: Essex Region Source Protection Committee - Municipal Representation

R21-01-037

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.

Carried

13. Committee Meeting Minutes

R21-01-038

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.

Carried

R21-01-039

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.

Carried

13.1 Heritage Committee November 26, 2020

13.2 Police Services Board December 3, 2020

13.3 Drainage Board December 9, 2020

- 13.4 Arts, Culture and Tourism December 10, 2020
- 13.5 Committee of Adjustment December 15, 2020
- 13.7 Drainage Board January 21, 2021
- 13.6 Heritage Committee Special Meeting January 14, 2021

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

14. Financial

14.1 Ministry of Municipal Affairs and Housing

RE: Town of Essex 2019 Financial Indicator Review/Profiles

R21-01-040

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.

Carried

14.2 December 2020 Bank Payments Report

R21-01-041

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.

Carried

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

R21-01-042

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.

Carried

16.1.2 Deputy Mayor Meloche

RE: Drainage Billings

R21-01-043

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.

Carried

16.1.3 Deputy Mayor Meloche

RE: Standards for Property Development

Deputy Mayor Meloche withdrew his Notice of Motion. Administration to review and a Report be brought back to Council regarding Zoning By-Law Amendments.

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

R21-01-044

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	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	6	2
Carried (6 to 2)		

Carried

16.2.2 Councillor Bondy

RE: Designating Public Property as Surplus

R21-01-045

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.

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)		

Defeated

16.2.3 Councillor Bondy

RE: Surplus Property Sold in Open Market

At the request of Councillor Bondy, this motion has been deferred to the February 16, 2021 Regular Council meeting.

Moved By Councillor Bondy

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

At the request of Councillor Bondy, this motion has been deferred to the February 16, 2021 Regular Council meeting.

Moved By Councillor Bondy

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

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.

At the request of Council this Verbal Report has been deferred to the February 16, 2021 Regular Council meeting.

18. By-Laws

18.1 By-Laws that require a third and final reading

18.1.1 By-Law 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

R21-01-046

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.

Carried

18.1.2 By-Law 1968

Being a by-law to provide for the Szakacs Drain: Repair and Improvement, Geographic Township of Colchester South, Project REL2016D004, Town of Essex, County of Essex

R21-01-047

Moved By Councillor Vander Doelen

That By-Law 1968 being a by-law to provide for the Szakacs Drain: Repair and Improvement, Geographic Township of Colchester South, Project REL2016D004, Town of Essex, County of Essex, be read a third time and be finally passed on February 1, 2021.

Carried

18.1.3 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 REL2020D012, Town of Essex, County of Essex

R21-01-048

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 REL2020D012, Town of Essex, County of Essex be read a third time and finally passed on February 1, 2021.

Carried

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

18.2.1 By-Law 1985

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

R21-01-049

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.

Carried

18.3 By-Laws that require a first and second reading

18.3.1 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

R21-01-050

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.

Carried

19. Adjournment

R21-01-051

Moved By Councillor Verbeek

Seconded By Councillor Bjorkman

That the meeting be adjourned at 10:20 PM.

Carried

Mayor

Clerk



Report to Council

Department: Development Services

Division: Planning

Date: February 16, 2021

Prepared by: Niharika Bandaru, Climate Change Analyst

Report Number: Planning-2021-01

Subject: Climate Ready – A Climate Change Adaptation Plan for the Town of Essex.”

Number of Pages: 4 + Attachments

Recommendation(s)

That Council adopt the Town of Essex Climate Change Adaptation Plan entitled “ *Climate Ready – A Climate Change Adaptation Plan for the Town of Essex 2021- 2026*” and direct Administration to begin the implementation process identified in said Plan, and

That Council appoint the Chief Administrative Officer as the Climate Change Adaptation Champion for the Town of Essex, to lead outreach activities and help solidify the awareness and long-term commitment to *Climate Ready – A Climate Change Adaptation Plan for the Town of Essex 2021-2026*, and

That the Town of Essex hereby declare a Climate Emergency as follows:

WHEREAS the Town of Essex is desirous of adopting a Climate Change Adaptation Plan;

AND WHEREAS the Town of Essex has invested in the creation of the Essex Region Community Energy Plan, in partnership with the County of Essex, the Essex Region

Conservation Authority, the other County of Essex municipalities, and regional stakeholders, for the purpose of collectively mitigating the risk of climate change by reducing regional emissions and energy consumption;

AND WHEREAS based on current climate projections the future impacts of human caused climate change could be catastrophic to the Town of Essex's local economy and its municipal budget and may further result in significant economic and health burdens for the constituents of Essex particularly our vulnerable populations;

AND WHEREAS the Town of Essex can join the Canadian Federal government and the 444 Canadian municipalities (including the City of Windsor, County of Essex, Town of Amherstburg, Town of Tecumseh, and the Municipality of Chatham-Kent) who as of November 2019 have declared climate emergencies and are advocating for drastic change in order to reduce global carbon emissions to mitigate future climate impacts and adapt to the impacts from climate change;

AND WHEREAS the most recent report by the UN Intergovernmental Panel on Climate Change (IPCC) has indicated that within 10 years, in order to keep the global average temperature increase to 1.5 degree C and maintain a climate compatible with human civilization, there must be a reduction in carbon emissions of about 45% from 2010 levels, reaching net zero carbon emissions by 2050; and,

AND WHEREAS taking climate action steps and undergoing the low-carbon transition will also represent opportunity for economic stimulation and growing job opportunities in the new low-carbon economy;

AND WHEREAS climate change will jeopardize the health and survival of many local plant and animal species as well as their natural environments and ecosystems;

AND WHEREAS the Town of Essex and the surrounding region is already experiencing climate change impacts including, but not limited to, overland flooding, heavy rain

event flooding, emergence of invasive species, an increased number of high heat days, the rise of vector borne diseases, the re-emergence of blue-green algae and harmful algal blooms in our lakes and rivers; and,

THEREFORE BE IT RESOLVED that the Town of Essex declare a Climate Emergency and commit to urgently working towards adapting to the impacts of climate change, mitigating climate risk, and preparing for our climate future.

Purpose

To seek Council's adoption of the Climate Change Adaptation Plan, to identify a Champion for the implementation period, and to declare a Climate Emergency.

Background, Discussion, Financial Impact, and Consultations

Please refer to the attached document, "Climate Ready – A Climate Change Adaptation Plan for the Town of Essex."

The Town of Essex has been experiencing the effects of global climatic changes on a local level in the form of rising average temperatures, more intense precipitation events (leading to effects such as seasonal flooding), seasonal shifts, longer heatwaves etc. Projections indicate that these effects will continue to worsen as we progress further into the century, resulting in increased risk to livelihoods, infrastructure, operations, as well as increased economical expenses. Following a presentation to Council on November 18, 2019, Council directed Administration to develop a Climate Change Adaptation Plan for the Town of Essex. Thorough assessments via public engagement and internal analysis by Administration, through 2020 and 2021, helped develop this plan which is intended to provide guidance to the Town in steadily preparing for the identified effects of climate change through policy, process, infrastructure, and communication developments. The Plan will enable the Town to increase their level of resilience for gradual climate changes, as well as intense events like more frequent 100 year storms, and heat waves. The presented action items in the Plan were developed in a way to

maximize the long-term benefits (i.e. social, economic, and environmental) to the community and stakeholders, and avert damages to public and private assets, operations, services, heritage, economy, and the quality of life of residents.

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:	Climate Ready - A Climate Change Adaptation Plan for the Town of Essex 2021-2026 - Planning-2021-01.docx
Attachments:	
Final Approval Date:	Feb 9, 2021

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

Rita Jabbour, Manager, Planning Services - Feb 9, 2021 - 2:53 PM

A handwritten signature in black ink, appearing to read "Lori Chadwick".

Lori Chadwick, Director, Development Services - Feb 9, 2021 - 2:55 PM

A handwritten signature in black ink, appearing to read "Chris Nepszy".

Chris Nepszy, Chief Administrative Officer - Feb 9, 2021 - 3:02 PM

Climate **READY**

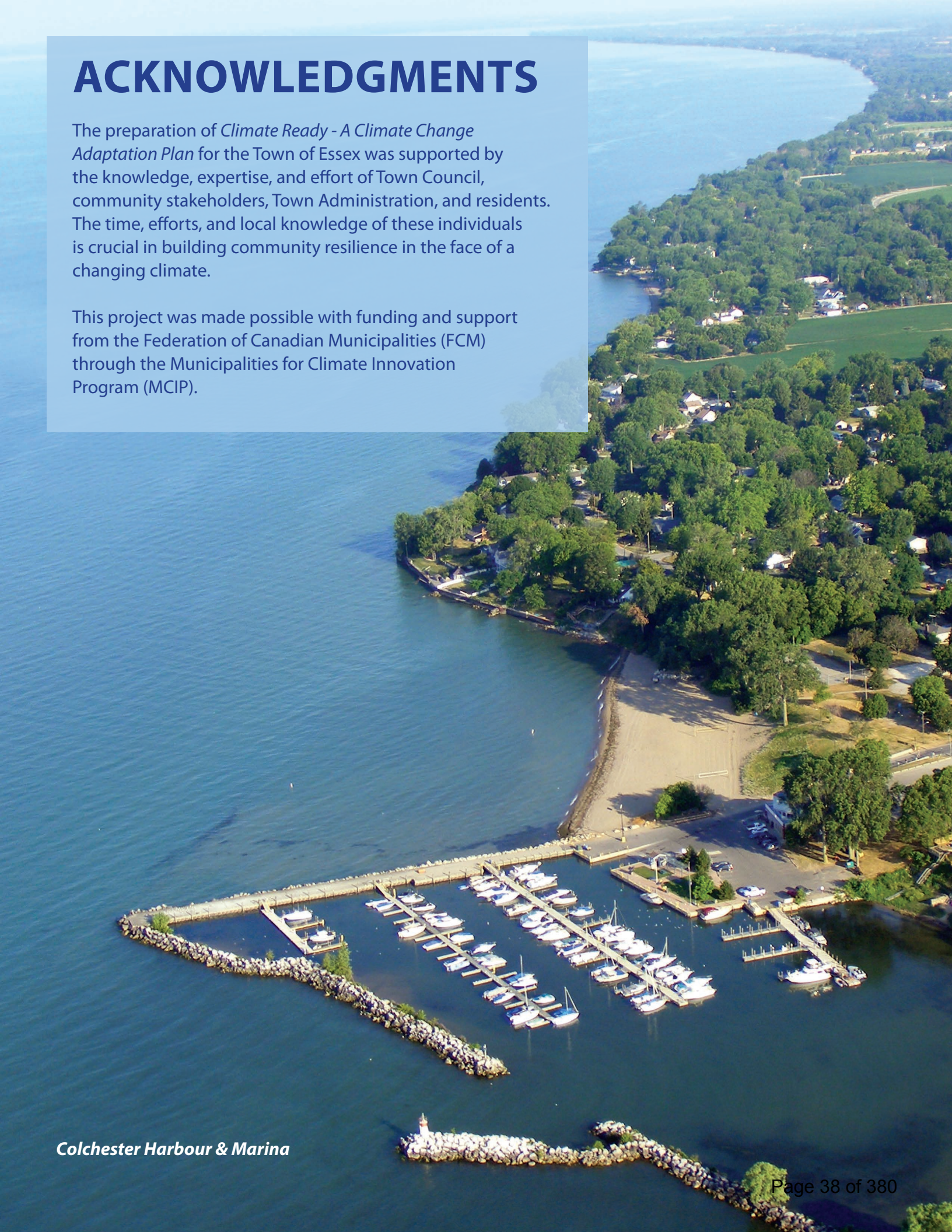
A CLIMATE CHANGE ADAPTATION
PLAN FOR THE TOWN OF ESSEX
2021 - 2026

essex

ACKNOWLEDGMENTS

The preparation of *Climate Ready - A Climate Change Adaptation Plan* for the Town of Essex was supported by the knowledge, expertise, and effort 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 members in working together 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 adaptation.

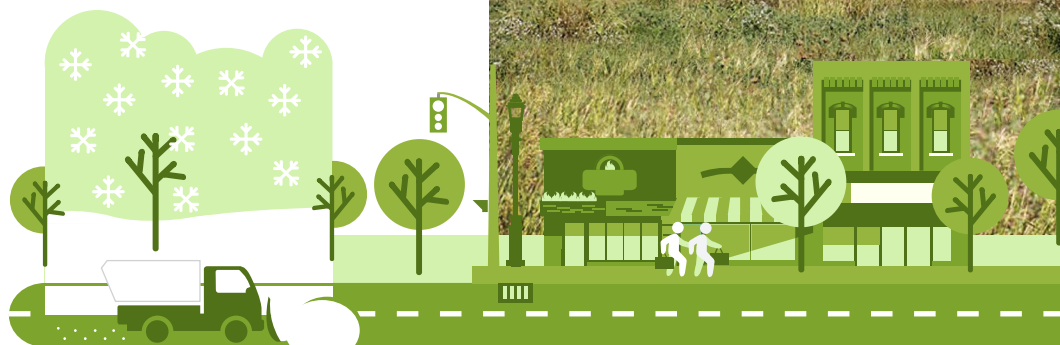
Cover image courtesy of Laurie Beaten



TABLE OF CONTENTS

2	Acknowledgments
5	The Planning Group
6	Message from the Mayor/CAO
7	Executive Summary
9	Introduction
12	Projections for the Town of Essex
15	Strategies to Manage Climate Risks
18	Methodology
20	Vision & Objectives
22	Action Items
24	Community Engagement & Partnership Objectives
30	Corporate Objectives
37	Implementation, Monitoring, and Review
39	Conclusion
40	References
41	Appendices

Farm fields in Harrow



Aerial image looking towards Lake Erie

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

The Town would also like to thank the following individuals and their representative organizations for their knowledge, time, and expertise in developing *Climate Ready*:

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.

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



Bike repair station at the 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.

**SUSTAINABLE
DEVELOPMENT
GOALS**

**13 CLIMATE
ACTION**

Taking urgent action to tackle climate change and its impacts.

Climate Ready aligns with Goal 13 of the United Nations' Sustainable Development Goals.

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 through the implementation of 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, as they pertain to the municipal duties of the Corporation of the Town of Essex, for:

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

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 progress on the action items defined within this plan to Town Council on an annual basis. This will ensure that the Corporation continues to monitor and communicate its progress effectively to its residents and stakeholders, and deliver on its commitment to taking a leadership role in climate change adaptation.





Essex Pollution Control Plant near Essex Centre

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 (78%)

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

- Canada's Changing Climate Report, 2019

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 GHGs keeping the sun's energy in the atmosphere, the average

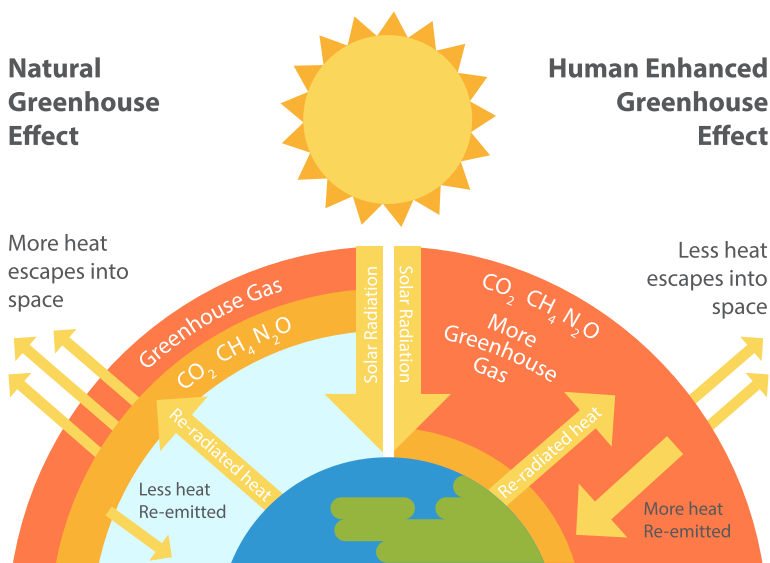


Figure 1: Natural greenhouse effect comparison to human enhanced greenhouse effect

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, such as more extreme heat, more extreme precipitation, variable growing seasons, shorter snow and ice cover seasons, earlier spring peak stream-flow, thinning glaciers, thawing permafrost, and rising sea levels. Scientists around the world have confirmed this by studying data from ice cores drawn from Greenland, Antarctica, and tropical mountain glaciers, carbon records in tree rings, ocean sediments, and layers of sedimentary rocks, as well as monitoring daily atmospheric changes in multiple locations 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 the 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 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. 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.			Variable and 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 growing season and range 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.
Increased site specific flooding resulting in private infrastructure damage leading to economic loss and increased costs to rehabilitate.
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.
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

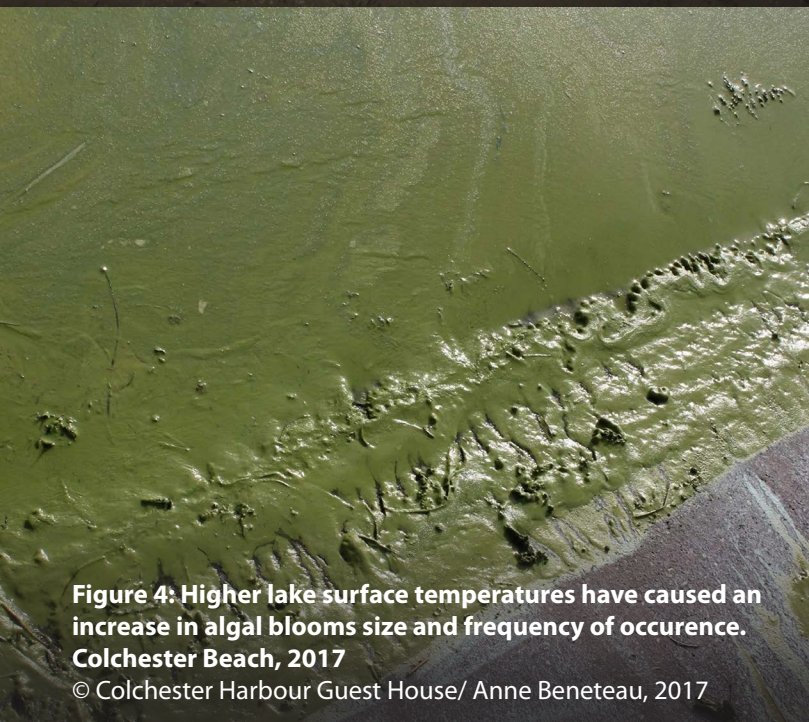


Figure 4: Higher lake surface temperatures have caused an increase in algal blooms size and frequency of occurrence. Colchester Beach, 2017
© Colchester Harbour Guest House/ Anne Beneteau, 2017

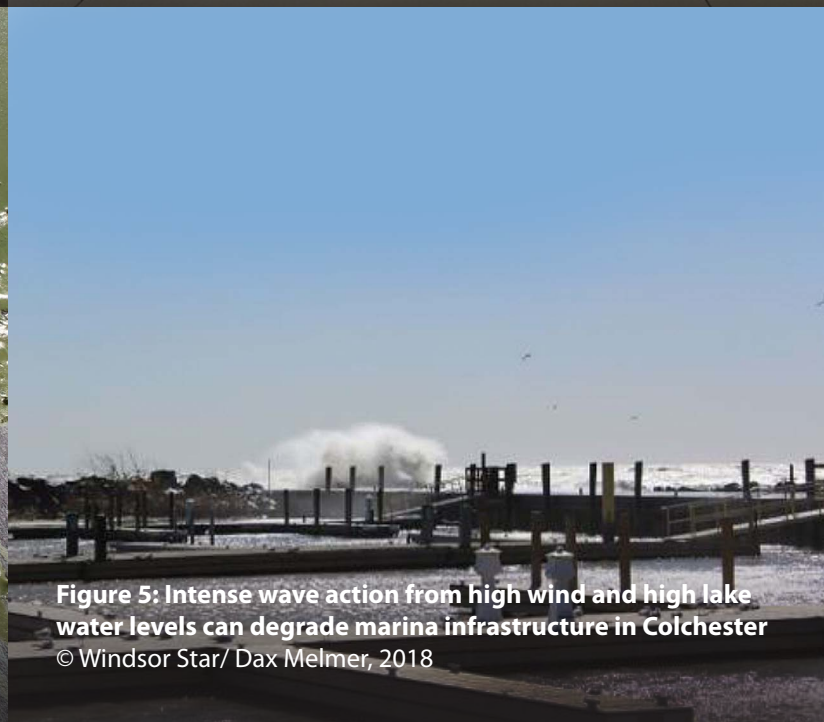


Figure 5: Intense wave action from high wind and high lake water levels can degrade marina infrastructure in Colchester
© Windsor Star/ Dax Melmer, 2018



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



Figure 7: Grape buds in a Colchester winery were damaged due to severe frost from a cold snap.
© 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)

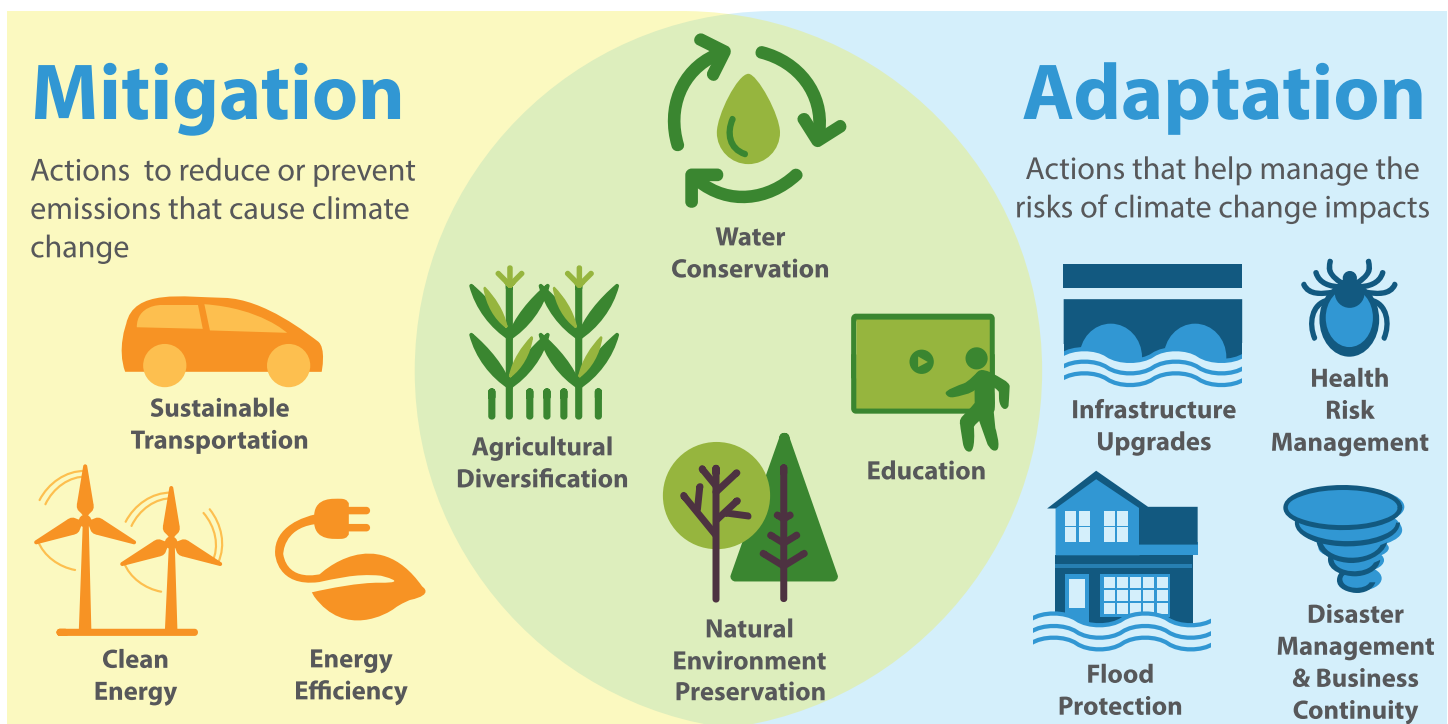


Figure 8: Examples of mitigation-based actions, adaptation-based actions, and actions that accomplish both goals.

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 (*Insurance Board of Canada, 2020*). 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 – 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 will 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 decision-making.





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 *Climate Ready*.

Consultations

The Internal Climate Adaptation Team (ICAT), consisting of Town department representatives, was 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 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 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. A reporting structure was also determined to monitor the progress on action items presented in the Plan, as well as a timeline to review and update *Climate Ready*.



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 and safety of residents and community throughout the design, development, implementation, and monitoring 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 stakeholders.**
- 6. Exercising a duty of care to ensure the well-being of the residents.**
- 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 developed 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 intents to seek external funding opportunities:

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

THEMES

Climate actions have been assigned themes, which are four primary 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's Administration that will take the lead on an action item's commencement, development, and implementation. The implementation of 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:

Office of the CAO

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 Business

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	

* 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 	---	Short-term	Development Services	
	<ul style="list-style-type: none"> Acquire and incorporate Heat Island GIS data into Town planning to assess total green spaces, tree canopy, and heat islands in the municipality 	\$	Short-term	Corporate Services	
	<ul style="list-style-type: none"> Label and recognize heritage trees on Town property 	\$	Short-term	Community Services	
2.2	Explore and engage in regional partnerships to improve various regional environmental quality issue:				
	<ul style="list-style-type: none"> Development and implementation of controls to limit the spread of non-native invasive species 	---	Ongoing	All	
	<ul style="list-style-type: none"> Participate in regional efforts to develop a Tree-cutting By-Law/ Tree Policy 	---	Ongoing	All	
	<ul style="list-style-type: none"> Participate in the Improvement of Lake Erie water quality issues 	---	Ongoing	All	

 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 property 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 bylaws, 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	Advocate for 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	Community Services	
		\$	Short-term	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 increase native vegetation and improve water quality while reducing drainage-related issues	---	Current	Infrastructure Services	
2.3	Utilize the ERNHSS as the basis for the Town's natural heritage system, including the identification, protection, enhancement, and restoration of natural sites	---	Short-term	Development Services	 
2.4	Investigate nature-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:				
	• Integrate Low Impact Development considerations in capital projects wherever possible	\$\$\$	Ongoing	Infrastructure Services	
	• Review and integrate Regional Stormwater Guidelines into infrastructure decisions	---	Ongoing	Infrastructure Services	
	• Consider green technology options for road development and re-construction projects	\$\$-\$\$\$	Ongoing	Infrastructure Services	
	• 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	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, Community 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 align with County and Federal climate action interests	---	Current	CAO's Office	
4.3	Incorporate climate change considerations into the Town's plans, policies, projects and procedures:				
	• During revisions and amendments of Town policy and procedure documents (e.g. Official Plan, Strategic Plan , infrastructure studies, environmental assessments, budgets, zoning by-laws), include climate change language	---	Current	All	
	• Consider financial, social, and environmental costs and benefits (Triple-Bottom Line assessment) when making project decisions	---	Current	All	
	• Consider incorporating sustainable sourcing and low carbon resiliency considerations into tendering documents/scoring matrices	---	Current	All	
	• Investigate the application of the Climate Lens Assessment	---	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	---	Short-term	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 opportunities 	---	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	
5.3	Explore implementation of the Geese Management Program	\$	Ongoing	Community 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.



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 do not adjust to lake levels.





*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 over time.

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 (refer to the Monitoring Progress Workflow illustration on page 39). 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.

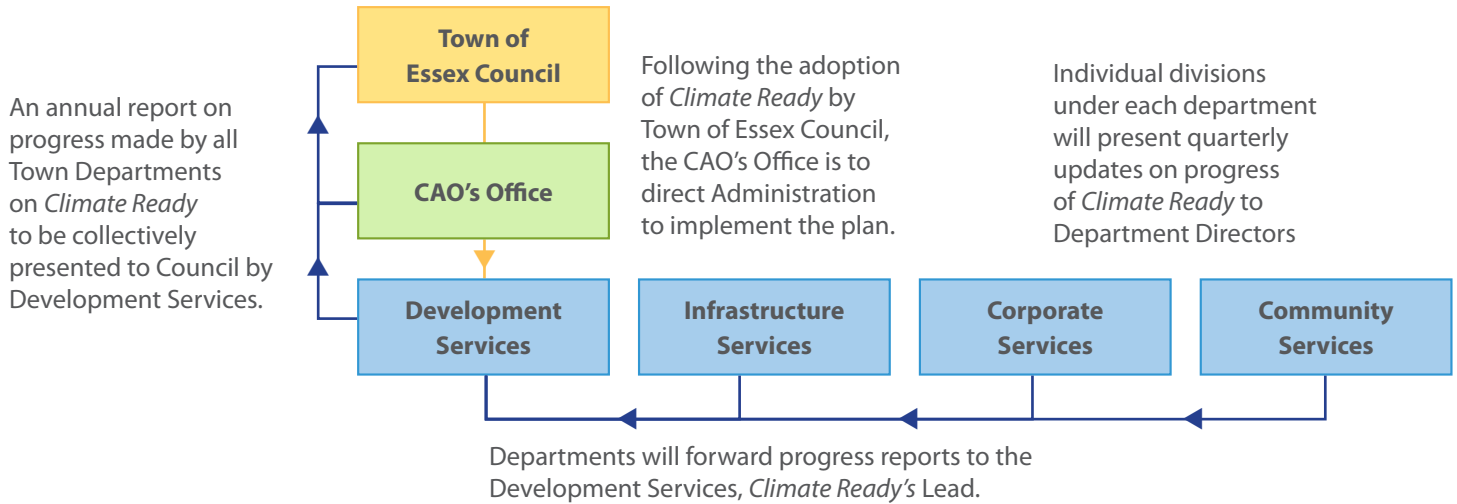
Therefore, this document has been designed for a period of implementation over 5 years, and subject to regular review and update during the course of this period. Following this period, *Climate Ready* will be re-evaluated and updated based on the latest available information and resources.

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

Monitoring Progress Workflow



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, reduce 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 *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.

REFERENCES

- Bizikova, L., Neale, T., & Burton, I. (2008). Canadian Communities' Guidebook for Adaptation To Climate Change. In Environment Canada.
- Bush, E., & Lemmen, D. S. (2019). Canada's Changing Climate Report. <https://changingclimate.ca/CCCR2019/>
- Environment and Climate Change Canada. (2019). Climate Data Canada. <https://climatedata.ca/>
- Essex Region Conservation Authority. (n.d.). Regional Climate Impacts - Essex Region Conservation Authority. Retrieved November 2, 2020, from <https://essexregionconservation.ca/watershed-health/climate-change/regional-climate-impacts/>
- Great Lakes Integrated Science and Assessment Centre & Environment and Climate Change Canada. (2018). 2017 Annual Climate Trends and Impacts Summary for the Great Lakes Basin. 6.
- Hammer, J., & Pivo, G. (2017). The Triple Bottom Line and Sustainable Economic Development Theory and Practice. *Economic Development Quarterly*, 31(1), 25–36. <https://doi.org/10.1177/0891242416674808>
- Insurance Bureau of Canada (IBC), & Federation of Canadian Municipalities (FCM). (2020). Investing in Canada's future: The cost of Climate adaptation at the local level. (Issue February). <https://data.fcm.ca/documents/reports/investing-in-canadas-future-the-cost-of-climate-adaptation.pdf>
- Local Governments for Sustainability (ICLEI). (n.d.). Changing Communities: Changing Climate, Guide and Workbook for Municipal Climate Adaptation.
- Ministry of Municipal Affairs and Housing. (2020). Provincial Policy Statement Under the Planning Act. [Ontario.ca/PPS](https://www.ontario.ca/PPS)
- NRCan. (2009) Adaptation 101: What is Adaptation?
- Ripple, W. J., Wolf, C., Newsome, T. M., Barnard, P., & Moomaw, W. R. (2020). World Scientists' Warning of a Climate Emergency. In *BioScience* (Vol. 70, Issue 1, pp. 8–12). Oxford University Press. <https://doi.org/10.1093/biosci/biz088>
- Sawka, M. (2017). A Roadmap for Green Infrastructure in Ontario. Clean Air Partnership, Green Infrastructure Ontario Coalition. <https://www.cleanairpartnership.org/wp-content/uploads/2019/12/DRAFTRoadmap-for-Green-Infrastructure-in-Ontario-2017-rv51.pdf>
- Sea Grant Michigan. (n.d.). Increased Resilience at Marinas and Harbors Reinforcing our Waterfronts. Retrieved November 6, 2020, from www.glcleanmarina.org
- Stantec Consulting Ltd. (2018). Windsor/Essex Region Stormwater Management Standards Manual. <https://essexregionconservation.ca/wp-content/uploads/2018/12/WE-Region-SWM-Standards-Manual.pdf>
- USEPA. (n.d.). Low Impact Development (LID) | Polluted Runoff (Nonpoint Source Pollution) | US EPA. Retrieved October 6, 2020, from <https://www.epa.gov/nps/urban-runoff-low-impact-development>
- Wellesley Institution. (n.d.). Green Space in the City: How Toronto's Green Spaces Promote Mental Health | Wellesley Institute. Retrieved October 6, 2020, from <https://www.wellesleyinstitute.com/healthycommunities/green-space-in-the-city-how-torontos-green-spaces-promote-mental-health/>

APPENDICES

Appendix A - Glossary

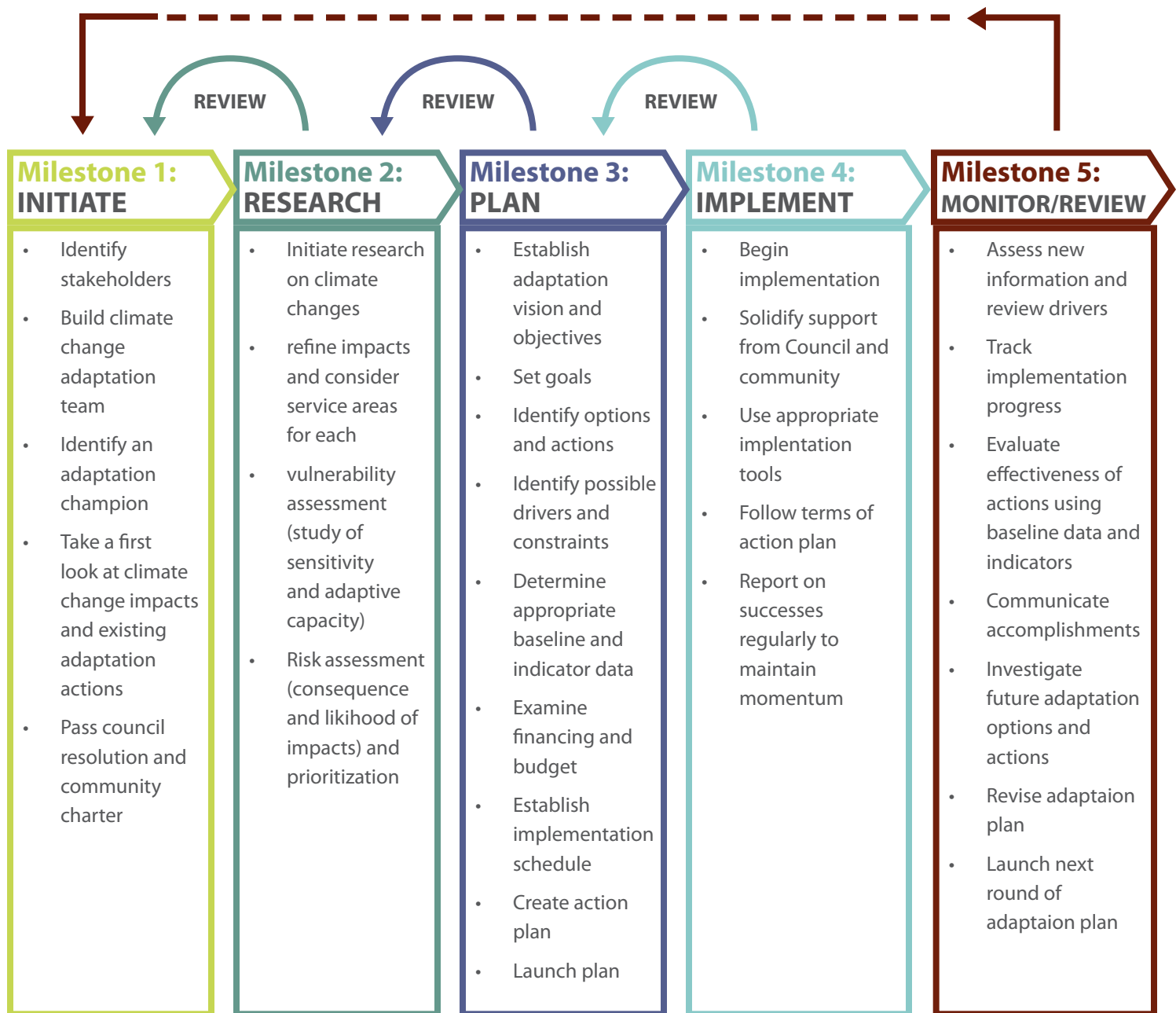
The following glossary lists terminology emphasized in bold within the document, in alphabetical order.

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.
ERNHSS	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
Creation of a Sustainability Action Plan
Creation and periodic updates to the 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)
Reinforcing and reiterating 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)
Promoting tree planting opportunities within the community: <ul style="list-style-type: none"> Continuing to collaborate with ERCA and community partners on tree planting events Continuing to secure tree donations and implementing tree memorial programs
Continuing to advocate for better internet connectivity and broadband infrastructure investments throughout the municipality
Continuing shoreline assistance to vulnerable properties when required (e.g. sandbagging, Shoreline Assistance Program)
Continuing to implement winter control measures (snow removal and de-icing) on waterfront park and community park pathways and parking lots
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
Continuing to strengthen building bylaws and zoning regulations
Continuing 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 the 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 climate adaptive 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 self-preparedness
 - 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 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



Report to Council

Department: Infrastructure Services

Division: Capital Works and Infrastructure

Date: February 16, 2021

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

Report Number: Capital Works and Infrastructure-2021-01

Subject: Results of Request for Tender – Harrow Streetscape

Number of Pages: 8 (including attachments)

Recommendation(s)

That Capital Works and Infrastructure-2021-01 entitled, "Results of Request for Tender – Harrow Streetscape" prepared by Kevin Girard, Director of Infrastructure Services dated February 16, 2021 be received, and

That Council award the Request for Tender – Harrow Streetscape to J.C.S. Construction Inc. in the amount of \$4,664,479.36 including non-refundable Harmonized Sales Tax.

Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required for purchases in excess of \$100,000.

Background and Discussion

In accordance with the guidelines set out in the Town's Procurement By-Law Number 1043, a Request for Tender for the Harrow Streetscape was posted on both the Town's website and

Merx, and closed at 3:00:00 pm on January 13th, 2021. The results of the submitted prices for the Request for Tender are summarized in Table 2.

Table 2: Summary of Tender Submissions

Name of Bidder	Total Tender Price before tax	Total Tender price including non-refundable Harmonized Sales Tax (1.76%)
J.C.S Construction Inc.	\$ 4,583,804.40	\$ 4,664,479.36
Sterling Ridge Infrastructure Inc.	\$ 5,017,368.00	\$ 5,105,673.68
J & J Lepera Infrastructures Inc.	\$ 5,303,018.00	\$ 5,396,351.12
Nevan Construction Inc.	\$ 5,398,965.00	\$ 5,493,986.78
Sherway Contracting (Windsor) Ltd.	\$ 5,559,585.00	\$ 5,657,433.70
D'Amore Construction (2000) Ltd.	\$ 6,180,000.00	\$ 6,288,768.00
Amico Infrastructures Inc.	\$ 6,377,049.00	\$ 6,489,285.06

As noted in the letter of recommendation from Stantec Consulting, appended to this report, the lowest tender received, from J.C.S. Construction Inc., is recommended for award.

Neither the Town nor Stantec Consulting have worked with JCS Construction before, but both are familiar with their subcontractors and senior supervisory staff. In addition, Stantec Consulting contacted the project manager from a previous project completed by JCS Construction for the City of Windsor. The City of Windsor project manager indicated that JCS Construction did a good job and handled unforeseen issues well throughout construction. Therefore, in Stantec's opinion, JCS Construction has the resources and experience to successfully complete the Harrow Streetscape Project.

Financial Impact

During the 2021 Capital Budget deliberations, Council approved funding towards the Harrow Streetscape in the amount of \$5,492,018. Based on the tendered costs, Table 3

shows the total estimated cost of the Harrow Streetscape project.

Table 3: Project Breakdown

Description	Project Cost (incl. non-refundable HST)
Construction Costs	\$ 4,664,479.36
Engineering Inspection and Contract Administration	\$ 192,754.79
Total Construction Costs	\$ 4,857,234.15

As displayed in Table 3, the total construction cost for the Harrow Streetscape is estimated to be \$4,857,234.15 which leaves an unspent budgeted amount in GG-20-0008 – Harrow Streetscape of \$634,783.85. It is recommended that the unspent budgeted amount remain in GG-20-0008 for potential unforeseen issues related to the Harrow Streetscape project. Further, any cost savings of this project will reduce the amount of debt required to fund this project.

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:	Harrow Streetscape Tender Results - Capital Works and Infrastructure-2021-01.docx
Attachments:	- 165620205_Tender_Summary.pdf
Final Approval Date:	Feb 8, 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 - Feb 8, 2021 - 2:42 PM



Legal Entity
Stantec Consulting Ltd.
2555 Ouellette Place, Suite 100
Windsor, Ontario N8X 1L9
Tel: (519) 966-2250
Fax: (519) 966-5523

January 28, 2021
File: 165620205

Town of Essex
33 Talbot Street South
Essex, ON
N8M 1A8

Attention: Mr. Kevin Girard, P.Eng., MBA
Director, Infrastructure Services

Dear Sir,

Reference: Tender Report
HARROW STREETSCAPE IMPROVEMENTS

Tenders for the above referenced project were received at the Town of Essex offices until 3:00 pm, local time, Wednesday January 13, 2021. A total of seven (7) tenders were submitted, with the tenders opened publicly on that date at 3:15 p.m. The tender amounts (excluding HST) are shown below.

<u>CONTRACTOR</u>	<u>TENDER PRICE (Not Including HST)</u>
1. J.C.S Construction Inc.	\$4,583,804.40*
2. Sterling Ridge Infrastructure Inc.	\$5,017,368.00*
3. J&J Lepera Infrastructures Inc.	\$5,303,018.00
4. Nevan Construction Inc.	\$5,398,965.00
5. Sherway Contracting (Windsor) Ltd.	\$5,559,585.00*
6. D'Amore Construction (2000) Ltd.	\$6,180,000.00
7. Amico Infrastructures Inc.	\$6,377,049.00*

* denotes corrected total

Two (2) Addenda were issued during tendering. All seven tenderers noted that they had received both Addenda one and two in their Form of Tender.



January 28, 2021
Mr. Kevin Girard, P.Eng., MBA
Director, Infrastructure Services
Page 2 of 4

**Reference: Tender Report
HARROW STREETScape IMPROVEMENTS**

Appendix “A” to “F” were completed by all tenderers as required.

The forms on pages T-37 to T-41 listing experience, equipment and subcontractors were completed by all tenderers as required.

The tenders were checked for inconsistencies, omissions, unbalanced pricing and other items that would raise concerns. None were noted.

Some small mathematical and clerical errors were found in five (5) of the seven (7) tenders. The following errors were noted:

J.C.S. Construction Inc.

- Item F.10 had a multiplication error. The amount was revised from \$21,600.00 to \$21,160.00
- The Total Amount for Part F had an addition error. The total amount for this section was revised from \$885,200.90 to \$877,960.90.
- The Total Amount for Part G had an addition error. The total amount for this section was revised from \$358,720.00 to \$357,720.00.
- As a result of the above revisions, this changed the total tender price (excluding HST) from \$4,592,044.40 to \$4,583,804.40.

Sterling Ridge Infrastructure Inc.

- The Total Amount for Part C had an addition error. The total amount for this section was revised from \$81,400.00 to \$82,000.00.
- Item E.8 had a multiplication error. The amount was revised from \$19,552.00 to \$19,084.00.
- The Total Amount for Part E was incorrect due to the multiplication error in Item E.8. The total amount for this section was revised from \$412,751.00 to \$412,283.00.
- As a result of the above revisions, this changed the total tender price (excluding HST) from \$5,017,236.00 to \$5,017,368.00.

Nevan Construction Inc.

- Item G.14 total was incorrectly transferred from the Schedule of Additional Unit Prices total. The amount was revised from \$212,480.00 to \$212,280.00. The Total Amount for Part G was correct.

Sherway Contracting (Windsor) Ltd.

- The Total Amount for Part A had an addition error. The total amount for this section was revised from \$2,601,945.00 to \$2,647,945.00.



**Reference: Tender Report
HARROW STREETSCAPE IMPROVEMENTS**

- Item E.12.(f) had a multiplication error. The amount was revised from \$4,950.00 to \$2,200.00.
- The Total Amount for Part E was incorrect due to the multiplication error in Item E.12.(f). The total amount for this section was revised from \$874,075.00 to \$871,325.00.
- As a result of the above revisions, this changed the total tender price (excluding HST) from \$5,516,335.00 to \$5,559,585.00.

Amico Infrastructures Inc.

- The Total Amount for Part D had an addition error. The total amount for this section was revised from \$301,833.00 to \$301,893.00.
- Item E.15.(g) had a multiplication error. The amount was revised from \$425.00 to \$476.00.
- The Total Amount for Part E was incorrect due to the multiplication error in Item E.15.(g). The total amount for this section was revised from \$682,159.00 to \$682,510.00.
- As a result of the above revisions, this changed the tender price (excluding HST) from \$6,376,638.00 to \$6,377,049.00.

A 10% bid bond was included with all tenders as required.

The engineer's preliminary opinion of probable cost for this work was anticipated to be approximately \$4,843,795.00 (excluding HST) which was based on historical prices for similar projects.

J.C.S. Construction Inc was the low bidder for this project. Their tender price of \$4,583,804.40 excludes HST and includes cash allowances and contingency allowances totaling \$267,800.00. J.C.S Construction's bid is slightly less than the engineer's preliminary opinion of probable cost and reasonably close to the two next lowest bids. Their bid is \$259,990.60 (5.37%) lower than the engineer's opinion of probable cost, \$433,563.60 (8.64%) lower than the second lowest bid tenderer, \$719,213.00 (13.56%) lower than the third lowest bid tenderer, and \$1,793,244.60 (28.12%) lower than the highest bid tenderer.

We have not worked with JCS Construction Inc. on past projects, however, we are familiar with their subs and some of their senior supervisory staff. In JCS Construction's listed work experience, the largest project that they have completed in the past was for the City of Windsor in the amount of \$2,700,000 which is approximately half of the size of this project. We have contacted the City's project manager for that project and they indicated that JCS Construction did a good job on the project and handled unforeseen issues well throughout construction. In JCS Construction's equipment list, they have included several pieces of new equipment available for this project.

In our opinion, JCS Construction Inc. and their list of proposed subcontractors have the resources and experience to successfully complete this project.

We recommend the project be awarded to JCS Construction Inc. at the unit prices indicated in the tender.



January 28, 2021
Mr. Kevin Girard, P.Eng., MBA
Director, Infrastructure Services
Page 4 of 4

Reference: Tender Report
HARROW STREETSCAPE IMPROVEMENTS

Feel free to call if you have any questions or require additional information.

Regards,

STANTEC CONSULTING LTD.

Clarence Jubenville, P.Eng.
Sr. Project Engineer
Phone: (519) 966-2250 Ext. 241
Fax: (519) 966-5523
clarence.jubenville@stantec.com
c.jtang@essex.ca



Report to Council

Department: Community Services
Division: Community Services
Date: February 16, 2021
Prepared by: Doug Sweet, Dir. of Community Services/Deputy
CAO
Report Number: Community Services-2021-01
Subject: Town of Essex Flag and Half-Masting Protocol Policy
Number of Pages: 3

Recommendation(s)

The following two (2) recommendations are provided for the Council's consideration:

- That Community Services Report 2021-001 entitled "Town of Essex Flag and Half-Masting Protocol Policy" be received, and further
- That Council adopt the Town of Essex Flag and Half-Mast Protocol Policy as presented in Appendix "A" of Community Service Report 2021-001.

Purpose

To have Council adopt a flag and half-masting protocol that establishes a uniform and harmonized protocol and procedure for the raising, displaying, half-masting, replacing, and disposing of all flags at all properties and facilities owned and operated by the Town of Essex and at events conducted by the Town at other locations

Background and Discussion

The Corporation of the Town of Essex recognizes that flags are important symbols that increase public awareness of special events, activities and historical commemorations, and as such is committed to displaying flags on Town sites in a consistent and appropriate manner within an established protocol.

To ensure the proper protocols are followed when flying flags on Town owned property Administration has established a formal policy for all Town owned properties that have flags on site. (Appendix A)

Financial Impact

There is no financial cost to the Corporation for the development of a Flag and Half Masting Protocol Policy.

Consultations

National Flag of Canada Act

Federal Department of Canadian Heritage

Rules for Flying the National Flag of Canada

Ontario International Relations and Protocol

History of the National Flag of Canada

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.



The Corporation of the Town of Essex

Policy Manual

Section:	Corporate
Subject:	Flag and Half-Masting Protocol Policy
Policy No.:	
Approval Date:	
Approved By:	
Prepared By:	Doug Sweet, Director, Community Services/Deputy CAo

1. Purpose

- i. This policy establishes a uniform and harmonized protocol and procedure for the raising, displaying, half-masting, replacing, and disposing of all flags at all properties and facilities owned and operated by the Town of Essex and at events conducted by the Town at other locations;
- ii. This policy further provides the authorization of requests for community organizations and special event flag raisings at all properties and facilities owned and operated by the Town of Essex; and
- iii. This policy ensures flags are flown, displayed, replaced and disposed of in accordance with the etiquette and manner outlined by the Ontario Department of Canadian Heritage.

2. Policy Statement

The Corporation of the Town of Essex recognizes that flags are important symbols that increase public awareness of special events, activities and historical commemorations, and as such is committed to displaying flags on Town sites in a consistent and appropriate manner within an established protocol.

3. Scope

- 3.1 This policy applies to all buildings, properties and facilities owned by the Town of Essex, as well as the locations of all Town operated events, except those that take place where the policies of another government body would take precedence.
- 3.2 This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the Chief Administrative Officer or designate.

4. Definitions

- 4.1. **"Cenotaph"** refers to a monument erected to honour the courage, valour and sacrifice of the heroes who have served - and continue to serve - Canada during times of war and conflict.
- 4.2. **"Flag Holder"** - or **"outrigger"** is a flagpole mounted on a building at an angle other than vertical.
- 4.3. **"Flag Pole"**, **"Flagstaff"**, and/or **"Staff"** refers to a cylindrical piece of metal or wood to which a flag is attached or from which it is hoisted.
- 4.4. **"Half-masting"** refers to the action of flying flags at a position that is equal distance from the top and bottom of a flagpole to mark periods of mourning or to commemorate solemn occasions.
- 4.5. **"Halyard"** refers to the rope used for raising or lowering a flag.
- 4.6. **"Masthead"** refers to the highest part of the flagpole.
- 4.7. **"National Flag of Canada"** means the flag approved by the Parliament of Canada as a national symbol of Canada.
- 4.8. **"Period of Mourning"** is defined as the day of passing until the day of the funeral.
- 4.9. **"Proclamation"** means a public or official announcement or declaration by the Town
- 4.10. **"Provincial Flag of Canada"** means the flag approved by the Legislative Assembly of Ontario as a provincial symbol of Canada.

5. Interpretations

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

6. Guiding Principles

The National Flag of Canada as well as other flags are symbols of honor and pride, and as such must be treated with respect.

6.1. Flag Etiquette

6.1.1. Flags of nations, provinces and cities should always be flown on their own mast or pole.

It is improper to fly two or more flags on the same mast or pole (for example, one should not be beneath the other).

6.1.2. Nothing should be pinned to, drawn or sewn onto a nation, province or town flag.

6.1.3. Flags should not be obstructed or touch anything beneath them (i.e. floor, ground, table).

6.2. General Guidelines

6.2.1. Flag raising requests must be in connection with a particular event by an organization and requested on an annual basis.

6.2.2. A flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less.

6.2.3. Flags shall only be raised and lowered on those business days that the Town office is open.

6.2.4. If the event is on a weekend, flags will be lowered at the end of the last business day before the event, and raised again at the beginning of the next business day after the event.



Appendix "A"



Appendix "A"

6.3. Flag Locations at Town Sites

Town Hall	Town Hall Cenotaph
Spitfire Memorial Cenotaph	Train Station
Downtown Essex Centre	Essex Fire Station 1
Essex Fire Station 2	Harrow OPP Detachment
Harrow Library	Veteran Memorial Park
Peace Garden	Colchester Harbour

6.4. Position of Honour

Facing the building, the observer will see the flags positioned in the order noted below and always from left to right:

- a. Two Pole Display:
 - i. National Flag of Canada (left)
 - ii. Town of Essex Flag (right)
- b. Three Pole Display:
 - i. Province of Ontario Flag
 - ii. National Flag of Canada
 - iii. Town of Essex Flag
- c. Four Pole Display
 - i. Province of Ontario Flag
 - ii. National Flag of Canada
 - iii. Town of Essex Flag
 - iv. Other Flag

6.5. Flag Raising Criteria

6.5.1. Requests

Requests to fly a flag will be considered if the reason for flying the flag meets one of the following criteria:

- a. Support of particular event by a non-profit or charitable organization;
- b. Celebration achievements;
- c. Celebration of multi-cultural and civic events;
- d. Public awareness campaigns.

6.5.2. Restrictions to Requests

Approval will not be given to fly flags for the purpose of supporting or promoting the following:

- a. Political parties or political organizations;
- b. Religious organizations or religious events or celebrations; and
- c. Celebrations, campaigns or events intended for profit-making purposes.
- d. Events that support discrimination, hatred, violence or prejudice.

6.5.3. Request Submissions Process

Any Requests must be received for approval no less than 6 weeks prior to the date of event by way of submission directly to the Director of Community Services or through the Town's online Request service. Applicants will be notified within 1 week of submission should their application be accepted. All Requests must be completed annually and receive annual approval. Requests to fly will be for no longer than a 1 week in duration for the flying of any one applicant. Approved submissions will be required to pick up and drop off their event flag within 1 week of event date.

6.6. Town of Essex Cenotaphs and Remembrance Day

6.6.1. The National Flag of Canada flown at all three Town of Essex Cenotaphs will be half-

masted as part of the Remembrance Day ceremony to honour and remember the fallen soldiers who gave their lives during the war.

- 6.6.2. This is the only time the flag at these location will be half-masted.
- 6.6.3. Flags at other locations (noted in Appendix A) will also be half-masted in honour of Remembrance Day. Flags will be lowered at the end of the last business day before Remembrance Day, and raised again at the beginning of the first business day afterwards.

6.7. Half-Mast for Mourning

6.7.1. Flags will be flown at half-mast positions, where feasible to do so, as a sign of mourning upon the passing of the following persons:

- Her Majesty the Queen and members of the Royal family;
- A past or present Prime Minister;
- A past or present day elected representative of the Federal, Provincial and Municipal Governments;
- Present day employees of the Town of Essex;
- A resident of Essex, who is a member of the Canadian Armed Forces, killed while deployed on operations; or
- As directed by the Mayor and Town Council or the Chief Administrative Officer

6.7.2. To honor the deceased, all flags in a group shall be flown at half-mast from the time of passing until the end of the day of the funeral service.

- Only flags secured to flagpoles with halyards and pulleys will be half-masted.
- To place a flag at half-mast, it shall be raised to the masthead, then, slowly lowered until the flag's center is midway between the masthead and the base of the flag pole.

6.7.3. Requests for half-masting

- All requests will be considered by the CAO (or designate) providing it meets the established criteria in the Flag Protocol Policy.

See Appendix A – Flag Locations for Half-Masting

6.7.4. Provincial Annual Half-Masting Days

Ontario annually half-masts the National Flag of Canada from sunrise to sunset on:

- April 28 - National Day of Mourning for Persons Killed or Injured in the Workplace
- November 11 – Remembrance Day

6.7.5. Flag Care and Maintenance

Flags will be inspected on a regular basis by the Department of Community Service. When a flag's condition is such that it is no longer fitting for display (frayed, faded, torn, soiled or ripped), it is to be retired and replaced. The retired flag must be destroyed in a dignified manner.

7. Responsibilities

7.1. Council has the authority and responsibility to:

- a. Adopt and maintain the Flag Raising and Half-Masting Protocol Policy,
- b. Approve public awareness campaigns such as proclamations that involve the raising of a community flag, and
- c. Approve the addition of other provincially recognized days of mourning when flags would be flown at half-mast.

7.2. The Director, Community Service/Deputy CAO has the authority and responsibility to:

- a. Direct compliance with this policy.
- b. Give authorization to the Manager, Parks and Facilities areas to facilitate the raising/lowering of flags.

7.3. The Manager, Parks and Facilities has the authority and responsibility to:

- a. Ensure that protocols under this policy are communicated to staff and are carried out consistently.

8. Process of Half-Masting Flags for Mourning

Flags are flown at the half-mast position as a sign of mourning.

The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.

The position of the flag when flying at half-mast will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably "half-mast" to avoid the appearance of a flag which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-masting is to place the centre of the flag exactly half-way down the staff (Figure 1).

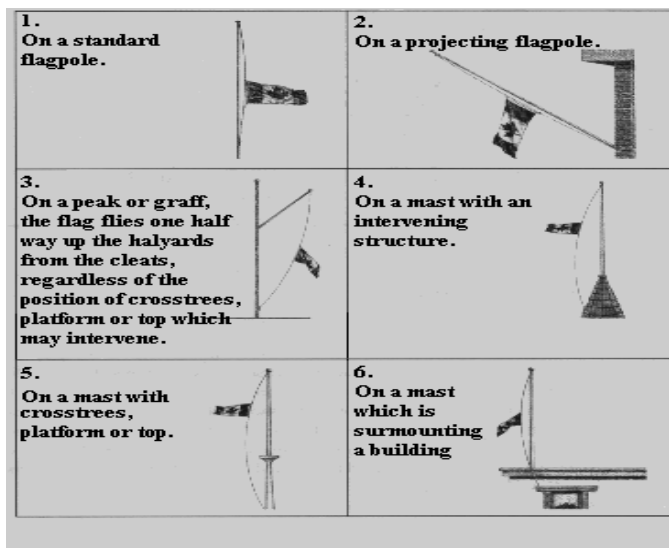


Figure 1

9. Community Flag Requests

Community Flag requests will be considered to celebrate an achievement; or to recognize a charitable or non-profit organization to help raise public awareness of their programs or activities; or an organization that has achieved national or international distinction or made a significant contribution to the community; or an organization that has helped to enhance the Town of Essex in a positive manner. Community flags to be flown by special request will take the place of the Municipal Flag.

- The organization's flag will fly in connection with a particular event by such organization;
- No flags of commercial, religious or political organizations shall be permitted;

- No flags of a group or organization whose undertakings or philosophy are contrary to Town of Essex policies or by-laws, or espouse hatred, violence, discrimination, prejudice, or racism shall be permitted;
- An organization's flag shall be flown no more than once per calendar year;
- A flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less;
- Organizations shall be required to submit requests for their organization's flag to fly on an annual basis, a minimum of four weeks prior to the requested date, and shall be in the form appended to this Policy;
- Requests for use of the community flag pole will be considered on a first come first served basis;
- Flags shall only be raised and lowered on those business days and hours that Town Hall is open.

10. Reference and Related Documents

- National Flag of Canada Act
- Federal Department of Canadian Heritage
- Rules for Flying the National Flag of Canada
- Ontario International Relations and Protocol
- History of the National Flag of Canada

11. Appendix A – Flag Locations for Half-Masting

	Location	Display	Flags	Half-Masting for Mourning & Remembrance Day
1	Town Hall	3 poles	National Flag of Canada, Provincial Flag of Canada & Town of Essex Flag	Yes – All Flags
2	Town Hall Cenotaph	4 poles	National Flag of Canada, Union Jack, Town of Essex, & National Flag of Canada	Yes – All Flags
3	Spitfire Memorial Cenotaph	3 poles	National Flag of Canada, Royal Canadian Air Force & British Air Command	Yes – All Flags

	Location	Display	Flags	Half-Masting for Mourning & Remembrance Day
4	Train Station	2 poles	National Flag of Canada & Town of Essex Flag	Yes – All Flags
5	Downtown Essex Centre	2 poles	National Flag of Canada & Town of Essex Flag	Yes – All Flags
6	Essex Fire Station 1	3 poles	National Flag of Canada, Provincial Flag of Canada & Town of Essex Flag	Yes – All Flags
7	Essex Fire Station 3		National Flag of Canada	Yes
8	Harrow OPP Detachment	2 poles	National Flag of Canada & Town of Essex Flag	Yes – All Flags
9	Harrow Library	Projected from Building	National Flag of Canada	No
10	Veteran Memorial Park	4 poles	National Flag of Canada, Union Jack, Provincial Flag of Canada & Legion flag	Yes – All Flags
11	Peace Garden	4 poles	National Flag of Canada, Provincial Flag of Canada, United States of America & Anishinabek First Nation	Yes – All Flags
12	Colchester Harbour	1 pole with yardarm	National Flag of Canada, Provincial Flag of Canada, & Town of Essex Flag	Yes – All Flags

12. Flags Display at Municipal locations

National Flag of Canada



Province of Ontario



Town of Essex



Royal Union (Union Jack)



Royal Canadian Air Force



British Air Command





Appendix "A"

United States of America



Anishinabek First Nation





Report to Council

Department: Development Services
Division: Planning
Date: February 16, 2021
Prepared by: Corinne Chiasson, Assistant Planner
Report Number: PLANNING 2021-02
Subject: Heritage Listing: Ferriss and Huffman Cemeteries
Number of Pages: 9

Recommendation(s)

That Planning Report 2021-02 entitled Heritage Listing: Ferriss & Huffman Cemeteries prepared by Corinne Chiasson, Assistant Planner, dated February 16, 2021 be received, and

That the properties known municipally as the Ferriss Cemetery and the Huffman Cemetery be listed on the Essex Municipal Heritage Register pursuant to subsection 27 (1.2) of the Ontario Heritage Act.

Purpose

To inform Council of the cultural heritage value of the Ferriss and Huffman Cemeteries and make recommendation to list the cemeteries on the Essex Municipal Heritage Register, pursuant to subsection 27 (1.2) of the Ontario Heritage Act.

Background and Discussion

Listing is a mechanism instituted under subsection 27 (1.2) of the Ontario Heritage Act to formally identify properties that may have cultural heritage value. By providing a measure of interim protection from demolition, listing also serves as an important tool for the conservation of non-designated properties, as owners of a listed property must provide the Council of a municipality with at least 60 days' notice of their intention to demolish or remove a listed building or structure.

Normally given by resolution, Council's approval is required before formally listing a property on the Register. Council must also consult with its Heritage Committee before listing a property on the Register. At their regular meeting on November 26, 2020, the Essex Municipal Heritage Committee (EMHC) recommended the listing of the Ferriss Cemetery (located on the East side of Ferriss Road, just North of the Essex Public Works Yard at 2100 Ferriss Road) and the Huffman Cemetery at 687 County Road 50 East for the reasons outlined below:

Ferriss Cemetery

The Ferriss cemetery has associative and contextual value. Pioneers, Joseph and Catherine Ferriss, chose to settle in Colchester South at Lot 12, Concession 2 (just East of Harrow) around 1794. The Ferriss family is the first recorded family to have settled in this area around the Second Concession. The Ferriss Cemetery remains on the site in memory of some of the municipality's earliest pioneers. Both pioneers, Joseph and Catherine Ferriss, are buried at the cemetery. Joseph (born 1758) died in 1823 and Catherine (born 1768) died in 1853. The cemetery is plotted using a cross layout.

Huffman Cemetery

The Huffman Cemetery has associative and contextual value. After the American Revolution, Rudolph Huffman, a United Empire Loyalist, came to this part of Canada from Virginia on May 4, 1792. He obtained 400 acres along the shores of Lake Erie. On October 9, 1820, he

purchased another 200 acres. This cemetery lies on a part of that original 600 acre family farm. Many of the Huffman family descendants still live in the Colchester area. In 2005, a ceremony was hosted at the cemetery to dedicate a new stone in honour of the family lineage and for those who are buried at the site without markers.

Throughout the early years of the New Settlement in the Colchester area, volatile storms on Lake Erie wreaked havoc on numerous ships. Victims of ship wrecks washed up along the shores, and were respectfully buried within local burial grounds. The Huffman Cemetery contains a stone marker that memorializes the burial place of unknown shipwrecked sailors that were buried by the Huffman family.

A location map of the cemeteries is provided in Figure 1.

Photos of the Ferriss and Huffman cemeteries are attached in Figure 2 and 3, respectively.

Although a municipality is not presently required under the Act to consult with property owners before listing property on the Register, the registered owners of both the Ferriss and Huffman Cemeteries were invited to attend the EMHC's meeting on November 26, 2020 to voice any concerns or support on the listing, and ask questions to EMHC members and Administration. The owners did not attend the meeting, nor sent questions or comments in advance of the meeting.

Should Council choose to list the cemeteries, notice will be sent out again to the owners informing them of the decision. An owner of a listed property may approach Council with a request to remove the reference from the Register at any time. Any proposal to remove reference to a listed property, however, must be reviewed by the EMHC.

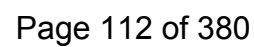


Figure 2: Ferriss Cemetery Photos



Photo credit: Image capture - June 2014, 2021 Google Street View

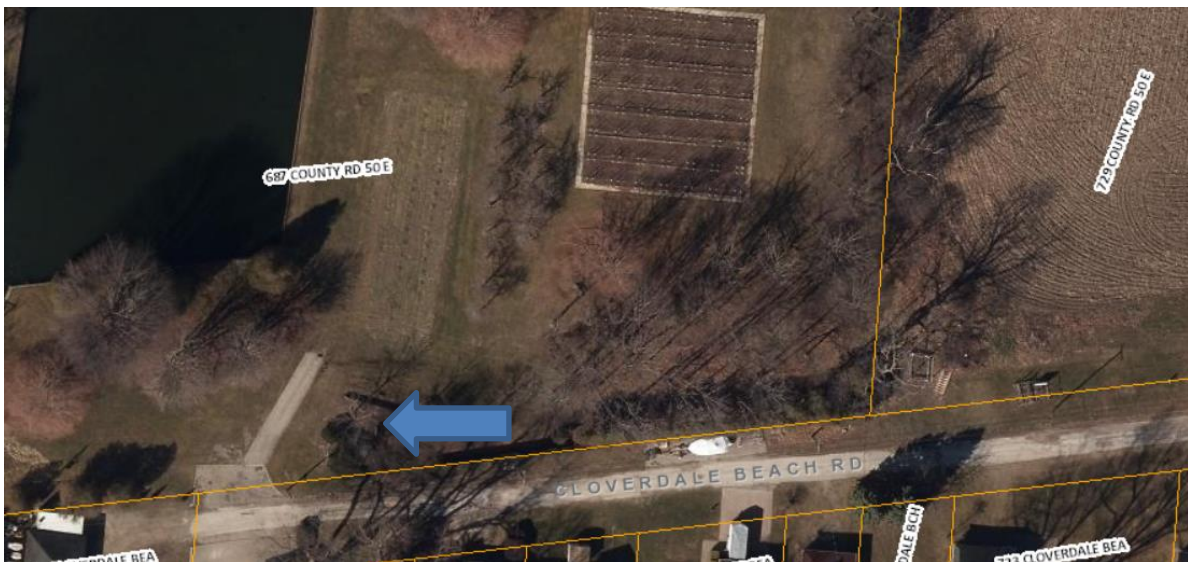


Town of Essex – GIS air photo





Figure 3: Huffman Cemetery Photos



Financial Impact

None.

Consultations

Consultation with the Essex Municipal Heritage Committee took place at their regular meeting on November 26, 2020, where the listing of the Ferriss Cemetery and the Huffman Cemetery was recommended.

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:	PLANNING 2021-02.docx
Attachments:	- Ferriss Cemetery Property Analysis.docx - Huffman Cemetery Property Analysis.docx
Final Approval Date:	Feb 11, 2021

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

Rita Jabbour, Manager, Planning Services - Feb 9, 2021 - 4:30 PM



Lori Chadwick, Director, Development Services - Feb 9, 2021 - 4:33 PM

No Signature - Task assigned to Chris Nepszy, Chief Administrative Officer was completed by workflow administrator Shelley Brown, Deputy Clerk, Legal and Legislative Services

Chris Nepszy, Chief Administrative Officer - Feb 11, 2021 - 11:11 AM

HERITAGE PROPERTIES		BUILDING/PROPERTY ANALYSIS FORM	
Ferriss Cemetery		o Ferriss Road	
Name of Site		Address	
A1.1		N/A	
Zoning		Legal Description	

375472000006800
Roll No.



PHOTO DATE: Unknown

Current Owner: Michael and Helen Lavin
Address: 4975 11 th Concession Road Maidstone, ON NoR 1Ko Telephone: N/A
Architect(s) & Date(s):
Building Type: N/A

HISTORICAL/ARCHITECTURAL INFORMATION – Persons, Events

The Ferriss Cemetery is the first recorded family to have settled in this area around the second concession. Both pioneers, Joseph and Catherine Ferriss, are buried in this cemetery. The cemetery is plotted using a cross layout.

Initiated by: Owner <input type="checkbox"/> Heritage Other <input type="checkbox"/> Committee <input checked="" type="checkbox"/>	
E.M.H.C. Recommendation/Date: October 29, 2020 EMHC2020-10-23	Council Decision/Date: N/A
Publication of Notice: November 12, 2020	Bylaw No.: N/A

HERITAGE PROPERTIES		BUILDING/PROPERTY ANALYSIS FORM	
Huffman Cemetery		687 County Road 50 East	
Name of Site		Address	
A1.2		N/A	
Zoning		Legal Description	

375462000010800
Roll No.



PHOTO DATE: Unknown

Current Owner: Stephen and Jean Fancsy
Address: 687 CTY RD 50 Harrow, ON NoR 1Go Telephone: N/A
Architect(s) & Date(s):
Building Type: Cemetery

HISTORICAL/ARCHITECTURAL INFORMATION – Persons, Events
After the American Revolution, Rudolph Huffman, a United Empire Loyalist, came to this part of Canada from Virginia on May 4, 1792. He obtained 400 acres along the shores of Lake Erie. On October 9, 1820, he purchased another 200 acres. This cemetery lies on a part of that original 600 acre family farm. Many of the Huffman family descendants still live in the Colchester area.

Initiated by: Owner <input type="checkbox"/> Heritage Other <input type="checkbox"/> Committee <input checked="" type="checkbox"/>	
E.M.H.C. Recommendation/Date: October 29, 2020 EMHC2020-10-23	Council Decision/Date: N/A
Publication of Notice: November 12, 2020	Bylaw No.: N/A



Report to Council

Department: Office of the CAO

Division: Legal and Legislative Services

Date: February 16, 2021

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

Report Number: Legal and Legislative Services-2021-03

Subject: Court of Revision for 13th Concession West Drain: New Bridge for Martin, Geographic Township of Colchester North, Project REI2020Do27, Town of Essex, County of Essex

Number of Pages: 4

Recommendation(s)

That the following three (3) members of the Drainage Board: Dan Boudreau, Luke Martin, and Kirk Carter be appointed to sit as members of the Court of Revision to be convened for the 13th Concession West Drain: New Bridge for Martin, Geographic Township of Colchester North, Project REI2020Do27, Town of Essex, County of Essex, pursuant to the Report prepared by Gerard Rood, Professional Engineer, Rood Engineering Inc. and dated January 12, 2021 (hereinafter the "Report"), such Court of Revision to be scheduled for 5:00 pm on March 11, 2021, via electronic meeting, and

That By-Law 1988 being a by-law to provide for the 13th Concession West Drain: New Bridge for Martin, Geographic Township of Colchester North, Project REI2020Do27, Town of Essex, County of Essex, be read a first and second time and be provisionally adopted on February 16, 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

Rood Engineering was instructed by the Town of Essex on or about September 28, 2020 to prepare a report for the above 13th Concession West Drain, pursuant to Section 78 of the Drainage Act.

On November 26, 2020 the Report was prepared by Rood Engineering Inc. to provide the details, estimates and assessments therein.

A Consideration Meeting for this Report was held on January 6, 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 received the presented report but at the recommendation of Mr. Henry Martin, asked for the Report prepared by Gerard Rood, Professional Engineer dated November 26, 2020 to be reconsidered to reflect the design changes requested by Mr. Martin.

On January 12, 2021 the Reconsidered Report was prepared by Rood Engineering Inc. to provide the details, estimates and assessments therein.

A Reconsideration Meeting for the Reconsidered Report was held on February 3, 2021. 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 February 3, 2021 consideration meeting, which minutes are included under Item 13 of the February 16, 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 Dan Boudreau, Luke Martin, and Kirk Carter be selected and appointed to sit as the Court of Revision for the 13th Concession West Drain Reconsidered Report: New Bridge for Martin.

It is further recommended that By-law 1988 adopting the recommendations in the Rood Engineering Report dated January 12, 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:	13th Concession Drain - Legal and Legislative Services-2021-03.docx
Attachments:	- y-reconsidered 2021-01-12 rpt 13th Con W Dr Martin Bridge.pdf - By-Law No. 1988 13th Concession Drain New Bridge for Martin.docx
Final Approval Date:	Feb 11, 2021

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



Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk - Feb 11, 2021 - 11:19 AM

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 - Feb 11, 2021 - 11:24 AM

13TH CONCESSION WEST DRAIN

Reconsidered Report

New Bridge for Martin

Geographic Township of Colchester North



TOWN OF ESSEX
33 Talbot Street South
ESSEX, Ontario N8M 1A8
519-776-7336

Rood Engineering Inc.

Consulting Engineers

9 Nelson Street

Leamington, Ontario N8H 1G6

519-322-1621

Project REI2020D027

2021-01-12

January 12th, 2021

Mayor and Municipal Council
Corporation of the Town of Essex
33 Talbot Street South
Essex, Ontario
N8M 1A8

Mayor Snively and Members of Council:

**13TH CONCESSION WEST DRAIN
Reconsidered Report
New Bridge for Martin
Geographic Twp. of Colchester North
Project REI2020D027
Town of Essex, County of Essex**

I. INTRODUCTION

Prior to the Consideration meeting for our initial report, Mr. Henry Martin contacted Town Drainage Superintendent Lindsay Dean to advise that he was interested in considering precast concrete block endwalls for the new bridge installation. Ms. Dean contacted us and requested that we speak with Mr. Martin and provide him with information on the costs to modify the bridge end treatment. During our phone conversation with him, we were advised by Mr. Martin that he wanted to proceed with the precast concrete block endwalls at the higher estimated cost. This information was presented to the Town Drainage Board at the virtual Consideration meeting and we were instructed to reconsider our initial drainage report to amend the proposed design.

In accordance with the instructions received from you by letter of September 28th, 2020, from your Clerk, Legal and Legislative Services, Robert Auger, and the instructions from the Town Drainage Board, we have prepared the following reconsidered report that provides for the construction of a new access bridge in the 13th Concession West Drain. This proposed bridge is intended to provide access to the residential lands owned by Henry Martin in the Geographic Township of Colchester North. The 13th Concession West Drain is an open drain with a number of access bridges. The drain was constructed pursuant to the Drainage Act. A plan showing the 13th Concession West Drain alignment, as well as the general location of the above-mentioned bridge, is included herein as part of the report.

Our appointment and the works related to the construction of the above-mentioned access bridge in the 13th Concession West Drain, proposed under this report, is in accordance with

Section 78 of the “Drainage Act, R.S.O. 1990, Chapter D.17 as amended 2010”. We have performed all of the necessary survey, investigations, etcetera for the proposed bridge, as well as the Drain, and we report thereon as follows.

II. BACKGROUND

From our review of the information provided from the Town’s drainage files we have established the following reports that we utilized as reference for carrying out this project:

- | | | | |
|----|-------------------|--|--------------------------|
| 1) | August 26th, 1966 | 13th Concession West & West
Townline Drain report and plans | C.G.R. Armstrong, P.Eng. |
| 2) | March 19th, 2018 | Sucker Creek Drain Maintenance
Schedule report and revised
August 9th, 2018 Watershed Plan | Gerard Rood, P.Eng. |

The 1966 report by C.G.R. Armstrong, P.Eng. provided for general repairs and improvements to the entire length of the drain and has the latest profile for the grading of the drain.

We also referred to the August 9th, 2018 watershed plan by Gerard Rood, P.Eng., for help in establishing the watershed. We have utilized the plans within the Armstrong report to establish the size parameters for the drain and the details to be used in establishing the new bridge culvert installation. We have also used this report to establish the drain profile grades, and to assist us in establishing the design grade for the subject access bridge installation. The Schedule of Assessment in the latest drainage report was used as a guide to establish the upstream watershed area and flows to be used in the design of the bridge.

III. PRELIMINARY EXAMINATION AND ON-SITE MEETING

After reviewing all of the available drainage information and documentation provided by the Drainage Superintendent, we arranged with Town staff to schedule a virtual on-site meeting for October 19th, 2020. The following people attended said meeting: Henry Martin, Ovide Bastien, Felix Weigt-Bienzle (Drainage Board), Percy Dufour (Drainage Board), Tanya Tuzlova (Drainage Clerk), Lindsay Dean (Drainage Superintendent), and Gerard Rood (Rood Engineering).

Details of the proposed bridge work were reviewed. It was confirmed that the new bridge should be located west of the existing structure and aligned with the concrete pad in front of their residence. The owner will divert his current driveway to the new bridge location.

Mr. Marin advised us that the lands require a new bridge due to severing the existing agricultural lands that are adjacent to their residence. The existing bridge is being used to access the agricultural lands and is shared by the residential parcel.

We advised the owner that the minimum standard top width for an access bridge is 6.10 metres (20 ft.) and that the bridge centreline location will need to be established with him. He was also advised that because the bridge is a new bridge required from a severance, the cost of the new access bridge construction, as well as all the cost for the preparation of the Engineer's Report would be borne by the abutting owner. Any cost for additional top width will be borne by the owner for both construction and future maintenance. Mr. Dufour asked about the desired bridge width and it was established that the owner prefers a 6.10 metre (20') standard top width since the bridge will only be serving their residence. Mr. Bastien asked about the grants and Mr. Rood explained their availability for the construction is not expected but future maintenance of the bridge shared with upstream eligible lands designated as Farm Property Tax Class are expected to be eligible for grant. Mr. Bastien asked about using the engineering recently carried out for his new bridge and Mr. Rood advised that a new drainage report is required to install a new bridge in the municipal drain and set up the required design, future maintenance, and cost sharing. We went on to discuss that quarried limestone on filter cloth or precast concrete blocks for the installation, like those on other newer bridges, were expected to be an economical end treatment, but the Engineer would contact the owner if necessary to advise if there was any change to this.

The overall drainage report procedure, future maintenance processes and grant eligibility were generally reviewed with the owners. Since the severance was only done approximately 15 years ago, it is expected that the bridge will not be eligible for the grant from the Ontario Ministry of Agriculture, Food & Rural Affairs (O.M.A.F.R.A.). They were also advised that the works will be subject to the approval of the Department of Fisheries and Oceans (D.F.O.), the Ministry of Natural Resources & Forestry (M.N.R.F), Ministry of Environment, Conservation & Parks (M.E.C.P.), and the Essex Region Conservation Authority (E.R.C.A.). We further discussed bridge maintenance, sizing, and material of the proposed bridge, expecting that an aluminized corrugated steel pipe would be employed.

IV. FIELD SURVEY AND INVESTIGATIONS

Following the on-site meeting we arranged for our survey crew to attend at the site and perform a topographic survey, including taking the necessary levels and details to establish the design parameters for the installation of this new access bridge.

A benchmark was looped from previous work carried out on the drain for correlation with the old report and current geodetic elevations and was utilized in establishing a site benchmark near the location of the bridge. We surveyed the drain both upstream and downstream of the proposed new access bridge and picked up the existing culvert elevations in order to establish a design grade profile for the installation of the new bridge. We also took cross-sections of the 13th Concession West Drain at the general location of the proposed bridge, as necessary for us to complete our design calculations, estimates and specifications.

The Town made initial submissions to the Essex Region Conservation Authority (E.R.C.A) regarding their requirements or any D.F.O. requirements for the installation of the new bridge to be constructed in the Drain. A response from the Conservation Authority was received via email. E.R.C.A. stated that the affected portion of the Drain is located within a regulated area administered by E.R.C.A. Accordingly, a permit or approval will be required by E.R.C.A. for the construction of the new bridge in this portion of the Drain.

Former Ministry of Natural Resources & Forestry (M.N.R.F.) agreements are replaced with new legislation provisions under Ontario Regulation 242/08, Section 23.9 administered by the Ministry of Environment, Conservation and Parks (M.E.C.P.), which allows repairs, maintenance and improvements to be conducted by the Municipality within existing municipal drains. These works are exempt from Sections 9 and 10 of the Endangered Species Act provided that the rules in the regulations are followed by the Municipality and their contractor. When eligible, the new regulations allow Municipalities to give notice to M.N.R.F. by registering their drainage activities through an online registry system.

For the purposes of establishing the watershed area upstream of the proposed new bridge, and determining the bridge size required, we investigated and reviewed the past drainage reports on the Drain.

V. FINDINGS AND RECOMMENDATIONS

Prior to the preparation of our report, we reviewed the details of the new bridge installation including the end treatment options based on the regulatory restrictions and the cost estimates that we were to review.

Based on our detailed survey, investigations, examinations, and discussions with the affected property owner, we would recommend that a new access bridge be constructed in the 13th Concession West Drain at the location and to the general parameters as established in our design drawings attached herein.

During the course of our investigations, this drainage project was discussed and reviewed with E.R.C.A., to deal with any Authority issues and comments related to this Municipal drain. In the interest of fish habitat and migration, E.R.C.A. requires that the invert of any new bridge be embedded below the design or existing bottom of the drain a minimum of 10% of the bridge opening height to ensure a continued path for fish migration through the access bridge. To prevent flooding and adverse impacts upstream, the new structure needs to provide an equivalent level of service to the adjacent structures. Therefore, based on this, we have made provisions to use a corrugated steel pipe culvert as set out below, similar to the structure a short distance upstream. The Drain is located within the Regulated Area and is under the jurisdiction of the E.R.C.A., and therefore all work has to comply with the current mitigation provisions of the E.R.C.A. Details of these mitigation measures are included in the Specifications and **Appendix "REI-A"** forming part of this report.

As part of our investigations, a D.F.O. self screening assessment of the project was carried out. The mapping indicated no species at risk or critical habitat for the area of the bridge work. In the interest of fish habitat and migration, D.F.O. requires that the invert of any new bridge be embedded below the design or existing bottom of the drain a minimum of 10% of the bridge opening height to ensure a continued path for fish migration through the access bridge. The D.F.O. Species at Risk screening maps confirm that there are no Species at Risk Fish or Mussels identified in this area. Should any species be encountered, details of required mitigation measures are included in the Specifications and **Appendix “REI-A”** forming part of this report.

As is now required under the new Endangered Species Act, 2007 Provincial Legislation administered by the Ministry of Environment, Conservation & Parks (M.E.C.P.), we have reviewed the former M.N.R.F. agreement with the Town. The M.N.R.F. mapping has basically confirmed that there are no foreseen impacts to natural heritage features or endangered or threatened species on this project; therefore, a permit or agreement under the E.S.A. 2007 is not necessary at this time. Because turtles and snakes are mobile and snakes are indicated as sensitive in the area, we have included herein a copy of the M.N.R.F. mitigation requirements for them in **Appendix “REI-B”**.

Providing mitigation requirements are implemented it was concluded that present wildlife Species at Risk will be protected from negative impacts and will not contravene with Section 9 (species protection) or Section 10 (habitat protection) of the Endangered Species Act, 2007. Based on this information we find that the Town can proceed with the eligible new bridge construction in the drain as they are exempt under Sections 9 and 10 of the Act, provided that they follow the rules within Ontario Regulation 242/08. To address these requirements the Town has established comprehensive mitigation measures as well as species identification guides for reference. Copies of the measures and guides are available for viewing by any interested parties at the Town office.

Based on all of the above, we recommend that a new access bridge be constructed in the 13th Concession West Drain to serve the residential lands of Henry Martin, in accordance with this report, the attached specifications and the accompanying drawings, and that all works associated with same be carried out in accordance with Section 78 of the “Drainage Act, R.S.O. 1990, Chapter D.17 as amended 2010”.

VI. ESTIMATE OF COST

Our estimate of the total cost of this work including all incidental expenses is the sum of **THIRTY-THREE THOUSAND FIVE HUNDRED DOLLARS (\$33,500.00)**, made up as follows:

CONSTRUCTION

- Item 1) Provide all labour, equipment and material to construct a new access bridge consisting of 8.0 metres (26.2 ft.) of 1600mm

diameter 2.0mm thick aluminized steel Type II corrugated Hel-Cor pipe with annular ends and 125mm x 25mm corrugation profile; 9 corrugation wide aluminized bolted coupler; providing precast concrete blocks end protection with geogrid reinforcement, granular bedding, backfill, and Granular 'A' approach extending to the existing pavement; quarried limestone on filter cloth protection, excavation, compaction, silt and sediment controls, cleanup and restoration, complete.

(Martin)	Lump Sum	\$	23,800.00
Approx. Net H.S.T. (1.76%)		\$	418.00

TOTAL FOR CONSTRUCTION		\$	24,218.00
-------------------------------	--	-----------	------------------

INCIDENTALS

1) Report, Estimate, and Specifications	\$	2,200.00
2) Survey, Assistants, Expenses, Drawings, Duplication Cost of Report and Drawings, Consideration Meeting, etc.	\$	4,000.00
3) Estimated Cost of Preparing Tender Documents	\$	700.00
4) Estimated Cost of Construction Supervision and Inspection (based on 2 days)	\$	1,600.00
5) Approx. Net H.S.T. on Items Above (1.76%)	\$	150.00
6) Estimated Cost of E.R.C.A. permit	\$	150.00
7) Estimated Contingency Allowance	\$	483.00

TOTAL FOR INCIDENTALS	\$	9,282.00
------------------------------	-----------	-----------------

TOTAL FOR CONSTRUCTION (brought forward)	\$	24,218.00
---	-----------	------------------

TOTAL ESTIMATE	\$	33,500.00
-----------------------	-----------	------------------

VII. DRAWINGS AND SPECIFICATIONS

As part of this report, we have attached design drawings for the construction of this new access bridge. The design drawings show the subject bridge location and the details of the new access bridge installation. The design drawings are attached to the back of this report and are labelled **Appendix “REI-E”**.

Also attached, we have prepared Specifications which set out the required construction details for the proposed bridge installation, which also includes Standard Specifications within **Appendix “REI-C”**.

VIII. SCHEDULE OF ASSESSMENT

We would recommend that all of the costs associated with the construction of this new access bridge, and the preparation of this Engineer’s report, be assessed against the residential lands of Henry Martin in the Town of Essex. A Schedule of Assessment has been prepared and included herein to indicate the lands assessed for this new access bridge installation.

It has been clearly established that this new access bridge is being provided to serve as the access from 13th Concession Road to an existing residential parcel. Pursuant to the current Agricultural Drainage Infrastructure Program (A.D.I.P.) Policies that are in place, it is anticipated that these lands will not be eligible for a grant from the Ontario Ministry of Agriculture, Food & Rural Affairs (O.M.A.F.R.A.) in the amount of 1/3 of their total assessment for this project due to the severance timing and parcel tax designation.

Where a bridge structure has increased top width beyond the standard 6.10 metre (20.0 ft.) top width, all of the increased costs resulting from same are assessed 100% to the Owner, as provided for in the cost sharing set out in the attached Schedule of Assessment and outlined below.

IX. FUTURE MAINTENANCE

We recommend that the bridge structure as identified herein, be maintained in the future as part of the drainage works. We would also recommend that the bridge, for which the maintenance costs are to be shared with the upstream lands and roads within the watershed, be maintained by the Town and that said maintenance would include works to the bridge culvert, bedding, backfill and end treatment. Should concrete, asphalt, or other decorative driveway surfaces over these bridge culverts require removal as part of the maintenance works, these surfaces shall also be repaired or replaced as part of the works. Likewise, if any fencing, gate, decorative walls, guardrails, or other special features exist that will be impacted by the maintenance work, they are also to be removed and restored or replaced as part of the bridge maintenance work. However, the cost of the supply and installation of any surface materials other than Granular “A”

material and the cost of removal and restoration or replacement, if necessary, of any special features, shall be totally assessed to the benefiting adjoining Owner(s) served by said access bridge.

After the completion of all of the works included within this report, the access bridge within the 13th Concession West Drain shall be maintained in the future by the Town of Essex. Furthermore, if any maintenance work is required to this access bridge in the future, we recommend that 60.5% of the future maintenance costs shall be assessed as a Benefit against the abutting property (Parcel 600-00760) being served by the access bridge, which is currently owned by Henry Martin and the remaining balance of 39.5% be assessed pro-rata against the upstream lands and roads based on their Outlet Liability assessment in the existing Schedule of Assessment or any future update to the same.

The above provisions for the future maintenance of this new access bridge, being constructed under this report, shall remain as aforesaid until otherwise determined under the provisions of the "Drainage Act, R.S.O. 1990, Chapter D.17 as amended 2010".

All of which is respectfully submitted.

Rood Engineering Inc.

Gerard Rood

Gerard Rood, P.Eng.



tm

att.

ROOD ENGINEERING INC.

Consulting Engineers
9 Nelson Street
LEAMINGTON, Ontario N8H 1G6

SCHEDULE OF ASSESSMENT
13TH CONCESSION WEST DRAIN
(Bridge for Martin)
Town of Essex

4. PRIVATELY OWNED - NON-AGRICULTURAL LANDS:

Tax Roll <u>No.</u>	Con. or Plan <u>No.</u>	Lot or Part <u>of Lot</u>	Acres <u>Owned</u>	Acres <u>Afft'd</u>	Hectares <u>Afft'd</u>	Owner's Name	Value of <u>Benefit</u>	Value of <u>Outlet</u>	Value of Special <u>Benefit</u>	TOTAL <u>VALUE</u>
600-00760	13	2	0.92	0.92	0.372	Henry Martin	\$ 20,268.00	\$ 13,232.00	\$ -	\$ 33,500.00
Total on Privately Owned - Non-Agricultural Lands.....							<u>\$ 20,268.00</u>	<u>\$ 13,232.00</u>	<u>\$ -</u>	<u>\$ 33,500.00</u>
TOTAL ASSESSMENT				418.92	169.53		<u>\$ 20,268.00</u>	<u>\$ 13,232.00</u>	<u>\$ -</u>	<u>\$ 33,500.00</u>
=====										

1 Hectare = 2.471 Acres
Project No.REI2020D027
January 12th, 2021

RECONSIDERED SPECIFICATIONS**13TH CONCESSION WEST DRAIN****New Bridge for Martin****(Geographic Township of Colchester North)****TOWN OF ESSEX****I. GENERAL SCOPE OF WORK**

The 13th Concession West Drain currently comprises of an open Municipal drain generally located along the north side of the 13th Concession Road extending in a westerly direction from Walker Sideroad to its outlet into the West Townline Drain at County Road 11. The work under this project generally comprises of construction of a new bridge. The work on the bridge being constructed includes the installation of a new culvert to the west of the existing bridge near Station 2+708; new culvert end treatments comprising of precast concrete blocks with geogrid reinforcement, sloped quarried limestone on filter cloth bank protection; granular approaches and backfill; and granular transition areas.

All work shall be carried out in accordance with these specifications, the plans forming part of this drainage project, as well as the Standard Details included in **Appendix "REI-C"**. The bridge new construction shall be of the size, type, depth, etcetera, as is shown in the accompanying drawings, as determined from the Benchmarks, and as may be further laid out at the site at the time of construction. All work carried out under this project shall be completed to the full satisfaction of the Town Drainage Superintendent and the Consulting Engineer.

II. E.R.C.A. AND D.F.O. CONSIDERATIONS

All of the work shall be carried out in accordance with any permits or authorizations issued by the Essex Region Conservation Authority (E.R.C.A.) or the Department of Fisheries and Oceans (D.F.O.), copies of which will be provided, if available. The standard mitigation response received from E.R.C.A. shall be followed and a copy of same is included within **Appendix "REI-A"**. The Contractor shall ensure that sediment and erosion control provisions, set out further in these specifications and in **Appendix "REI-A"**, are followed. Work shall be scheduled so that it can be completed in the dry and when there is no risk of a rain event that might exceed the capacity of the water control system that the Contractor employs. Any damming of the drain will be done on the upstream side in accordance with the provisions set out in **Appendix "REI-A"**. The Contractor will be required to carry out a fish salvage operation if there is water in the drain when the work is being done. Details for the fish salvage are set out in **Appendix "REI-A"**.

The Contractor is to review **Appendix "REI-A"** in detail and is required to comply in all regards with the contents of said E.R.C.A. and D.F.O. measures, and follow the special requirements therein included during construction.

The Contractor will be required to implement stringent erosion and sedimentation controls during the course of the work to help minimize the amount of silt and sediment being carried downstream into the outlet drainage system. It is intended that work on this project be carried out during relatively dry weather to ensure proper site and drain conditions and to avoid conflicts with sediment being deposited into the outlet drainage system. All disturbed areas shall be restored as quickly as possible with grass seeding and mulching installed to ensure a protective cover and to minimize any erosion from the work sites subsequent to construction. The Contractor may be required to provide temporary silt fencing and straw bales as outlined further in these specifications.

III. M.N.R.F. & M.E.C.P. ENDANGERED SPECIES ACT CONSIDERATIONS

The Ministry of Natural Resources & Forestry (M.N.R.F.) Species at Risk former Town agreement with M.N.R.F. pursuant to Section 23 of the "Endangered Species Act, 2007" expired as of June 30th, 2015. The former agreements are replaced with new regulation provisions under Ontario Regulation 242/08 administered by the M.E.C.P. The Contractor is to note that the Ministry of Environment, Conservation and Parks (M.E.C.P.) screening process by way of a Species at Risk (S.A.R.) review of the M.E.C.P. "Endangered Species Act, 2007" (E.S.A.) will be completed as a self-assessment by the Town pursuant to Section 23.9 of the E.S.A. prior to construction. This Section allows the Town to conduct eligible works of repair, maintenance, and improvements to existing municipal drains under the Drainage Act, and exemptions from Sections 9 and 10 of the E.S.A., provided that the requirements are followed in accordance with Ontario Regulation 242/08. The results of the review will be provided to the Contractor and copies of the mitigation measures, habitat protection and identification sheets will be included within **Appendix "REI-B"**. When eligible, the new regulations allow Municipalities to give notice to M.N.R.F. by registering their drainage activities through an online registry system.

The M.N.R.F. - M.E.C.P. mapping has basically confirmed that snake species including Butler's Garter Snake and Eastern Fox Snake are threatened and endangered, respectively, on this project. Because snakes are mobile and indicated as sensitive and endangered in the area, we have included herein a copy of the M.N.R.F. - M.E.C.P. mitigation requirements for them in **Appendix "REI-B"**. Providing mitigation requirements are implemented, it was concluded that present wildlife Species at Risk will be protected from negative impacts and the works will not contravene Section 9 (species protection) or Section 10 (habitat protection) of the Endangered Species Act, 2007.

The Contractor is to review **Appendix "REI-B"** in detail and is required to comply in all regards with the contents of said M.N.R.F. & M.E.C.P. measures, and follow the special requirements therein included during construction. Throughout the course of construction, the Contractor will

be responsible to ensure that all necessary provisions are undertaken to protect all species at risk and their habitats. If a threatened or sensitive species is encountered, the Contractor shall notify the Town and M.N.R.F. - M.E.C.P. and provide all the equipment and materials stipulated by the mitigation requirements for handling the species and cooperate fully with the Town and M.N.R.F. - M.E.C.P. staff in the handling of the species.

IV. ACCESS TO WORK

The Contractor is advised that the majority of the work to be carried out on this project extends along the north side of the 13th Concession Road. A plan showing the general location of the 13th Concession West Drain and affected Property Owner is attached in **Appendix "REI-E"**. The Contractor shall have access for the full width of the roadway abutting the proposed drainage works. The Contractor may utilize the right-of-way as necessary, to permit the completion of all of the work required to be carried out for this project. The Contractor shall also have access into the driveways as necessary to carry out the construction of the new access bridge, as set out on the plans and in these specifications, along with a sufficient area in the vicinity of the bridge to carry out the required construction of the new structure installation and ancillary work.

The Contractor shall ensure that the traveling public is protected at all times while utilizing the roadway for its access. The Contractor shall provide traffic control, including flag persons when required. Should the Contractor have to close the 13th Concession Road for the proposed works, it shall obtain the permission of the Town Drainage Superintendent or Consulting Engineer and arrange to provide the necessary notification of detours around the site. The Contractor shall also ensure that all emergency services, school bus companies, etcetera are contacted about the disruption to access at least 48 hours in advance of same. All detour routes shall be established in consultation with the Essex Works Department.

Throughout the course of the work it is imperative that the Contractor protect as much landscaping and vegetation as possible when accessing along the drain. This will be of particular concern along the lawn areas of the residential property. Due to the extent of the work and the area for carrying out the work, the Contractor will be required to carry out all of the necessary steps to direct traffic and provide temporary diversion of traffic around work sites, including provision of all lights, signs, flag persons, and barricades required to protect the safety of the traveling public. Any accesses or areas used in carrying out the works are to be fully restored to their original conditions by the Contractor at its cost, including topsoil placement and lawn restoration as directed by the Town Drainage Superintendent and the Consulting Engineer. Restoration shall include but not be limited to all necessary levelling, grading, shaping, topsoil, seeding, mulching, and granular placement required to make good any damage caused.

V. REMOVAL OF BRUSH, TREES AND RUBBISH

The removal of trees shall be carried out in close consultation with the Town Drainage Superintendent or Consulting Engineer to ensure that no decorative trees or shrubs are disturbed

by the operations of the Contractor that can be saved. It is the intent of this project to save as many trees and bushes as practical within the roadway allowances and on private lands. Where decorative trees or shrubs are located directly over drainage pipes, the Contractor shall carefully extract same and turn them over to the Owner when requested to do so and shall cooperate with the Owner in the reinstallation of same if required.

The Contractor shall protect all other trees, bushes, and shrubs located along the length of the drainage works except for those trees that are established, in consultation with the Town Drainage Superintendent, the Consulting Engineer, and the Owners, to be removed as part of the works. The Contractor shall note that protecting and saving the trees may require the Contractor to carry out hand work around the trees, bushes, and shrubs to complete the necessary final site grading and restoration.

Following the completion of the work, the Contractor is to trim up any broken or damaged limbs on trees which are to remain standing, and it shall dispose of said branches along with other brush, thus leaving the trees in a neat and tidy condition.

The Contractor shall remove all deleterious materials and rubbish along the course of the open drain in the location of the work areas while carrying out its cleaning of same. All such deleterious materials and rubbish shall be loaded up and hauled away by the Contractor to a site to be obtained by it at its cost.

VI. DETAILS OF BRIDGE WORK

When completed, the new access bridge for Henry Martin (Parcel 600-00760) along the centreline of the new culvert shall have a total top width, including the top width of the precast concrete block end walls, of approximately 8.0 metres (26.2 ft.) and a travelled driveway width of 6.80 metres (22.3 ft.). The new pipe shall be set to the invert elevations shown on the plans.

The proposed pipe inverts are set approximately 160mm below the drain design grade. The aluminized steel Type II corrugated Hel-Cor pipe to be provided for this project is to be supplied as no more than two (2) approximately equal lengths of pipe for the bridge and joined together with a 9 corrugation wide aluminized bolted coupler with non-woven geotextile filter cloth wrapped around it, secured in accordance with the manufacturer's recommendations. The aluminized steel type II corrugated HEL-COR C.S.P. to be utilized for this bridge installation must be a minimum of 2.0mm thick with a 125mm by 25mm corrugation profile and shall be approved by the Town Drainage Superintendent or Engineer, prior to its placement in the drain.

The Contractor shall have access to carry out the work from the road right-of-way, along with a sufficient distance along both sides of the drain upstream and downstream from the bridge to complete the access bridge installation and drain cleaning as specified. Any accesses or areas utilized in carrying out the works are to be fully restored to their original conditions by the Contractor, including topsoil placement and lawn and grass restoration as directed by the

Engineer or the Town Drainage Superintendent. Restoration shall include, but not be limited to, all necessary levelling, grading, shaping, topsoil placement, and granular required to make good any damage caused.

The Contractor shall also note that the installation of the new access bridge culvert is to be performed totally in the dry, and it shall be prepared to take whatever steps are necessary to ensure same, all to the full satisfaction of the Town Drainage Superintendent or Engineer. As part of the work, the Contractor will be required to clean out the drain along the full length of the bridge pipe and for a distance of 3.0 metres (10.0ft.) both upstream and downstream of said pipe. The design parameters of the 13th Concession West Drain at the location of the new access bridge to be installed consists of a 0.91m (3 ft.) bottom width, 0.15% grade, and 1.5 horizontal to 1.0 vertical sideslopes. The Contractor shall be required to cut any brush and strip the existing drain sideslopes of any vegetation as part of the grubbing operation. The Contractor shall also dispose of all excavated and deleterious materials, as well as any grubbed out materials, to a site to be obtained by it at its own expense. The Contractor shall note that the survey indicates that the existing drain bottom is slightly above the design grade. The Contractor shall be required to provide any and all labour, material, and equipment to set the pipe to the required design grades. The Contractor shall also be required to supply, if necessary for a solid base, a minimum thickness of 150mm (6") of 20mm (3/4") clear stone bedding underneath the culvert pipe, extending from the bottom of the excavation to the culvert invert grade, all to the full satisfaction of the Town Drainage Superintendent or Engineer.

Once the new aluminized steel type II corrugated HEL-COR C.S.P. has been satisfactorily set in place at the site, the Contractor shall completely backfill same with granular material M.T.O. Type "B" O.P.S.S. (Ontario Provincial Standard Specification) Form 1010, with the exception of the top 305mm (12") of the backfill material for the full top width of the drain and the access bridge, which shall be granular material M.T.O. Type "A" O.P.S.S. Form 1010. The Contractor shall install the precast concrete block endwalls and quarried limestone rip rap on filter cloth slope protection on both ends of the bridge. The installation of the endwalls, as well as the backfilling of the pipe where applicable, shall be provided in compliance with Items 1), 2), 3), and 4) of the **"Standard Specifications for Access Bridge Construction"** attached within **Appendix "REI-C"** and in total compliance and in all respects with the General Conditions included in Item 4) of said Appendix. The Contractor, in all cases, shall comply with these specifications and upon completion of the sloped rip rap end protection installation shall restore the adjacent areas to their original conditions.

The installation of the complete length of the new access bridge culvert, including all appurtenances, shall be completely inspected by the Town Drainage Superintendent or Engineer prior to backfilling any portions of same. Under no circumstance shall the Contractor backfill same until the Town Drainage Superintendent or Engineer inspects and approves said pipe installation. The Contractor shall provide a minimum notice of 2 working days to the Town Drainage Superintendent or Engineer prior to the commencement of this work. The installation of this new access bridge is to be performed during the normal working hours from Monday to Friday of the Town Drainage Superintendent or Engineer.

The Contractor shall also perform the necessary excavation to extend the driveway from the south top bank of the drain to the north limit of the roadway granular. This driveway approach from the existing edge of granular shoulder to approximately 1.0 metres north of the north top of bank shall consist of a minimum of 305mm (12") of granular material M.T.O. Type "A" satisfactorily compacted in place. The gravel apron shall extend for the full width of the access culvert top, and include a gore section at the roadside curved protection with a 5.0m turning radius to the edge of the roadway granular, as shown on the plans. The gravel backfill shall also extend across the pipe to approximately 1.0m beyond the north top of bank as shown on the plans. The pipe shall have a minimum of 305mm of cover and be uniformly graded down to the existing lot level from the existing road edge level at a maximum of 10% grade.

The 1600mm HEL-COR C.S.P. Type II pipe for this installation shall be provided with a depth of cover measured from the top of the aluminized steel pipe to the top of the granular backfill of approximately 0.305 m (12 in.) for the new bridge and if the culvert is placed at its proper elevations, this should be easily achieved. If the Contractor finds that the specified cover is not being met, they shall notify the Drainage Superintendent and the Engineer immediately so that steps can be taken to rectify the condition prior to the placement of any backfill. The cover requirement is **critical** and must be attained. In order for this new access bridge culvert to properly fit the channel parameters, all of the design grade elevations provided below must be strictly adhered to.

Also, for use by the Contractor, we have established a Benchmark near the site. This Benchmark is the *"top of water valve located on MN 13052 approximately 16m south of the driveway concrete pad and approximately 4m northwest of the proposed driveway"*, with same being **Elevation 185.716 metres**.

The new pipe culvert and the backfilling for the Martin Bridge are to be placed on the following basis:

- i) The **East (upstream) invert** of the proposed bridge culvert is to be set at Elevation **184.074** metres.
- ii) The **West (downstream) invert** of the proposed bridge culvert is to be set at Elevation **184.062** metres.
- iii) The centreline of driveway for this bridge installation shall be set to approximately Elevation **186.156** metres at the existing gravel shoulder edge, Elevation **186.076** metres at the culvert pipe centreline and then graded to match the existing ground elevation at each end of the granular approaches. The access bridge driveway, in all cases, shall be graded with a cross-fall from the centreline of the driveway to the outer edges of the driveway at an approximate grade of 1.50%.

As a check, all of the above design grade elevations should be confirmed before commencing to the next stage of the new access bridge installation. The Contractor is also to check that the pipe invert grades are correct by referencing the Benchmark provided for the site.

The Contractor shall also be required to provide all labour, equipment and material to provide granular fill to all gore areas at the road as noted on the plans. The Contractor shall provide the 45 degree bend in the headwalls and a 5.0 metre radius on each roadside approach of the drain as seen on the plans and protect any existing landscape features during the course of the work.

As part of the work provided for the construction of the access bridge, the Contractor shall be required to protect or extend any existing lateral tile ends and swales which conflict with the bridge installation. All existing lateral tile drains and swales, where required, shall be diverted and extended to the ends of the new access bridge culvert and shall be extended and installed in accordance with the "Standard Lateral Tile Detail" as shown in **Appendix "REI-C"**, unless otherwise noted. Connections shall be made using manufacturer's couplers wherever possible. All other connections shall be completely sealed with concrete grout around the full exterior perimeter of each joint. Grouted mortar joints shall be composed of premixed bags or three (3) parts of clean, sharp sand to one (1) part of Portland cement with just sufficient water to achieve a stiff mix and the mortar connection shall be performed to the full satisfaction of the Town Drainage Superintendent or the Engineer. The mortar joint shall be of a sufficient mass around the full circumference of the joint to ensure a tight, solid seal.

The Contractor is to note that the granular driveway approaches extending from the existing edge of gravel shoulder to the north top of bank of the drain shall consist of granular material M.T.O. Type "A" O.P.S.S. Form 1010 and is to be provided to a minimum depth of 305mm (12"), and be satisfactorily compacted in place. The Contractor is to also note that all granular material being placed as backfill for this bridge installation shall be compacted in place to a minimum Standard Proctor Density of 100%, and that all native fill material to be used for the construction shall be compacted in place to a minimum Standard Proctor Density of 95%.

All of the granular backfill and the compaction levels for same shall be provided to the full satisfaction of the Town Drainage Superintendent or the Engineer. The Contractor shall also note that any sediment being removed from the drain bottom as previously specified herein, shall not be utilized for the construction of the driveway, and shall be disposed of by the Contractor to a site to be obtained by it at its own expense or as directed by the Town. The Contractor shall be required to restore any and all drain sideslopes damaged by the access bridge installation and removal of vegetation, utilizing the available scavenged topsoil, and shall seed and mulch over all of said areas.

VII. TOPSOIL, SEED AND MULCH

The Contractor shall be required to restore all existing grassed areas and drain side slopes damaged by the structure construction or cutting of the drain cross section, by placing topsoil,

and then seed and mulch over said areas including any specific areas noted on the bridge details. The Contractor shall be required to provide all the material and to cover the above mentioned surfaces with approximately 50mm of good, clean, dry topsoil on slopes and 100mm of good, clean, dry topsoil on horizontal surfaces, fine graded and spread in place ready for seeding and mulching. The placing and grading of any topsoil shall be carefully and meticulously carried out in accordance with Ontario Provincial Standard Specifications, Form 802 dated November 2010, or as subsequently amended, or as amended by these specifications and be readied for the seeding and mulching process. The seeding and mulching of all of the above mentioned areas shall comply in all regards to Ontario Provincial Standard Specifications, Form 803 dated November 2010 and Form 804, dated November 2013, or as subsequently amended, or as amended by these specifications. The seeding mixture shall be the Standard Roadside Mix (Canada No. 1 Lawn Grass Seed Mixture) as set out in O.P.S.S. 804. All cleanup and restoration work shall be performed to the full satisfaction of the Town Drainage Superintendent or Engineer.

When all of the work for this installation has been completed, the Contractor shall ensure that positive drainage is provided to all areas; and shall ensure that the site is left in a neat and workmanlike manner, all to the full satisfaction of the Town Drainage Superintendent or Engineer.

VIII. GENERAL CONDITIONS

- a) The Town Drainage Superintendent or Consulting Engineer shall have authority to carry out minor changes to the work where such changes do not lessen the efficiency of the work.
- b) The Contractor shall satisfy itself as to the exact location, nature and extent of any existing structure, utility, or other object which it may encounter during the course of the work. The Contractor shall indemnify and save harmless the Town of Essex and the Consulting Engineer and their representatives for any damages which it may cause or sustain during the progress of the work. It shall not hold the Town of Essex or the Consulting Engineer liable for any legal action arising out of any claims brought about by such damage caused by it.
- c) The Contractor shall provide a sufficient number of layout stakes and grade points so that the Drainage Superintendent and Consulting Engineer can review same and check that the work will generally conform to the design and project intent.
- d) The Contractor will be responsible for any damage caused by it to any portion of the Town road system, especially to the travelled portion. When excavation work is being carried out and the excavation equipment is placed on the travelled portion of the road, the travelled portion shall be protected by having the excavation equipment placed on satisfactory timber planks or timber pads. If any part of the travelled portion of the road is damaged by the Contractor, the Town shall have the right to have the necessary repair work done by its' employees and the cost of all labour and materials used to carry out the repair work shall be deducted from the Contractor's contract and credited to the Town. The Contractor, upon

completing the works, shall clean all debris and junk, etcetera, from the roadside of the drain, and leave the site in a neat and workmanlike manner. The Contractor shall be responsible for keeping all public roadways utilized for hauling materials free and clear of mud and debris.

- e) The Contractor shall provide all necessary lights, signs, and barricades to protect the public. All work shall be carried out in accordance with the requirements of the Occupational Health and Safety Act, and latest amendments thereto. If traffic control is required on this project, signing is to comply with the M.T.O. Manual of Uniform Traffic Control Devices (M.U.T.C.D.) for Roadway Work Operations and Ontario Traffic Manual Book 7.
- f) During the course of the work the Contractor shall be required to connect existing drainage pipes to the Municipal Drain. In the event that polluted flows are discovered, the Contractor shall delay the connection of the pipe and leave the end exposed and alert the Town, the Drainage Superintendent and the Consulting Engineer so that steps can be taken by the Town to address the concern with the owner and the appropriate authorities. Where necessary the Contractor shall cooperate with the Town in providing temporary measures to divert the drain or safely barricade same. Should the connection be found acceptable by the authorities, the Contractor shall complete the connection of the drain as provided for in the specifications, at no extra cost to the project.
- g) Following the completion of the work, the Contractor is to trim up any broken or damaged limbs on trees which are to remain standing, and it shall dispose of said branches along with other brush, thus leaving the trees in a neat and tidy condition.
- h) The whole of the work shall be satisfactorily cleaned up, and during the course of the construction, no work shall be left in any untidy or incomplete state before subsequent portions are undertaken.
- i) During the course of the project the Contractor shall deal with any excess soil management from the project in accordance with Ontario Reg 406/19 pursuant to the Environmental Protection Act, R.S.O. 1990, c. E.19 and any subsequent amendments to same.
- j) All driveways, laneways and access bridges, or any other means of access on to the job site shall be fully restored to their former condition at the Contractor's expense. Before authorizing Final Payment, the Town Drainage Superintendent and the Consulting Engineer shall inspect the work in order to be sure that the proper restoration has been performed. In the event that the Contractor fails to satisfactorily clean up any portion of these accesses, the Consulting Engineer shall order such cleanup to be carried out by others and the cost of same be deducted from any monies owing to the Contractor.
- k) The Contractor will be required to submit to the Town, a Certificate of Good Standing from the Workplace Safety and Insurance Board prior to the commencement of the work and the Contractor will be required to submit to the Town, a Certificate of Clearance for the project

from the Workplace Safety and Insurance Board before Final Payment is made to the Contractor.

- l) The Contractor shall furnish a Performance and Maintenance Bond along with a separate Labour and Material Payment Bond within ten (10) days after notification of the execution of the Agreement by the Town. One copy of said bonds shall be bound into each of the executed sets of the Contract. Each Performance and Maintenance Bond and Labour and Material Payment Bond shall be in the amount of 100% of the total Tender Price. All Bonds shall be executed under corporate seal by the Contractor and a surety company, authorized by law to carry out business in the Province of Ontario. The Bonds shall be acceptable to the Town in every way and shall guarantee faithful performance of the contract during the period of the contract, including the period of guaranteed maintenance which will be in effect for twelve (12) months after substantial completion of the works.

The Tenderer shall include the cost of bonds in the unit price of the Tender items as no additional payment will be made in this regard.

- m) The Contractor shall be required, as part of this Contract, to provide Comprehensive Liability Insurance coverage for not less than \$5,000,000.00 on this project; and shall name the Town of Essex and its' officials and the Consulting Engineer and their staff as additional insured under the policy. The Contractor must submit a copy of this policy to both the Town Clerk and the Consulting Engineer prior to the commencement of work.
- n) Monthly progress orders for payment shall be furnished the Contractor by the Town Drainage Superintendent. Said orders shall be for not more than 90% of the value of the work done and the materials furnished on the site. The paying of the full 90% does not imply that any portion of the work has been accepted. The remaining 10% will be paid 60 days after the final acceptance and completion of the work and payment shall not be authorized until the Contractor provides the following:
 - i) a Certificate of Clearance for the project from the Workplace Safety and Insurance Board
 - ii) proof of advertising
 - iii) a Statutory Declaration, in a form satisfactory to the Engineer and the Town, that all liabilities incurred by the Contractor and its Sub-Contractors in carrying out the Contract have been discharged and that all liens in respect of the Contract and Sub-Contracts thereunder have expired or have been satisfied, discharged or provided for by payment into Court.

The Contractor shall satisfy the Consulting Engineer or Town that there are no liens or claims against the work and that all of the requirements as per the Construction Act, 2018 and its' subsequent amendments have been adhered to by the Contractor.

- o) In the event that the Specifications, Information to Tenderers, or the Form of Agreement do not apply to a specific condition or circumstance with respect to this project, the applicable section or sections from the Canadian Construction Documents Committee C.C.D.C.2 shall govern and be used to establish the requirements of the work.
- p) Should extra work be required by the Town Drainage Superintendent or Consulting Engineer and it is done on a time and material basis, the actual cost of the work will be paid to the Contractor with a 15% markup on the total actual cost of labour, equipment and materials needed to complete the extra work.

APPENDIX "REI-A"

STANDARD E.R.C.A. AND D.F.O.
MITIGATION REQUIREMENTS

As part of its work, the Contractor will implement the following measures that will ensure that any potential adverse effects on fish and fish habitat will be mitigated:

1. As per standard requirements, work will not be conducted at times when flows in the drain are elevated due to local rain events, storms, or seasonal floods. Work will be done in the dry.
2. All disturbed soils on the drain banks and within the channel, including spoil, must be stabilized immediately upon completion of work. The restoration of the site must be completed to a like or better condition to what existed prior to the works. The spoil material must be hauled away and disposed of at a suitable site, or spread an appropriate distance from the top of the drain bank to ensure that it is not washed back into the drain.
3. To prevent sediment entry into the drain in the event of an unexpected rainfall, silt barriers and/or traps must be placed in the channel during the works and until the site has been stabilized. All sediment and erosion control measures are to be in accordance with the related Ontario Provincial Standards. It is incumbent on the proponent and Contractors to ensure that sediment and erosion control measures are functioning properly and maintained/upgraded as required.
4. Silt or sand accumulated in the barrier traps must be removed and stabilized on land once the site is stabilized.
5. All activities including maintenance procedures should be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicular refuelling and maintenance should be conducted away from the water.
6. Any drain banks trimmed outside of the July 1st to September 15th timing window will require erosion control blankets to be installed to promote re-vegetation and to protect the slope from erosion in the interim.

SECTION II

SPECIFICATIONS

FOR FISH SALVAGE

GENERAL
SECTION 201

The Work shall include the capture, salvage and release of fish that are trapped or stranded as the result of the Contractor's operations, at locations identified in the Fish Salvage Plan, and in co-operation with the Essex Region Conservation Authority (E.R.C.A.).

Fish capture shall be performed prior to dewatering, and in such manner that will minimize the injury to the fish.

MATERIALS
SECTION 202

All materials required for fish capture, salvage and release shall be supplied by the Contractor.

CONSTRUCTION
SECTION 203

The Contractor shall not commence any fish capture, salvage and release work until the Fish Salvage Plan has been accepted by the Consultant and the Conservation Authority. All work shall be performed in accordance with the Fish Salvage Plan unless otherwise determined by the Consultant or the Conservation Authority.

The Contractor shall ensure an ice-free pool is maintained throughout all fish capture and release operations.

All fish shall be captured within the area specified, and released at an acceptable location in the downstream water body. Fish shall be captured by electro fishing, netting, seining, trapping, or other method acceptable to the Consultant and/or the Conservation Authority.

MEASUREMENT AND PAYMENT
SECTION 204

Payment for this Work will be made at the lump sum price bid for "Fish Capture and Release". The lump sum price will be considered full compensation for all labour, materials, equipment, tools and incidentals necessary to complete the Work to the satisfaction of the Consultant.

Measures to Avoid Causing Harm to Fish and Fish Habitat

If you are conducting a project near water, it is your responsibility to ensure you avoid causing [serious harm to fish](#) in compliance with the *Fisheries Act*. The following advice will help you avoid causing harm and comply with the *Act*.

PLEASE NOTE: This advice applies to all project types and replaces all “Operational Statements” previously produced by DFO for different project types in all regions.

Measures

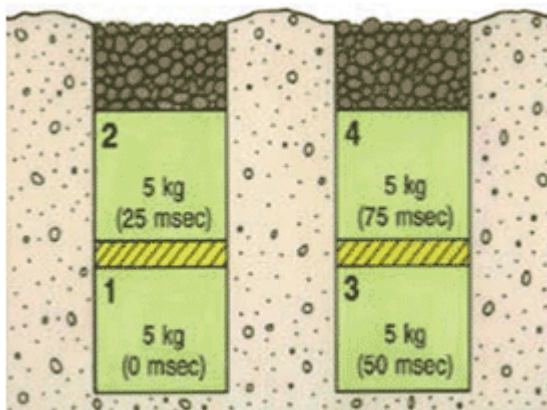
- Time work in water to respect [timing windows](#) to protect fish, including their eggs, juveniles, spawning adults and/or the organisms upon which they feed.
- Minimize duration of in-water work.
- Conduct instream work during periods of low flow, or at low tide, to further reduce the risk to fish and their habitat or to allow work in water to be isolated from flows.
- Schedule work to avoid wet, windy and rainy periods that may increase erosion and sedimentation.
- Design and plan activities and works in waterbody such that loss or disturbance to aquatic habitat is minimized and sensitive spawning habitats are avoided.
- Design and construct approaches to the waterbody such that they are perpendicular to the watercourse to minimize loss or disturbance to riparian vegetation.
- Avoid building structures on meander bends, braided streams, alluvial fans, active floodplains or any other area that is inherently unstable and may result in erosion and scouring of the stream bed or the built structures.
- Undertake all instream activities in isolation of open or flowing water to maintain the natural flow of water downstream and avoid introducing sediment into the watercourse.
- Plan activities near water such that materials such as paint, primers, blasting abrasives, rust solvents, degreasers, grout, or other chemicals do not enter the watercourse.
- Develop a response plan that is to be implemented immediately in the event of a sediment release or spill of a deleterious substance and keep an emergency spill kit on site.
- Ensure that building material used in a watercourse has been handled and treated in a manner to prevent the release or leaching of substances into the water that may be deleterious to fish.

- Develop and implement an Erosion and Sediment Control Plan for the site that minimizes risk of sedimentation of the waterbody during all phases of the project. Erosion and sediment control measures should be maintained until all disturbed ground has been permanently stabilized, suspended sediment has resettled to the bed of the waterbody or settling basin and runoff water is clear. The plan should, where applicable, include:
 - Installation of effective erosion and sediment control measures before starting work to prevent sediment from entering the water body.
 - Measures for managing water flowing onto the site, as well as water being pumped/diverted from the site such that sediment is filtered out prior to the water entering a waterbody. For example, pumping/diversion of water to a vegetated area, construction of a settling basin or other filtration system.
 - Site isolation measures (e.g., silt boom or silt curtain) for containing suspended sediment where in-water work is required (e.g., dredging, underwater cable installation).
 - Measures for containing and stabilizing waste material (e.g., dredging spoils, construction waste and materials, commercial logging waste, uprooted or cut aquatic plants, accumulated debris) above the high water mark of nearby waterbodies to prevent re-entry.
 - Regular inspection and maintenance of erosion and sediment control measures and structures during the course of construction.
 - Repairs to erosion and sediment control measures and structures if damage occurs.
 - Removal of non-biodegradable erosion and sediment control materials once site is stabilized.
- Clearing of riparian vegetation should be kept to a minimum: use existing trails, roads or cut lines wherever possible to avoid disturbance to the riparian vegetation and prevent soil compaction. When practicable, prune or top the vegetation instead of grubbing/uprooting.
- Minimize the removal of natural woody debris, rocks, sand or other materials from the banks, the shoreline or the bed of the waterbody below the ordinary high water mark. If material is removed from the waterbody, set it aside and return it to the original location once construction activities are completed.
- Immediately stabilize shoreline or banks disturbed by any activity associated with the project to prevent erosion and/or sedimentation, preferably through re-vegetation with native species suitable for the site.
- Restore bed and banks of the waterbody to their original contour and gradient; if the original gradient cannot be restored due to instability, a stable gradient that does not obstruct fish passage should be restored.
- If replacement rock reinforcement/armouring is required to stabilize eroding or exposed areas, then ensure that appropriately-sized, clean rock is used; and that rock is installed at a similar slope to maintain a uniform bank/shoreline and natural stream/shoreline alignment.
- Remove all construction materials from site upon project completion.

- Ensure that all in-water activities, or associated in-water structures, do not interfere with fish passage, constrict the channel width, or reduce flows.
- Retain a qualified environmental professional to ensure applicable permits for relocating fish are obtained and to capture any fish trapped within an isolated/enclosed area at the work site and safely relocate them to an appropriate location in the same waters. Fish may need to be relocated again, should flooding occur on the site.
- Screen any water intakes or outlet pipes to prevent entrainment or impingement of fish. Entrainment occurs when a fish is drawn into a water intake and cannot escape. Impingement occurs when an entrapped fish is held in contact with the intake screen and is unable to free itself.
 - In freshwater, follow these measures for design and installation of intake end of pipe fish screens to protect fish where water is extracted from fish-bearing waters:
 - Screens should be located in areas and depths of water with low concentrations of fish throughout the year.
 - Screens should be located away from natural or artificial structures that may attract fish that are migrating, spawning, or in rearing habitat.
 - The screen face should be oriented in the same direction as the flow.
 - Ensure openings in the guides and seals are less than the opening criteria to make “fish tight”.
 - Screens should be located a minimum of 300 mm (12 in.) above the bottom of the watercourse to prevent entrainment of sediment and aquatic organisms associated with the bottom area.
 - Structural support should be provided to the screen panels to prevent sagging and collapse of the screen.
 - Large cylindrical and box-type screens should have a manifold installed in them to ensure even water velocity distribution across the screen surface. The ends of the structure should be made out of solid materials and the end of the manifold capped.
 - Heavier cages or trash racks can be fabricated out of bar or grating to protect the finer fish screen, especially where there is debris loading (woody material, leaves, algae mats, etc.). A 150 mm (6 in.) spacing between bars is typical.
 - Provision should be made for the removal, inspection, and cleaning of screens.
 - Ensure regular maintenance and repair of cleaning apparatus, seals, and screens is carried out to prevent debris-fouling and impingement of fish.
 - Pumps should be shut down when fish screens are removed for inspection and cleaning.
- Avoid using explosives in or near water. Use of explosives in or near water produces shock waves that can damage a fish swim bladder and rupture internal organs. Blasting vibrations may also kill or damage fish eggs or larvae.
 - If explosives are required as part of a project (e.g., removal of structures such as piers, pilings, footings; removal of obstructions such as beaver dams; or preparation of a river or lake bottom for installation of a structure such as a dam or water intake), the potential for impacts to fish and fish habitat should be minimized by implementing the following measures:

- Time in-water work requiring the use of explosives to prevent disruption of vulnerable fish life stages, including eggs and larvae, by adhering to appropriate fisheries [timing windows](#).
- Isolate the work site to exclude fish from within the blast area by using bubble/air curtains (i.e., a column of bubbled water extending from the substrate to the water surface as generated by forcing large volumes of air through a perforated pipe/hose), cofferdams or aquadams.
- Remove any fish trapped within the isolated area and release unharmed beyond the blast area prior to initiating blasting
- Minimize blast charge weights used and subdivide each charge into a series of smaller charges in blast holes (i.e., decking) with a minimum 25 millisecond (1/1000 seconds) delay between charge detonations (see Figure 1).
- Back-fill blast holes (stemmed) with sand or gravel to grade or to streambed/water interface to confine the blast.
- Place blasting mats over top of holes to minimize scattering of blast debris around the area.
- Do not use ammonium nitrate based explosives in or near water due to the production of toxic by-products.
- Remove all blasting debris and other associated equipment/products from the blast area.

Figure 1: Sample Blasting Arrangement



Per Fig. 1: 20 kg total weight of charge; 25 msecs delay between charges and blast holes; and decking of charges within holes.

- Ensure that machinery arrives on site in a clean condition and is maintained free of fluid leaks, invasive species and noxious weeds.

- Whenever possible, operate machinery on land above the high water mark, on ice, or from a floating barge in a manner that minimizes disturbance to the banks and bed of the waterbody.
- Limit machinery fording of the watercourse to a one-time event (i.e., over and back), and only if no alternative crossing method is available. If repeated crossings of the watercourse are required, construct a temporary crossing structure.
- Use temporary crossing structures or other practices to cross streams or waterbodies with steep and highly erodible (e.g., dominated by organic materials and silts) banks and beds. For fording equipment without a temporary crossing structure, use stream bank and bed protection methods (e.g., swamp mats, pads) if minor rutting is likely to occur during fording.
- Wash, refuel and service machinery and store fuel and other materials for the machinery in such a way as to prevent any deleterious substances from entering the water.

Date modified:
2013-11-25

APPENDIX "REI-B"

SCHEDULE C

MITIGATION PLAN

The Municipality shall undertake measures to minimize adverse effects on species at risk in accordance with the general conditions described in Part B and taxa-specific conditions described in Part C, and the monitoring and reporting requirements described in Part D of this Mitigation Plan.

PART A. DEFINITIONS

1. Definitions:

1.1. In this Schedule, the following words shall have the following meanings:

"DFO" means Fisheries and Oceans Canada;

"MNR" means the Aylmer District Office of the Ministry of Natural Resources;

"Contact" means to contact the MNR in accordance with the notification/contact schedule provided to the Municipality by the MNR Designated Representative from time to time;

"Holding Tub" means a large, light-coloured container fitted with a non-airtight latchable lid approved by the MNR for the temporary storage of captured snakes, turtles, amphibians, birds or eggs;

"Interagency Notification Form" means the form issued by DFO, available at www.dfo-mpo.gc.ca, which is required to be completed when a drain is being maintained or constructed;

"Monitoring and Reporting Form" means the document that must be completed by the Municipality in accordance with Part D to this Schedule and will be provided to the Municipality;

"Ontario Operational Statement" means one of the documents issued by DFO, available at www.dfo-mpo.gc.ca, that sets out the conditions and measures to be incorporated into a project in order to avoid negative impacts to fish and fish habitat in Ontario, as modified from time to time;

"Process Charts" means the charts attached as Part E to this Schedule which describe the steps set out in this Mitigation Plan;

"Seasonal Timing Windows Chart" means the chart attached as Part G to this schedule which describes the Sensitive Periods applicable to each Taxonomic Group;

"Sensitive Area" means a geographic area in the Municipality where additional mitigation measures are required to be undertaken for one or more Taxonomic Groups;

"Sensitive Areas Map" means any one of the maps attached as Part F to this schedule which sets out the applicable Sensitive Areas;

"Sensitive Period" means a time of year set out in the Seasonal Timing Windows Chart during which taxa-specific mitigation measures are required to be undertaken for a Taxonomic Group because of ambient air/water temperatures, water-levels or important life-history stages;

"Taxonomic Group" means the distinct group comprising one or more Species based on their taxonomic relationship and common approaches to mitigating adverse effects (i.e., fish, mussels, turtles, snakes, amphibians, birds or plants); and

"Work Zone" means the geographic area in the Municipality where an Activity in respect of one of the Drainage Works is being conducted.

- 1.2. For greater certainty, any defined terms that are not defined in section 1.1 have the same meanings as in the Agreement.

PART B. GENERAL MEASURES TO MINIMIZE ADVERSE EFFECTS

2. Process Charts

- 2.1. The general steps set out in this Part B are visually described in the Process Charts (Part E).

3. Review of Documentation

- 3.1. Prior to conducting any Activities in respect of the Drainage Works the Municipality shall determine if conditions apply to the place, time or manner in which the Municipality wishes to pursue them by reviewing:
 - (a) the Sensitive Areas Maps (Part F) to determine if the Work Zone for the proposed Activities will occur within a Sensitive Area;
 - (b) the DFO Reference Guide for Fish and Mussel Species at Risk Distribution Maps: A Referral Review Tool for Projects Affecting Aquatic Species at Risk;
 - (c) the Seasonal Timing Windows Chart (Part G) to determine if the proposed Activities will occur during a Sensitive Period for one or more of the Taxonomic Groups; and
 - (d) the Process Charts to determine if prior notification is required;
 - (e) the mitigation measures for each applicable Taxonomic Group in Part C to determine what additional site-specific mitigation measures, if any, are required.
- 3.2. The Municipality shall document the results of the review undertaken in accordance with section 3.1 using the Monitoring and Reporting Form.

4. Sensitive Areas Maps

- 4.1. The Sensitive Areas Maps contain sensitive information about the distribution of species at risk, are provided for the sole purpose of informing this Agreement and are not to be copied or distributed for any other purposes or to any other party without the prior written authorization of the MNR Designated Representative.

5. Prior Notification to Seek Direction

- 5.1. If, after completing the review of documents described in section 3.1, the Municipality determines that the proposed Activities will be undertaken:
 - (a) in a place;
 - (b) at a time; or
 - (c) in a manner,that requires prior notification in accordance with the Process Charts, the Municipality shall provide prior notification to the MNR in order for the MNR to determine if the Municipality must undertake additional site-specific or Species-specific mitigation

measures to minimize adverse effects on the Species and, if applicable, to identify such measures.

5.2. The prior notification under section 5.1 shall include a completed Interagency Notification Form:

- (a) in respect of maintenance/repair where the proposed Activities are being undertaken pursuant to subsection 3(18) or section 74 of the *Drainage Act*; or
- (b) in respect of construction/improvement where the proposed Activities are being undertaken pursuant to section 77 or 78 of the *Drainage Act*.

5.3. Where an Activity is undertaken in accordance with section 124 of the *Drainage Act* and would otherwise have required prior notification under section 5.1, the Municipality shall Contact the MNR by email prior to the commencement of the Activity, and complete and submit the applicable Interagency Notification Form within one week of the Activity's completion, unless otherwise directed in writing by the MNR Designated Representative.

6. General Mitigation Measures

6.1. Notwithstanding that prior notification or additional mitigation measures may be required in accordance with this schedule, in undertaking any Activity at any time in respect of the Drainage Works the Municipality shall:

- (a) undertake the mitigation measures for sediment control and for erosion control and bank stabilization set out in The Drain Primer (Cliff Evanitski 2008) published by DFO (ISBN 978-0-662-48027-3), unless otherwise authorized in writing by the MNR Designated Representative;
- (b) use net free, 100% biodegradable erosion control blanket for all erosion control or bank stabilization done in conjunction with their Activities or, if authorized in writing by the MNR Designated Representative, alternative erosion control blankets that provide equal or greater protection to individual Species; and
- (c) where applicable, follow the guidelines set out in the following Ontario Operational Statements:
 - (i) Beaver Dam Removal;
 - (ii) Bridge Maintenance;
 - (iii) Culvert Maintenance;
 - (iv) Isolated Pond Construction;
 - (v) Maintenance of Riparian Vegetation in Existing Right of Ways; and
 - (vi) Temporary Stream Crossing.

PART C. TAXA-SPECIFIC MEASURES TO MINIMIZE ADVERSE EFFECTS

ADDITIONAL MITIGATION MEASURES FOR MUSSEL SPECIES

7. Activities undertaken in Sensitive Areas for Mussels

- 7.1. Subject to section 7.2, where a proposed Activity will occur in a Sensitive Area for a mussel Species, the Municipality shall Contact the MNR to seek further direction.
- 7.2. Section 7.1 does not apply where the applicable Drainage Works are:
 - (a) in a naturally dry condition;
 - (b) classified as a Class F drain in DFO's *Class Authorization System for the Maintenance of Agricultural Municipal Drains in Ontario* (ISBN 0-662-72748-7); or
 - (c) a closed drain.

ADDITIONAL MITIGATION MEASURES FOR TURTLE SPECIES

8. Training and Required On Site Materials for Turtles

- 8.1. The Municipality will ensure any person:
 - (a) involved in the capture, temporary holding, transfer and release of any turtle Species has received training in proper turtle handling procedures; and
 - (b) who undertakes an Activity has a minimum of two Holding Tubs and cotton sacks on site at all times.

9. Activities undertaken in Sensitive Areas and Sensitive Periods for Turtles

- 9.1. Subject to section 9.2, where a proposed Activity will occur in a Sensitive Area for any turtle Species and during a Sensitive Period for that Species, the Municipality shall:
 - (a) not undertake any Activities that include the excavation of sediment or disturbance to banks during the applicable Sensitive Period unless otherwise authorized;
 - (b) undertake Activities in accordance with any additional site-specific measures provided in writing by the MNR Designated Representative;
 - (c) avoid draw-down and de-watering of the Sensitive Area during the applicable Sensitive Period; and
 - (d) if authorized by the MNR Designated Representative under (a) above to undertake Activities that include excavation of sediment or disturbance of banks, in addition to any other measures required under (b) above, ensure any person undertaking an Activity has at least two Holding Tubs on site at all times.
- 9.2. Section 9.1 does not apply where the applicable Drainage Works are:
 - (a) in a naturally dry condition;
 - (b) classified as a Class F drain in DFO's *Class Authorization System for the Maintenance of Agricultural Municipal Drains in Ontario* (ISBN 0-662-72748-7); or
 - (c) a closed drain.

10. Measures for Encounters with Turtles During a Sensitive Period

- 10.1. Where one or more individuals belonging to a turtle Species is encountered in the undertaking of an Activity in any part of a Work Zone (including, but not limited to, a Sensitive Area) during a Sensitive Period for that Species, the Municipality shall:
- (a) capture and transfer all uninjured individuals of that Species into a Holding Tub;
 - (b) capture and transfer all individuals injured as a result of the Activities into a Holding Tub separate from any Holding Tub containing uninjured individuals;
 - (c) ensure that the Holding Tubs with the captured individuals are stored at a cool temperature to prevent freezing until the individuals can be transferred; and
 - (d) immediately Contact the MNR to seek direction and to arrange for the transfer of the individual turtles.

11. Measures for Encounters with Turtles Laying Eggs or Nest Sites

- 11.1. Where one or more individuals belonging to a turtle Species laying eggs, or an active nest site of any turtle Species, is encountered in undertaking an Activity in a Work Zone, the Municipality shall:
- (a) not disturb a turtle encountered laying eggs and not conduct any Activities within 20 metres of the turtle while it is laying eggs;
 - (b) collect any displaced or damaged eggs and capture any injured dispersing juveniles and transfer them to a Holding Tub;
 - (c) store all captured injured individuals and collected eggs out of direct sunlight;
 - (d) immediately Contact the MNR to seek direction and to arrange for the transfer of any injured individuals and eggs;
 - (e) immediately stop any disturbance to the nest site and recover exposed portions with soil or organic material to protect the integrity of the remaining individuals;
 - (f) not drive any equipment over the nest site or conduct any Activities within 5 metres of the nest site;
 - (g) not place any dredged materials removed from the Drainage Works on top of the nest site;
 - (h) mark out the physical location of the nest site for the duration of the project but not by any means that might increase the susceptibility of the nest to predation or poaching; and
 - (i) where there are no collected eggs or captured individuals, record relevant information and Contact the MNR within 72 hours to provide information on the location of the nest site.

12. Measures for Encounters with Turtles Outside of a Sensitive Period

- 12.1. Where one or more individuals belonging to a turtle Species is encountered while undertaking an Activity in any part of a Work Zone (including, but not limited to, a Sensitive Area) but outside of any Sensitive Period for that Species, the Municipality shall:
- (a) briefly stop the Activity for a reasonable period of time to allow any uninjured individual turtles of that Species to leave the Work Zone;

- (b) where individuals do not leave the Work Zone after the Activity is briefly stopped in accordance with (a) above, capture all uninjured individuals and release them in accordance with section 13.1;
- (c) where circumstances do not allow for their immediate release, transfer captured uninjured individuals for a maximum of 24 hours into a Holding Tub which shall be stored out of direct sunlight and then release them in accordance with section 13.1;
- (d) capture and transfer any individuals that have been injured into a Holding Tub separate from any Holding Tub containing uninjured individuals; and
- (e) store all captured injured individuals out of direct sunlight and immediately Contact the MNR to seek direction and to arrange for their transfer.

13. Release of Captured Individuals Outside of a Sensitive Period

- 13.1. Where uninjured individuals are captured under section 12.1, they shall be released:
 - (a) within 24 hours of capture;
 - (b) in an area immediately adjacent to the Drainage Works;
 - (c) in an area that will not be further impacted by the undertaking of any Activity; and
 - (d) not more than 250 metres from the capture site.
- 13.2. Following a release under section 13.1, the Municipality shall Contact the MNR within 72 hours of the release to provide information on the name of the Drainage Works, the location of the encounter and the location of the release site.

14. Measures for Dead Turtles

- 14.1. Where one or more individuals of a turtle Species is killed as a result of an Activity in a Work Zone, or if a person undertaking an Activity finds a deceased individual of a turtle Species within the Work Zone, the Municipality shall:
 - (a) place any dead turtles in a Holding Tub outside of direct sunlight; and
 - (b) Contact the MNR within 72 hours to seek direction and to arrange for the transfer of the dead individuals.

ADDITIONAL MITIGATION MEASURES FOR SNAKE SPECIES

15. Training and Required On Site Materials for Snakes

- 15.1. The Municipality will ensure any person:
 - (a) involved in the capture, temporary holding, transfer and release of any snake Species has received training in proper snake handling procedures; and
 - (b) who undertakes an Activity has a minimum of two Holding Tubs and cotton sacks on site at all times.

16. Activities undertaken in Sensitive Areas and Sensitive Periods for Snakes

- 16.1. Where a proposed Activity involves physical infrastructure (e.g., culverts, pump houses, etc.) and will occur in a Sensitive Area for any snake Species and during a *Sensitive Period – Hibernation* for that Species, the Municipality shall undertake the Activity outside of the Sensitive Period, unless otherwise authorized by and in accordance with any site-specific measures provided in writing by the MNR Designated Representative.

16.2. Where a proposed Activity will occur at or adjacent to a known hibernacula (as identified by the MNR) for any snake Species and during a *Sensitive Period – Staging* for that Species, the Municipality shall:

- (a) erect effective temporary snake barriers approved by the MNR that will not pose a risk of entanglement for snakes and that shall be secured so that individual snakes may not pass over or under the barrier or between any openings to enter or re-enter the Work Zone;
- (b) inspect the temporary snake barriers daily during periods when snakes are active, capture any individuals incidentally encountered within the area bounded by the snake barrier and release the captured individuals in accordance with section 20.1; and
- (c) remove the temporary snake barriers immediately upon completion of the Activity.

16.3. Where a proposed Activity that does not involve physical infrastructure will occur in a Sensitive Area for any snake Species and during a *Sensitive Period – Staging* for that Species, the Municipality shall undertake the Activity outside of the Sensitive Period, unless otherwise authorized by and in accordance with any site-specific measures provided in writing by the MNR Designated Representative.

17. Measures for Encounters with Snakes During a Sensitive Period

17.1. Where one or more individuals belonging to a snake Species is encountered, or should an active hibernacula be uncovered, while conducting an Activity in any part of a Work Zone (including, but not limited to, a Sensitive Area) during a Sensitive Period for that Species, the Municipality shall:

- (a) capture and transfer all injured and uninjured individual snakes of that Species into individual light-coloured, drawstring cotton sacks;
- (b) place all cotton sacks filled with the captured individuals into a Holding Tub;
- (c) ensure that the Holding Tub with the captured individuals is stored at a cool temperature to protect the snakes from freezing until the individuals can be retrieved or transferred;
- (d) if an active hibernacula is uncovered, cease all Activities at the hibernacula site; and
- (e) immediately Contact the MNR to seek direction and to arrange for the transfer and/or retrieval.

18. Measures for Encounters with Snake Nests

18.1. Where an active nest of any of the snake Species is encountered and disturbed while undertaking an Activity in any part of a Work Zone, the Municipality shall:

- (a) collect any displaced or damaged eggs and transfer them to a Holding Tub;
- (b) capture and transfer all injured dispersing juveniles of that Species into a light-coloured drawstring cotton sack;
- (c) place all cotton sacks with the captured injured individuals into a Holding Tub;
- (d) ensure that the Holding Tub with the captured injured individuals is stored out of direct sunlight;
- (e) immediately Contact the MNR to seek direction and to arrange for the transfer of the injured individuals;
- (f) immediately stop any disturbance to the nest site and loosely cover exposed portions with soil or organic material to protect the integrity of the remaining individuals;

- (g) not drive any equipment over the nest site or conduct any Activities within 5 metres of the nest site;
- (h) not place any dredged materials removed from the Drainage Works on top of the nest site;
- (i) mark out the physical location of the nest site but not by any means that might increase the susceptibility of the nest to predation or poaching; and
- (j) where there are no collected eggs or captured individuals, Contact the MNR within 72 hours to provide information on the location of the nest site.

19. Measures for Encounters with Snakes Outside of a Sensitive Period

- 19.1. Where one or more individuals belonging to a snake Species is encountered while undertaking an Activity in any part of a Work Zone (including, but not limited to, a Sensitive Area) but outside of any Sensitive Period for that Species, the Municipality shall:
- (a) follow the requirements in section 15;
 - (b) briefly stop the Activity for a reasonable period of time to allow any uninjured individual snakes of that Species to leave the Work Zone;
 - (c) if the individuals do not leave the Work Zone after the Activity is briefly stopped in accordance with (b) above, capture all uninjured individuals and release them in accordance with section 20.1;
 - (d) where circumstances do not allow for the immediate release of captured uninjured individuals, they may be transferred into individual, light-coloured, drawstring cotton sacks before placing them in a Holding Tub which shall be stored out of direct sunlight for a maximum of 24 hours before releasing them in accordance with section 20.1;
 - (e) capture and transfer any individuals injured as a result of conducting the Activities into a Holding Tub separate from any Holding Tub containing uninjured individuals; and
 - (f) store all captured injured individuals out of direct sunlight and immediately Contact the MNR to seek direction and to arrange for their transfer.

20. Release of Captured Individuals Outside of a Sensitive Period

- 20.1. Where uninjured individuals are captured under section 19.1, they shall be released:
- (a) within 24 hours of capture;
 - (b) in an area immediately adjacent to the Drainage Works where there is natural vegetation cover;
 - (c) in an area that will not be further impacted by the undertaking of any Activity; and
 - (d) not more than 250 metres from the capture site.
- 20.2. Following a release under section 20.1, the Municipality shall Contact the MNR within 72 hours of the release to provide information on the name of the Drainage Works, the location of the encounter and the location of the release site.

21. Measures for Dead Snakes

- 21.1. Where one or more individuals belonging to a snake Species is killed as a result of an Activity in a Work Zone, or if a person undertaking an Activity finds a deceased individual of a snake Species within the Work Zone, the Municipality shall:

- (a) collect and transfer any dead individuals into a Holding Tub outside of direct sunlight; and
- (b) Contact the MNR within 72 hours to seek direction and to arrange for the transfer of the carcasses of the dead individuals.

ADDITIONAL MITIGATION MEASURES FOR HERBACEOUS PLANTS

22. Activities Undertaken in Sensitive Areas for Herbaceous Plants

- 22.1. Where a proposed Activity will occur that involves physical disturbance to vegetated banks or the killing and/or removal of vegetation through chemical or mechanical means in a Sensitive Area for any herbaceous plant Species, the Municipality shall:
- (a) undertake the Activity outside of the Sensitive Period, unless otherwise authorized;
 - (b) limit equipment access and operations to the side of the Drainage Works that will minimize disturbances where any of the plant Species occur;
 - (c) locate temporary storage sites for excavated sediments or bank materials on areas of open soil away from where any of the plant Species are likely to occur;
 - (d) not use any broad spectrum herbicides in Sensitive Areas; and
 - (e) undertake Activities in accordance with any additional site-specific measures provided in writing by the MNR Designated Representative.

ADDITIONAL MITIGATION MEASURES FOR TREE SPECIES

23. Additional Measures for Butternut

- 23.1. Where Butternuts may exist in a Work Zone and may be affected by an Activity, the Municipality shall:
- (a) identify and mark as retainable trees all individual Butternut trees within the Work Zone during work planning site visits unless the individual Butternut has been assessed as a non-retainable tree due to infection by Butternut canker by a person designated by the Minister as a Butternut Health Assessor;
 - (b) retain and avoid disturbance to all individuals identified under (a) above that have been identified as retainable trees or that have not been assessed, unless otherwise authorized in writing by the MNR Designated Representative;
 - (c) conduct Activities by:
 - (i) limiting equipment access and operations to the side of the Drainage Works that will minimize disturbance to where any of the individual Butternut trees occur,
 - (ii) working around trees,
 - (iii) avoiding compacting and/or disturbing the soil by keeping excavation and other heavy equipment a minimum of 2 metres away from the main stem of retained individuals to avoid damaging roots and stems,
 - (iv) placing excavated materials on areas not within 2 metres of the main stem of retained individuals; and
 - (v) where branches are required to be removed to allow for safe operation of equipment, removing them using appropriate equipment, such as pruning saws, chain saws or lopping shears, in accordance with good forestry practices.

24. Measures for Other Trees

- 24.1. Where Kentucky Coffee-tree, Common Hoptree, Eastern Flowering Dogwood and American Chestnut may exist in a Work Zone and may be affected by an Activity, the Municipality shall:
- (a) identify and mark all individual Kentucky Coffee-tree, Common Hoptree, Eastern Flowering Dogwood and American Chestnut within the Work Zone during work planning site visits;
 - (b) avoid disturbance to all individuals identified under (a) above, unless otherwise authorized in writing by the MNR Designated Representative;
 - (c) conduct Activities by:
 - (i) limiting equipment access and operations to the side of the Drainage Works that will minimize disturbance where any of the individuals occur,
 - (ii) working around trees,
 - (iii) avoiding compacting and/or disturbing the soil by keeping excavation and other heavy equipment a minimum of 2 metres away from the main stem of retained individuals to avoid damaging roots and stems, and
 - (iv) placing excavated materials on areas not within 2 metres of the main stem of retained individuals; and
 - (d) where branches are required to be removed to allow for safe operation of equipment, remove them using appropriate equipment, such as pruning saws, chain saws or lopping shears, in accordance with good forestry practices.

PART D. MONITORING AND REPORTING REQUIREMENTS

25. Compliance Monitoring.

- 25.1. The Municipality shall inspect the undertaking of the Activities at the locations described in Part F of this Schedule C, and shall record the results of the inspections in the Monitoring and Reporting Form.
- 25.2. The Municipality shall record all encounters with Species and the resulting mitigation measures taken by the Municipality in the Monitoring and Reporting Form.

26. Reporting

- 26.1. Prior to March 31 of each year the Mitigation Plan is in effect, the Municipality shall submit a completed Monitoring and Reporting Form containing all of the information collected under sections 25.1 and 25.2 during the previous twelve months to the MNR Designated Representative.

27. Review

- 27.1. Within six months of the expiry of this Mitigation Plan but no later than three months from the time of its expiry, the Parties shall meet to review the measures and actions taken and the Activities undertaken during its term and to discuss the terms and conditions of the next Mitigation Plan.

APPENDIX "REI-C"

STANDARD SPECIFICATIONS **FOR ACCESS BRIDGE CONSTRUCTION**

1. PRECAST CONCRETE BLOCK & CONCRETE FILLED JUTE BAG HEADWALLS

After the Contractor has set the endwall foundations and the new pipe in place, it shall completely backfill same and install new precast concrete blocks or concrete filled jute bag headwalls at the locations and parameters indicated on the drawing. All concrete used for headwalls shall be a minimum of 30 mPa at 28 days and include 6% +/- 1% air entrainment.

Precast concrete blocks shall be interlocking and have a minimum size of 600mmX600mmX1200mm. Half blocks shall be used to offset vertical joints. Cap blocks shall be a minimum of 300mm thick. A foundation comprising minimum 300mm thick poured concrete or precast blocks the depth of the wall and the full bottom width of the drain plus 450mm embedment into each drain bank shall be provided and placed on a firm foundation as noted below. The Contractor shall provide a levelling course comprising a minimum thickness of 150mm Granular "A" compacted to 100% Standard Proctor Density or 20mm clear stone, or a lean concrete as the base for the foundation. The base shall be constructed level and flat to improve the speed of installation. Equipment shall be provided as required and recommended by the block supplier for placing the blocks such as a swift lift device for the blocks and a 75mm eye bolt to place the concrete caps,. The headwall shall extend a minimum of 150mm below the invert of the access bridge culvert with the top of the headwall set to match the finished driveway grade, unless a 150mm high curb is specified at the edge of the driveway. To achieve the required top elevation, the bottom course of blocks and footing may require additional embedment into the drain bottom. The Contractor shall provide shop drawings of the proposed wall for approval by the Drainage Superintendent or Engineer prior to construction.

Blocks shall be placed so that all vertical joints are staggered. Excavation voids on the ends of each block course shall be backfilled with 20mm clear stone to support the next course of blocks above. Walls that are more than 3 courses in height shall be battered a minimum of 1 unit horizontal for every 5 units of vertical height. The batter shall be achieved by careful grading of the footing and foundation base, or use of pre-battered base course blocks. Filter cloth as specified below shall be placed behind the blocks to prevent the migration of any fill material through the joints. Backfill material shall be granular as specified below. Where the wall height exceeds 1.8 metres in height, a uni-axial geogrid SG350 or equivalent shall be used to tie back the walls and be installed in accordance with the manufacturer's recommendations. The wall face shall not extend beyond the end of the access bridge pipe. Non-shrink grout shall be used to fill any gaps between the blocks and the access bridge pipe for the full depth of the wall. The grout face shall be finished to match the precast concrete block walls as closely as possible.

When constructing the concrete filled jute bag headwalls, the Contractor shall place the bags so that the completed headwall will have a slope inward from the bottom of the pipe to the top of the finished headwall. The slope of the headwall shall be one unit horizontal to five units vertical. The Contractor shall completely backfill behind the new concrete filled jute bag headwalls with Granular "B" and Granular "A" material as per O.P.S.S. Form 1010 and the granular material shall be compacted in place to a Standard Proctor Density of 100%. The placing of the jute bag headwalls and the backfilling shall be performed in lifts simultaneously. The granular backfill shall be placed and compacted in lifts not to exceed 305mm (12") in thickness.

The concrete filled jute bag headwalls shall be constructed by filling jute bags with concrete. All concrete used to fill the jute bags shall have a minimum compressive strength of 25 MPa in 28 days and shall be provided and placed only as a wet mix. Under no circumstance shall the concrete to be used for filling the jute bags be placed as a dry mix. The jute bags, before being filled with concrete, shall have a dimension of 460mm (18") x 660mm (26"). The jute bags shall be filled with concrete so that when they are laid flat, they will be approximately 100mm (4") thick, 305mm (12") to 380mm (15") wide and 460mm (18") long.

The concrete jute bag headwall to be provided at the end of the bridge pipe shall be a single or double bag wall construction as set out in the specifications. The concrete filled bags shall be laid so that the 460mm (18") dimension is parallel with the length of the new pipe. The concrete filled jute bags shall be laid on a footing of plain concrete being 460mm (18") wide, and extending for the full length of the wall, and 305mm (12") thick extending below the bottom of the culvert pipe.

All concrete used for the footing, cap and bags shall have a minimum compressive strength of 30 mPa at 28 days and shall include 6% ± 1% air entrainment.

Upon completion of the jute bag headwall the Contractor shall cap the top row of concrete filled bags with a layer of plain concrete, minimum 100mm (4") thick, and hand trowelled to obtain a pleasing appearance. If the cap is made more than 100mm thick, the Contractor shall provide two (2) continuous 15M reinforcing bars set at mid-depth and equally spaced in

the cap. The Contractor shall fill all voids between the concrete filled jute bags and the corrugated steel pipe with concrete, particular care being taken underneath the pipe haunches to fill all voids.

The completed jute bag headwalls shall be securely embedded into the drain bank a minimum of 450mm (18") measured perpendicular to the sideslopes of the drain.

As an alternate to constructing a concrete filled jute bag headwall, the Contractor may construct a grouted concrete rip rap headwall. The specifications for the installation of a concrete filled jute bag headwall shall be followed with the exception that broken pieces of concrete may be substituted for the jute bags. The concrete rip rap shall be approximately 460mm (18") square and 100mm (4") thick and shall have two (2) flat parallel sides. The concrete rip rap shall be fully mortared in place using a mixture composed of three (3) parts of clean sharp sand and one (1) part of Portland cement.

The complete placement and backfilling of the headwalls shall be performed to the full satisfaction of the Drainage Superintendent and the Engineer.

2. QUARRIED LIMESTONE ENDWALLS

The backfill over the ends of the corrugated steel pipe shall be set on a slope of 1-½ units horizontal to 1 unit vertical from the bottom of the corrugated steel pipe to the top of each end slope and between the drain banks. The top 305mm (12") in thickness of the backfill over the ends of the corrugated steel pipe shall be quarried limestone. The quarried limestone shall also be placed on a slope of 1-½ units horizontal to 1 unit vertical from the bottom of the corrugated steel pipe to the top of each bank of the drain adjacent each end slope. The quarried limestone shall have a minimum dimension of 100mm (4") and a maximum dimension of 250mm (10"). The end slope protection shall be placed with the quarried limestone pieces carefully tamped into place with the use of a shovel bucket so that, when complete, the end protection shall be consistent, uniform, and tightly laid in place.

Prior to placing the quarried limestone end protection over the granular backfill and on the drain banks, the Contractor shall lay non-woven geotextile filter fabric "GMN160" conforming to O.P.S.S. 1860 Class I or approved equal. The geotextile filter fabric shall extend from the bottom of the corrugated steel pipe to the top of each end slope of the bridge and along both banks of the drain to a point opposite the ends of the pipe.

The Contractor shall take extreme care not to damage the geotextile filter fabric when placing the quarried limestone on top of the filter fabric.

3. BRIDGE BACKFILL

After the corrugated steel pipe has been set in place, the Contractor shall backfill the pipe with Granular "B" material, O.P.S.S. Form 1010 with the exception of the top 305mm (12") of the backfill. The top 305mm (12") of the backfill for the full width of the excavated area (between each bank of the drain) and for the top width of the driveway, shall be Granular "A" material, O.P.S.S. Form 1010. The granular backfill shall be compacted in place to a Standard Proctor Density of 100% by means of mechanical compactors. All of the backfill material, equipment used, and method of compacting the backfill material shall be inspected and approved and meet with the full satisfaction of the Drainage Superintendent and Engineer.

4. GENERAL

Prior to the work commencing, the Drainage Superintendent and Engineer must be notified, and under no circumstances shall work begin without one of them being at the site. Furthermore, the grade setting of the pipe must be checked, confirmed, and approved by the Drainage Superintendent or Engineer prior to continuing on with the bridge installation.

The alignment of the new bridge culvert pipe shall be in the centreline of the existing drain, and the placing of same must be performed totally in the dry.

Prior to the installation of the new access bridge culvert, the existing sediment build-up in the drain bottom must be excavated and completely removed. This must be done not only along the drain where the bridge culvert pipe is to be installed, but also for a distance of 3.05 metres (10 ft.) both upstream and downstream of said new access bridge culvert. When setting the new bridge culvert pipe in place it must be founded on a good undisturbed base. If unsound soil is encountered, it must be totally removed and replaced with 20mm (3/4") clear stone, satisfactorily compacted in place.

When doing the excavation work or any other portion of the work relative to the bridge installation, care should be taken not to interfere with, plug up, or damage any existing surface drains, swales, and lateral or main tile ends. Where damage is encountered, repairs to correct same must be performed immediately as part of the work.

The Contractor and/or landowner performing the bridge installation shall satisfy themselves as to the exact location, nature and extent of any existing structure, utility or other object that they may encounter during the course of the work. The Contractor shall indemnify and save harmless the Town, or the Municipality, the Engineer, and their staff from any damages which it may cause or sustain during the progress of the work. It shall not hold them liable for any legal action arising out of any claims brought about by such damage caused by it.

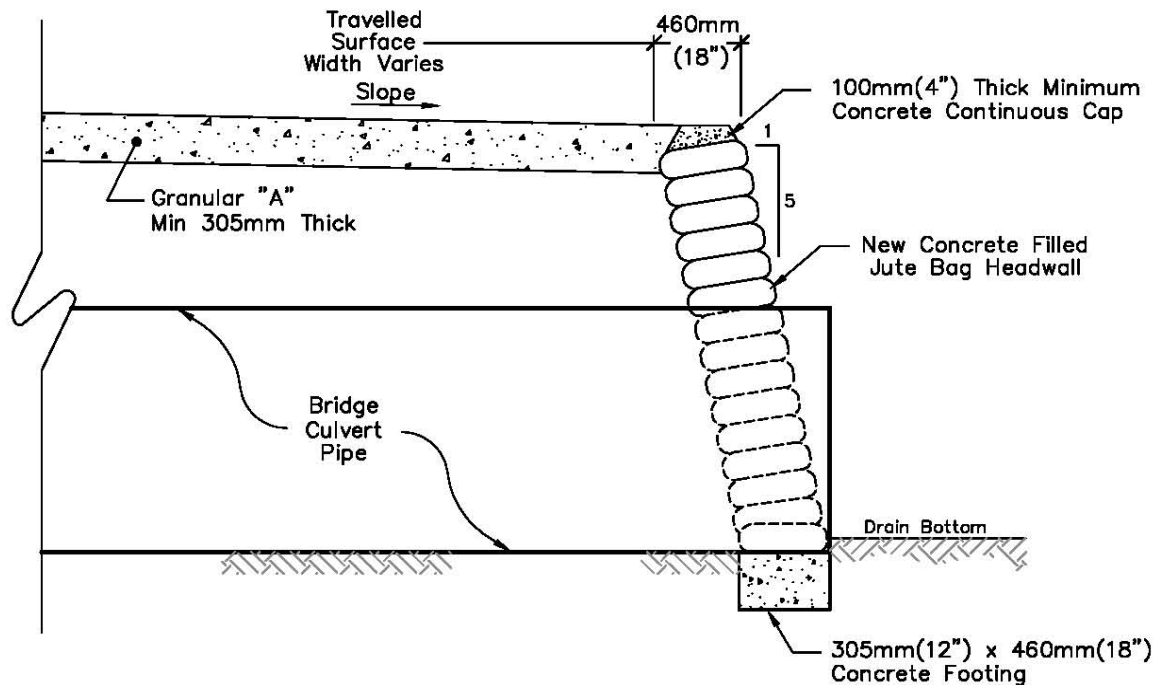
Where applicable, the Contractor and/or landowner constructing the new bridge shall be responsible for any damage caused by them to any portion of the Town road right-of-way. They shall take whatever precautions are necessary to cause a minimum of damage to same and must restore the roadway to its original condition upon completion of the works.

When working along a municipal roadway, the Contractor shall provide all necessary lights, signs, barricades and flagpersons as required to protect the public. All work shall be carried out in accordance with the requirements of the Occupational Health and Safety Act, and latest amendments thereto. If traffic control is required on this project, it is to comply with the M.T.O. Traffic Control Manual for Roadway Work Operations and Ontario Traffic Manual Book 7.

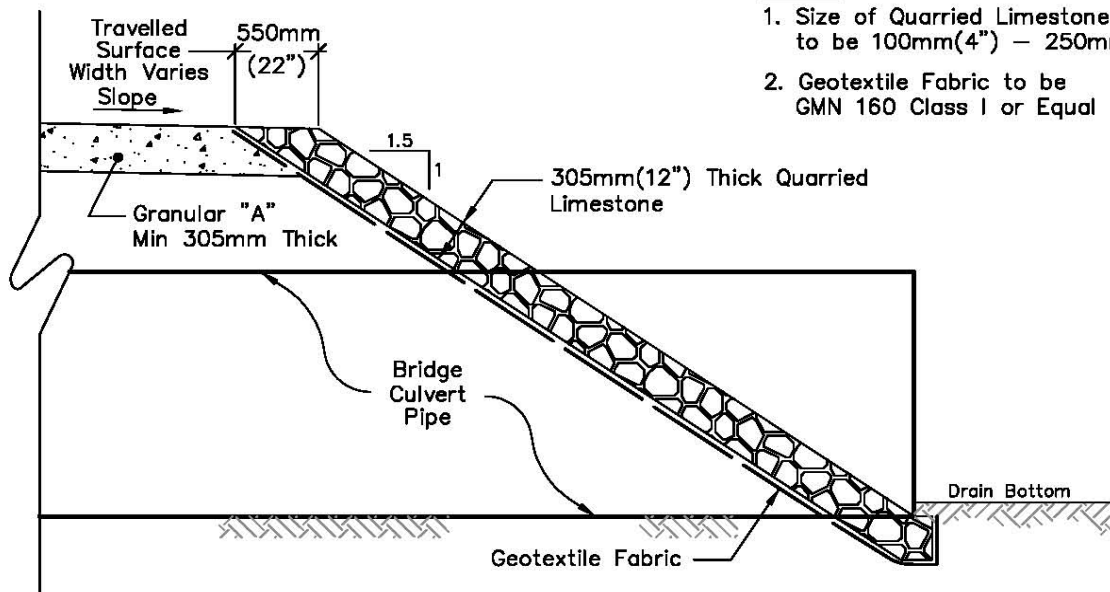
Once the bridge installation has been completed, the drain sideslopes directly adjacent the new headwalls and/or endwalls are to be completely restored including revegetation, where necessary.

All of the work required towards the installation of the bridge shall be performed in a neat and workmanlike manner. The general site shall be restored to its' original condition, and the general area shall be cleaned of all debris and junk, etc. caused by the work

All of the excavation, installation procedures, and parameters as above mentioned are to be carried out and performed to the full satisfaction of the Drainage Superintendent and Engineer.



Typical Jute Bag Headwall

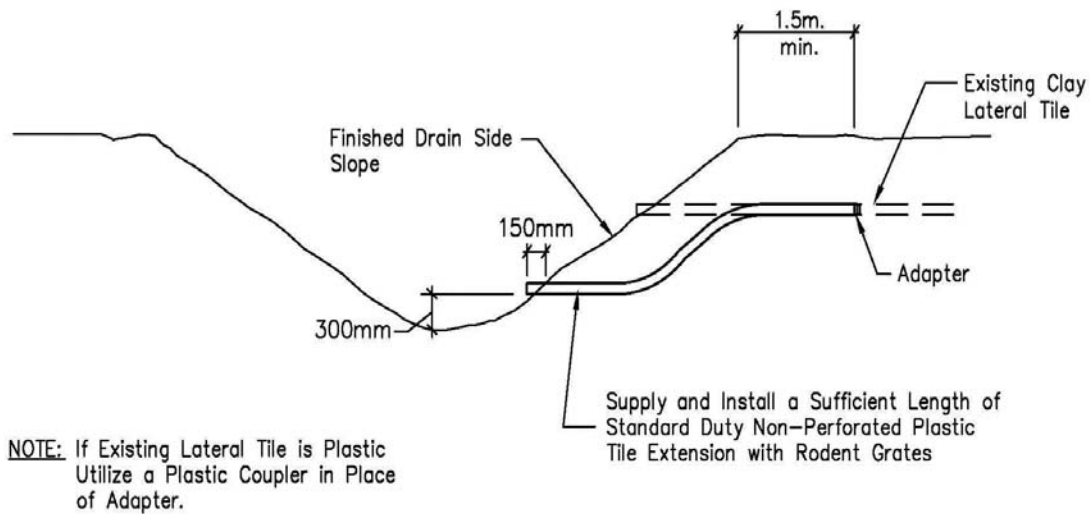


NOTE:

1. Size of Quarried Limestone to be 100mm(4") – 250mm(10")
2. Geotextile Fabric to be GMN 160 Class I or Equal

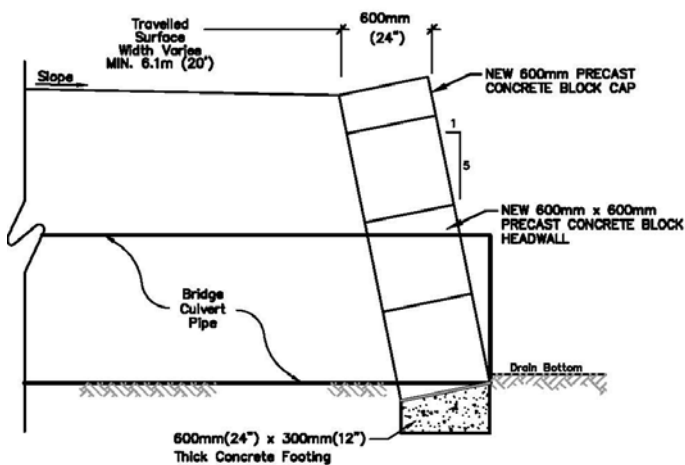
Typical Quarried Limestone End Protection

Rood Engineering Inc.
Consulting Engineers
 9 Nelson Street
 Leamington, Ontario N8H 1G6
 519-322-1621



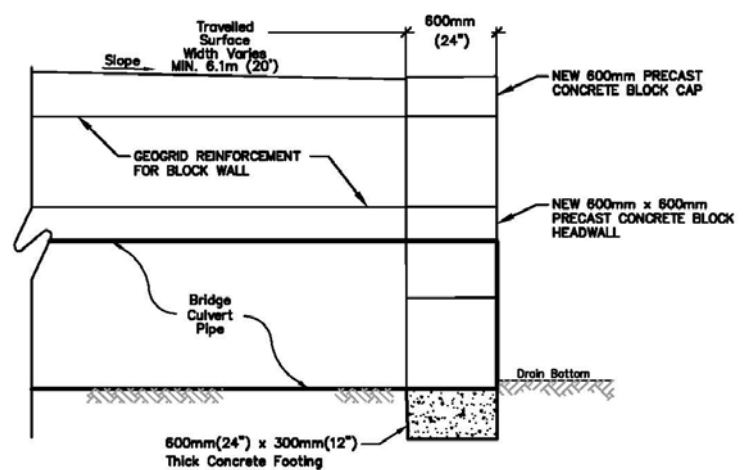
STANDARD LATERAL TILE DETAIL

N.T.S.



TYPICAL PRECAST CONCRETE BLOCK END PROTECTION

Scale = N.T.S.



TYPICAL VERTICAL PRECAST CONCRETE BLOCK END PROTECTION

Scale = N.T.S.

APPENDIX "REI-D"

Appendix D – General Conditions and Specifications not required.

APPENDIX "REI-E"

MARTIN BRIDGE & WATERSHED PLAN
OF THE
13TH CONCESSION WEST DRAIN
(Geographic Township of Colchester North)

IN THE
TOWN OF ESSEX
IN THE
COUNTY OF ESSEX • ONTARIO

Gerard Rood
GERARD ROOD, P.ENG.

**ROOD
ENGINEERING
INC.**

CONSULTING ENGINEERS
Leamington, Ontario
519-322-1621



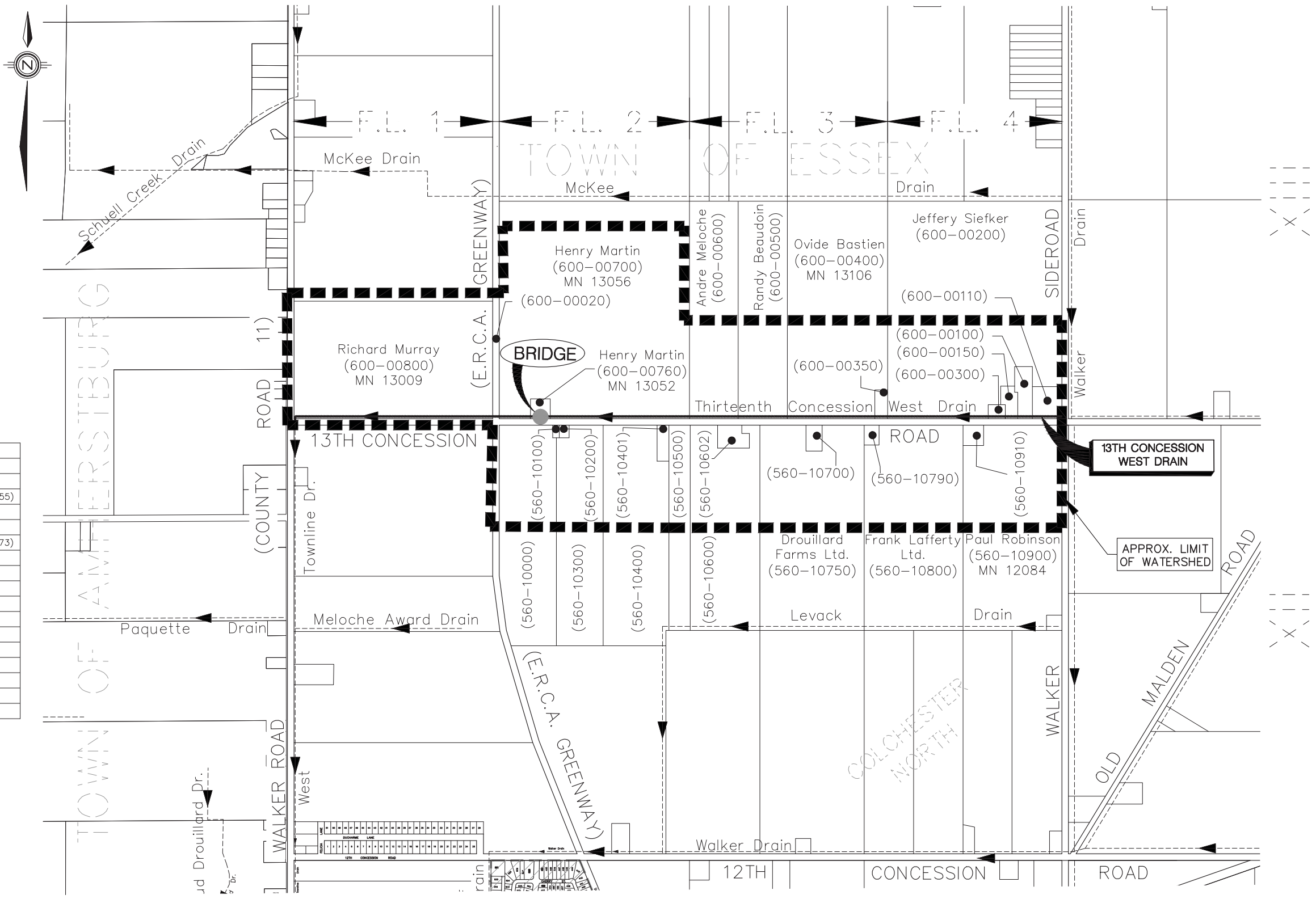
DATE: January 12th, 2021

TOWN OF ESSEX

MAYOR: Larry Snively
CLERK: Robert Auger
DRAINAGE SUPERINTENDENT: Lindsay Dean, B.Sc.

No.	Roll No.	Owner/s
1	560-00010	Essex Region Conservative Authority
2	560-10000	Joseph & Mary Olski (MN 13049)
3	560-10100	Wayne Kjarsgaard & Giselle Decaire (MN 13055)
4	560-10200	Andrew & Sharon Meloche (MN 13057)
5	560-10300	Christopher Tamm (MN 13059)
6	560-10400	Kathryn Christmas & Wendy Truant (MN 13073)
7	560-10401	Wayne & Diane Tofflemire (MN 13077)
8	560-10500	Brian & Linda Matte (MN 13083)
9	560-10600	Joseph Drouillard
10	560-10602	Michael & Jena Forsyth (MN 13091)
11	560-10700	Todd Colpitts (MN 13109)
12	560-10790	Kelly Bissonnette (MN 13121)
13	600-00100	John Lyons (MN 13148)
14	600-00110	Donald Meloche (MN 13150)
15	600-00150	Richard & Elizabeth Harrison (MN 13146)
16	600-00300	Marguerite Van Daele (MN 13142)
17	600-00350	Mark & Catherine Ives (MN 13114)

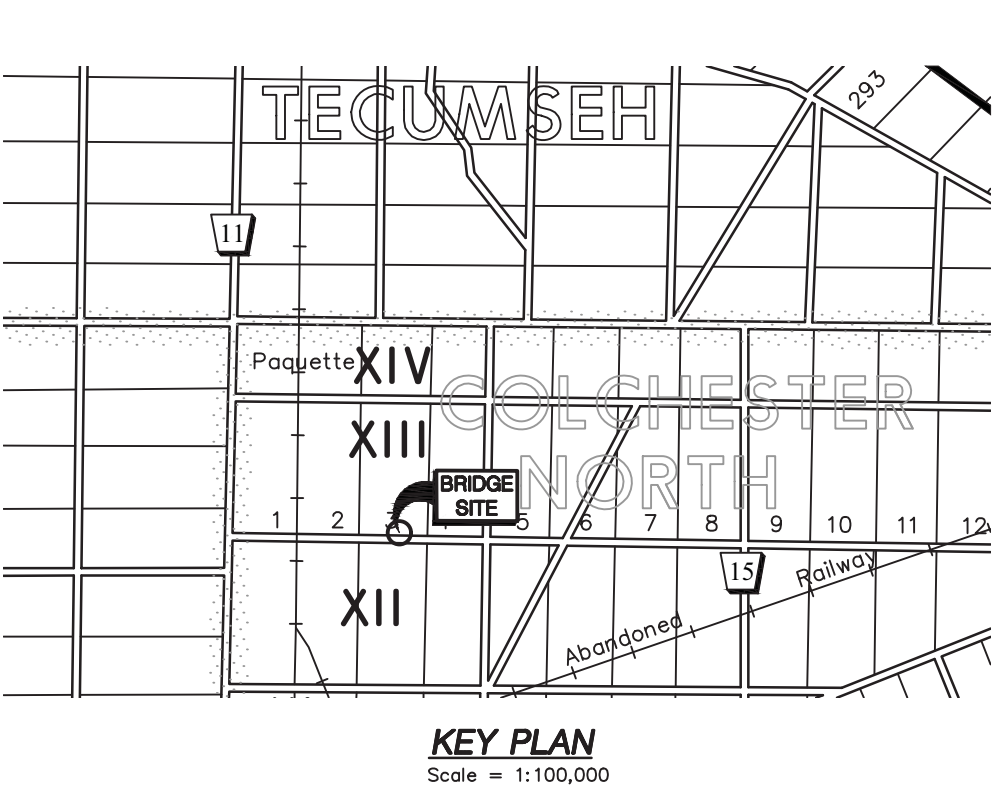
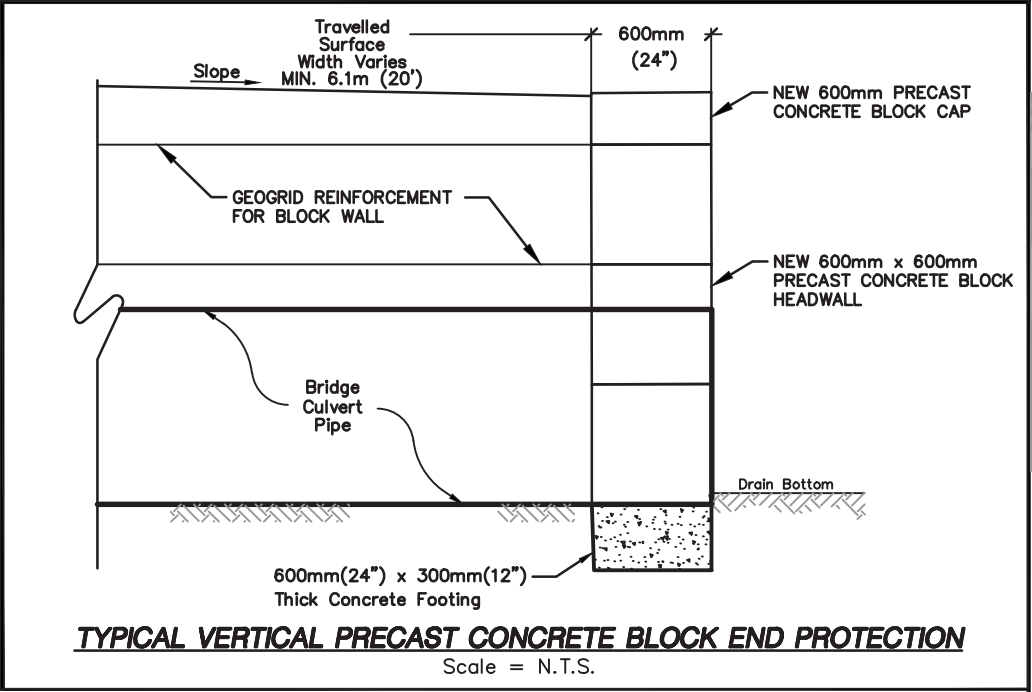
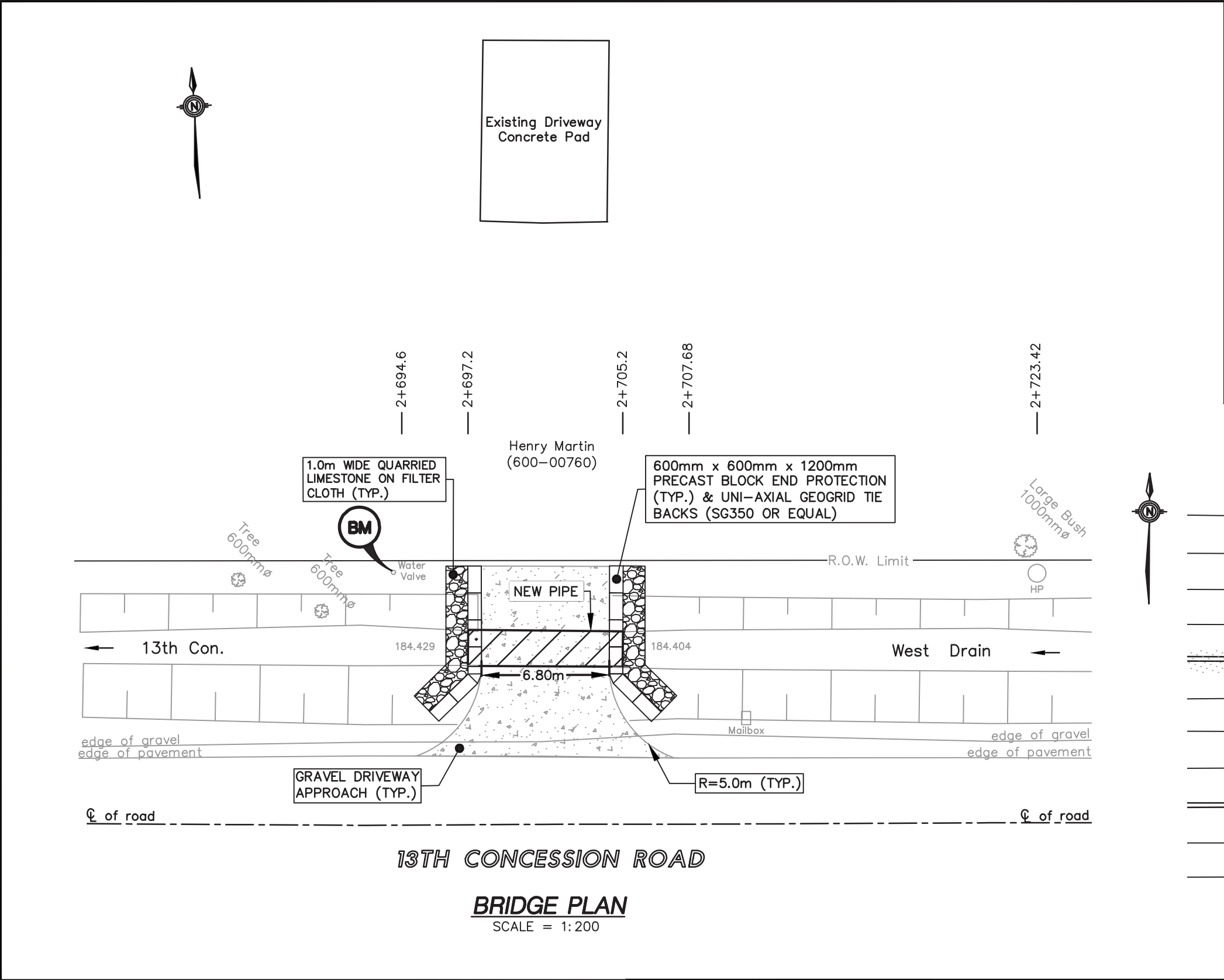
WATERSHED PLAN - ROLL INFO



WATERSHED PLAN
Scale = 1:6,000

THESE PLANS HAVE BEEN REDUCED
AND THE SCALE THEREFORE VARIES.
FULL SCALE PLANS MAY BE VIEWED
AT THE MUNICIPAL OFFICE.

DRAWN BY: M.A.
PLOT CODE: 1:1
COMPUTER FILE: REI2020D027.DWG
FILE No.: REI2020
SHEET No.: 184 of 380



BENCHMARK:
 TOP OF WATER VALVE LOCATED ON M.N. 13052, 16 METRES SOUTH OF DRIVEWAY CONCRETE PAD, APPROXIMATELY 4 METRES NORTH WEST OF PROPOSED DRIVEWAY.
ELEV. = 185.716

PIPE SIZE:	PIPE LENGTH:	PIPE GAUGE:	CORRUGATIONS:	TYPE OF PIPE:	DESIGN ELEVATIONS:
1600mm	8.0m (26.2 FT.)	2.0 mm (14 GA.)	125x25 mm (5.0"x1.0")	ALUMINIZED CSP	UPSTREAM INV. (E) =184.074m DOWNSTREAM INV. (W) =184.062m ℄ TOP OF DRIVEWAY =186.080m DRAIN GRADE = 0.15%

13TH CONCESSION WEST DRAIN
 BRIDGE FOR HENRY MARTIN (600-00760)
 (GEOGRAPHIC TOWNSHIP OF COLCHESTER NORTH)
 IN THE
TOWN OF ESSEX
 IN THE
COUNTY OF ESSEX • ONTARIO



ROOD ENGINEERING INC.
CONSULTING ENGINEERS
 Leamington, Ontario
 519-322-1621

DATE: 2021-01-12
 FILE No.: 2020D027
 DRAWN BY: M.A. & K.D.
 PLOT CODE: 1:1
 FILE: REI2020D027.DWG

APPENDIX 'E'
2 OF 2
 Page 186 of 380

The Corporation of the Town of Essex

By-Law Number 1988

Being a by-law to provide for the 13th Concession West Drain Reconsidered Report: New Bridge for Martin, Geographic Township of Colchester North, Project REI2020Do27, 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 13th Concession West Drain Reconsidered Report: New Bridge for Martin, Geographic Township of Colchester North, Project REI2020Do27, 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 January 12, 2021 and re-considered by the Drainage Board at its February 3, 2021 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 January 12, 2021 and considered by the Drainage Board at its February 3, 2021 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 \$33,500.00, 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 "13th Concession Drain: New Bridge for Martin".

Read a first and a second time and provisionally adopted on February 16, 2021.

Mayor

Clerk

Read a third time and finally passed on

Mayor

Clerk

CLASS ORDER

Made pursuant to Section 22(5.01) of the

Health Protection and Promotion Act, R.S.O. 1990. c.H 7, as amended

THIS CLASS ORDER IS ISSUED AND EFFECTIVE AT 12:01 A.M. ON FEBRUARY 1, 2021

Date: January 28, 2021

To: All persons residing in or present in the City of Windsor and Essex County who:

- a) Are identified as a person diagnosed with COVID-19;**
- b) Have the signs and symptoms of COVID-19, have been tested for COVID-19 and are awaiting the results of their test;**
- c) Otherwise have reasonable grounds to believe they have one or more symptoms of COVID-19; or**
- d) Are a close contact of a person diagnosed with COVID-19.**

I, Dr. Wajid Ahmed, Medical Officer of Health, for Windsor and Essex County, ORDER YOU TO TAKE THE FOLLOWING ACTIONS, **effective 12:01 a.m. on February 1, 2021:**

1. Isolate yourself without delay in accordance with instructions provided by Windsor-Essex County Health Unit. This includes remaining in your home or isolation facility. Do not go outside, unless on to a private balcony or enclosed yard where you can avoid close contact with others.

Detailed instructions on how to self-isolate are found in the attached Schedule "A".

2. Remain in isolation until the expiry of the required period that begins on the day on which you first show symptoms, are tested, or are diagnosed with COVID-19, whichever is earliest, or on the last day of close contact. The expiry of the isolation period may end after the last day of the required period, as long as on the last day you have no fever (without the use of fever-reducing medications) and your symptoms, if any, have been improving for at least 24 hours. Windsor-Essex County Health Unit may instruct you otherwise in accordance with the current Ministry of Health guidelines:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_testing_clearing_cases_guidance.pdf

Directives on the required period of isolation:

- i. If you are a person described in "(a)" above:**
 - If you have mild or moderate illness: Self-isolate for a *10-day period*.
 - If you have severe illness (e.g., requiring ICU level support) or if you are severely immunocompromised: Self-isolate for a *20-day period*.
- ii. If you are a person described in "(b)" above:**
 - If the test is negative: Self-isolate until you receive a negative test result, you have had no fever (without the use of fever-reducing medications) for 24 hours, and your symptoms have been improving for at least 24 hours.
 - If the test is positive: You are then subject to the Order as a person described in (a) above.
- iii. If you are a person described in "(c)" above:**
 - If tested: Self-isolate until you receive a negative test result, you have had no fever (without the use of fever-reducing medications) for 24 hours, and your symptoms have been improving for at least 24 hours. If you receive a positive result, you are then subject to the Order as a person described in (a) above.
 - If not tested: Self-isolate for a 10-day period.
- iv. If you are a person described in "(d)" above:**
 - If you have no symptoms: Self-isolate for a 14-day period from the last day of close contact.
 - If you develop symptoms during the 14-day period and are tested:
 - If the test is negative: you must remain in self-isolation for 14 days from the last day of close contact.

- If the test is positive: you are then subject to the Order as a person described in (a) above.
- If you develop symptoms during the 14-day period and are not tested:
 - If you have mild or moderate illness: In addition to self-isolating for a minimum of 14 days, you must self-isolate for a *10-day period* from the day on which you first show symptoms. The total period of isolation may end on the day after the *10-day* period from the day on which you first showed symptoms or the *14-day* period from the last day of close contact, whichever falls later.
 - If you have severe illness (e.g. requiring ICU level support) or if you are severely immunocompromised: Self-isolate for a *20-day* period from the day on which you first show symptoms.

3. During the self-isolation period, conduct yourself in such a manner as not to expose another person to infection of COVID-19 by following infection control instructions on the Windsor-Essex County Health Unit website, located at: www.wechu.org/cv, or pursuant to instructions given to you by Windsor-Essex County Health Unit or any other staff or a healthcare facility to which you may seek or receive treatment.

4. Keep away from vulnerable persons, including persons who have an underlying medical condition, persons with a compromised immune system from a medical condition or treatment, persons 60 years of age or older, or persons who are reliant upon homeless shelter or other congregate living setting.

5. Provide Windsor-Essex County Health Unit the names and contact information of close contacts during relevant dates immediately upon request.

6. Follow any further instructions provided by Windsor-Essex County Health Unit pertaining to COVID-19 and the terms and conditions of this order.

7. Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing) by calling 911 and mentioning your COVID-19 related diagnosis or symptoms.

8. The requirements of this Order are subject to necessary modifications for the following persons or class of persons:

- i. A person or class of persons who, in the opinion of Windsor-Essex County Health Unit is asymptomatic and provides an essential service, for the limited purpose of providing that essential service;
- ii. A person receiving essential medical services or treatments, whether or not related to COVID-19; or
- iii. Where a person's isolation, in the opinion of Windsor-Essex County Health Unit, would not be in the public interest.

THE REASONS FOR THIS ORDER ARE:

1. COVID-19 is a disease of public health significance and has been designated as communicable under Ontario Regulation 135/18 as amended. COVID-19 has been declared a pandemic by the World Health Organization. The Province of Ontario has declared an emergency under the Emergency Management and Civil Protection Act as a result of the pandemic.
 - a. On March 11, 2020, the spread of COVID-19 was declared a pandemic by the World Health Organization;
 - b. On March 20th, 2020, the first case of COVID-19 was reported in the jurisdiction of the Windsor-Essex County Health Unit;
 - c. At the time of issuing this order, the Windsor-Essex County Health Unit has the 2nd highest cumulative case rate of COVID-19 cases in the province of Ontario;
 - d. On January 12, 2021 the spread of COVID-19 was declared an emergency in Ontario for the second time pursuant to the Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, as amended, on the basis that COVID-19 constitutes a danger of major proportions; and
 - a. As of the date of this Order, there is evidence of continued community transmission of COVID-19 in the jurisdiction of Windsor-Essex County Health Unit, as evidenced by newly identified cases not connected to facility outbreaks or travel.
2. COVID -19 poses a risk to the health of residents of the City of Windsor and County of Essex through community transmission. The COVID-19 virus is spread from an infected person to a close contact by direct contact or from respiratory secretions from the infected person.
3. To contain the spread of COVID-19, individuals experiencing symptoms consistent with COVID-19 or who are infected with COVID-19, as well as their close contacts, are required to isolate themselves from other people

until they are no longer infectious or potentially infectious. Isolation ensures that these people will not spread their infection to others.

I AM OF THE OPINION, ON REASONABLE AND PROBABLE GROUNDS, THAT:

- a. A communicable disease exists or may exist or there is an immediate risk of an outbreak of a communicable disease in the health unit region served by me;
- b. The communicable disease presents a risk to the health of persons in the health unit region served by me; and
- c. The requirements specified in this Order are necessary in order to decrease or eliminate the risk to health presented by the communicable disease.

I am also of the opinion that the delivery of notice of this Order to each and every member of the class is likely to cause delay that could significantly increase the risk to the health of any person residing in Windsor-Essex County, so notice shall be provided through the public media and the internet via posting on the Windsor-Essex County Health Unit website: <https://www.wechu.org/>

The following definitions apply to this Order:

“close contact” means a person who has been identified as a close contact by Windsor-Essex County Health Unit or who is caring for or living in the same household with a person diagnosed with COVID-19; a person who has signs and symptoms of COVID-19, has been tested for COVID-19 and is awaiting results of their test; or, a person who has reasonable grounds to believe they have one or more symptoms of COVID-19.

“Windsor-Essex County Health Unit” means the Medical Officer of Health or Windsor-Essex County Health Unit staff acting under the direction of the Medical Officer of Health.

“mild or moderate illness” means COVID-19 illness that do not meet the definition of severe illness.

“severe illness” means requiring ICU level of care for COVID-19 illness (e.g., respiratory dysfunction, hypoxia, shock and/or multi-system organ dysfunction).

“severely immunocompromised” includes for example: cancer chemotherapy, untreated HIV infection with CD4 T lymphocyte count <200, combined primary immunodeficiency disorder, taking prednisone 20 mg/day for more than 14 days, taking other immune suppressive medications.

“Symptoms” of COVID-19 are listed on the Ministry of Health’s COVID-19 Reference Document for Symptoms, found here:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

NOTICE

TAKE NOTICE THAT each member of the class is entitled to a hearing by the Health Services Appeal and Review Board if you deliver a notice in writing to me (at the address below) and to the Health Services Appeal and Review Board (at 151 Bloor Street West, 9th Floor, Toronto Ontario M5S 1S4) requesting an hearing within 15 days after the publication of this Order or otherwise in the accordance with applicable law. In the context of the COVID -10 outbreak:

All requests for review, submissions, materials, and inquiries should be sent to the Health Services and Appeal Board by email to hsarb@ontario.ca or faxed to the Board at 416-327-8524.

AND TAKE FURTHER NOTICE THAT although a hearing may be requested this Order takes effect when it is delivered to you or brought to your attention.

FAILURE TO COMPLY WITH THIS ORDER may result in further legal action being taken against you under sections 36(2), 35, 102 and other relevant provisions of the Health Protection and Promotion Act.

FAILURE TO COMPLY WITH THIS ORDER is an offence under section 101 of the Health Protection and Promotion Act for which you may be liable, on conviction, to a fine of not more than \$5,000.00 (for a person) or not more than \$25,000.00 (for a corporation) for every day or part of each day on which the offence occurs or continues.

If you have any questions about this Order, please contact the Windsor-Essex County Health Unit by telephone at 519-258-2146 ext. 1421.

S. Wajid Ahmed, MBBS, MAS, MSc, FRCPC
Medical Officer of Health
The Windsor-Essex County Health Unit
1005 Ouellette Avenue
Windsor, Ontario N9A 4J8

How to Self-Isolate

Stay home

- Do not go to work, school or other public places.
- Stay home unless you need to get tested or require emergency medical care.
- Do not use public transportation, taxis or rideshares.

Avoid contact with others

- No visitors unless essential (e.g. care providers)
- Stay away from seniors and people with chronic medical conditions (e.g. diabetes, lung problems, immune deficiency).
- As much as possible, stay in a separate room away from other people in your home and use a separate bathroom if you have one.
- Make sure that shared rooms have good airflow (e.g. open windows).
- If these steps are not possible, keep a distance of at least 2 metres from others at all times.

Keep your distance

- If you are in a room with other people, keep a distance of at least 2 metres and wear a mask or face covering that covers your nose and mouth.
- People should wear a mask when they are in the same room as you.

Wash your hands

- Wash your hands often with soap and water.
- Dry your hands with a paper towel or with cloth towel that no one else will share.
- Use an alcohol-based hand sanitizer if soap and water are not available.

Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Cough or sneeze into your upper sleeve or elbow, not your hand.
- Throw used tissues in a lined wastebasket and wash your hands.
- Lining the wastebasket with a plastic bag makes waste disposal safer.
- Clean your hands after emptying the wastebasket.

Wear a mask over your nose and mouth

- Wear a mask if you must leave your house to see a health care provider or to get tested for COVID-19.
- Wear a mask when you are within 2 metres of other people or stay in a separate room.
- If you do not have a mask, maintain 2 metres distance from people and cover your cough and sneezes.

Learn more about COVID-19

To learn more and access up-to-date information on COVID-19, visit the Windsor-Essex County Health Unit website at: www.wechu.org/cv or the Ontario Ministry of Health’s website at: www.Ontario.ca/coronavirus.



The Corporation of The Town of Amherstburg

February 1, 2021

VIA EMAIL

The Honourable Ahmed Hussen
Minister of Families, Children and Social Development
48 Rosemount Avenue, Unit B
York, ON
M9N-3B3
Ahmed.Hussen@parl.gc.ca

RE: COVID-19 Child Care Funding

At its meeting of January 11th, 2021, Amherstburg Town Council passed the following:

“That Administration BE DIRECTED to send a letter in support of the Town of Carleton Place's request to the Provincial Government regarding COVID-19 Childcare Funding”.

Enclosed is a copy of the correspondence from the Town of Carleton Place for convenience and reference purposes.

Regards,

Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

cc:

Stacey Blair, Town Clerk, Town of Carleton Place

Email: sblair@carletonplace.ca

Hon. Stephen Lecce, Ontario Minister of Education

Email: minister.edu@ontario.ca

Taras Natyshak, MPP

Email: tnayshak-gp@ndp.on.ca

Chris Lewis, MP

Email: chris.lewis@parl.gc.ca

AMO

Email: amo@amo.on.ca

All Ontario Municipalities

Corporation of the Town of Carleton Place

175 Bridge Street, Carleton Place, ON, K7C 2V8, Phone: (613) 257-6200 Fax (613) 257-8170



December 14, 2020

The Honourable Ahmed Hussen
Minister of Families, Children and Social Development
48 Rosemount Avenue
Unit B
York, Ontario
M9N 3B3

VIA EMAIL

Dear Honourable Minister:

At the December 8th, 2019 session of The Town of Carleton Place Council, Resolution 1-132-10 was adopted as follows:

WHEREAS the COVID-19 pandemic has negatively impacted childcare options for nearly every family in our community and has profoundly increased the cost to operate safe childcare forcing childcare spaces or centres to close.

AND WHEREAS Ontario has among the highest average childcare fees of any Canadian province and while costs vary regionally for licensed childcare, families are paying between \$9,000 and \$20,000+ per year for each child and these costs continue to rise steadily which makes passing the associated COVID-19 costs to families not possible;

AND WHEREAS a 2012 study identified that in Ontario, public investment in the early years and childcare has a ripple effect in positive economic benefits resulting in an economic output of \$2.27 for every dollar invested in childcare;

AND WHEREAS the economic recovery of Carleton Place, Lanark County and Ontario is dependent on families having access to safe, reliable, and affordable childcare that incorporates early learning principles;

AND WHEREAS we are committed to working with the provincial government and childcare service managers to deliver positive and affordable options for our families;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Town of Carleton Place request the Government of Ontario:
 - a. prioritize children and childcare as part of its overall post pandemic recovery plan;



- b. develop, adequately fund and release publicly a comprehensive plan that can support facilities through the provision of licensed childcare and early learning education; and
 - c. provide increased funding to childcare providers reflective of COVID-19 operating cost increases to ensure a safe reopening and long-term sustainability for the sector; and
2. this resolution be circulated to all municipalities in Ontario, Randy Hillier MPP, Scott Reid, MP, the Federal Minister of Families, Children and Social Development and the provincial Minister of Education.

CARRIED

We look forward to hearing back from you with respect to any opportunities for funding to ensure the long-term sustainability of the childcare services sector.

Sincerely,

Stacey Blair

Town Clerk

sblair@carletonplace.ca

- cc. Federal Minister of Families, Children and Social Development
Provincial Minister of Education
MP Scott Reid
MPP Randy Hillier
All municipalities within the Province of Ontario

**CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY**

Resolution #

8

Date:

Monday, January 25, 2021

Moved by: Jacques Massie

Seconded by: Brenda Noble

THAT the Council of the Township of North Glengarry request that the Province of Ontario allow for small businesses to immediately reopen with the required health guidelines and protocols in place; and

THAT this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, MPP Jim McDonell, and circulated to all municipalities in Ontario.

Carried

Deferred

Defeated



Mayor / Deputy Mayor

Enhancing Public Health and Workplace Safety Measures in the Provincewide Shutdown

January 29, 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.](#)

General Public Health Measures for all Businesses, Organizations and Facilities

Public Health Advice, Recommendations and Instructions

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.

Work from Home Except Where Necessary

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.

Physical Distancing and Line Management

- 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.

Screening

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:

- Workplaces must screen any workers or essential visitors entering the work environment. See the [COVID-19 Screening Tool for Workplaces](#) for more information.

Personal Protective Equipment including Eye Protection

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.

Capacity Limits

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 **members of the public** 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.

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.

Please Note:

- 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.

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.

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>

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. 82/20¹ 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.

Businesses Permitted to Open and Sector Specific Restrictions (1)

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 no 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 members of the same household, with limited exceptions <ul style="list-style-type: none"> • The conditions to rent out an ice fishing hut do not apply if it is for the purpose of exercising an Aboriginal or treaty right <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 (2)

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	<p>Businesses that modify themselves in a way that would otherwise permit them to open to the public are still subject to the rules they were governed by as of December 26. For example, if a clothing or hardware store started selling groceries after December 26, 2020, they still cannot let customers inside, but they can still provide curbside pickup and delivery from 7 a.m. to 8 p.m.</p> <p>Supermarkets, convenience stores, indoor farmer’s markets and other stores that primarily sell food</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 members of the public occupying any room that is open to the public does not exceed 50% capacity. Curbside pick-up and delivery permitted <p>Pharmacies</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 members of the public 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 (3)

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 members of the public 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 7 a.m. and no later than 8 p.m. • The number of members of the public occupying any room that is open to the public in the business not to exceed 50% capacity • Curbside pick-up and delivery permitted during operating hours of no earlier than 7 a.m. and no later than 8 p.m. <p>Stores that sell liquor, including beer, wine and spirits:</p> <ul style="list-style-type: none"> • The number of members of the public occupying any room that is open to the public in the business not to exceed 25% capacity • Operating hours restricted to no earlier than 7 a.m. and no later than 8 p.m. • Curbside pick-up and delivery permitted only during operating hours

(UPDATED) Businesses Permitted to Open and Sector Specific Restrictions (4)

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</i>, 2018:</p> <ul style="list-style-type: none"> • By curbside pick-up during operating hours of no earlier than 9 a.m. and no later than 8 p.m. • 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 hours of no earlier than 7 a.m. and no later than 8 p.m. • 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 (5)

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 7 a.m. and no later than 8 p.m. • Curbside pick-up or 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 operating no earlier than 7am and no later than 8 p.m. (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 7 a.m. to no later than 8 p.m.
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 (6)

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>

(UPDATED) Businesses Permitted to Open and Sector Specific Restrictions (7)

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>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 Refer to the short-term rentals section for further details on cabins and cottages <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
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 (8)

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 (9)

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 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, or • provide additional capacity to, or enhance the efficiency or operations of, businesses that extract, manufacture, process and distribute goods, products, equipment, and materials.

Businesses Permitted to Open and Sector Specific Restrictions (10)

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, 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</i> (Canada), 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 (11)

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 (12)

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 identified high performance athletes, including parasport athletes training and competing for the next Olympics/Paralympics, 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>Ski hills are closed.</p> <p>Refer to subsequent slide for public health and workplace safety measures.</p>

Businesses Permitted to Open and Sector Specific Restrictions (13)

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

(UPDATED) Businesses Permitted to Open and Sector Specific Restrictions (14)

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>Commercial 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 • The film or television set may be located in any business or place, including any business or place that is otherwise required to be closed • 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 (15)

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, artistic event, theatrical performance or other performance.
Libraries	<p>Libraries may open:</p> <ul style="list-style-type: none"> For contactless curbside pickup, return or delivery 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 (16)

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, antivirals, medical devices, sanitizers and disinfectants.

An individual who works in a pharmacy as defined in the Drug and Pharmacies Regulation Act.

An individual who works in an establishment where goods or services are sold or offered for sale to the public, if a pharmacy as defined in the Drug and Pharmacies Regulation Act is located within the establishment.

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 (2)

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, or supports the provision of, in-person instruction at a school to pupils with special education needs who cannot be accommodated through remote learning.

A staff member of a school as defined in the Education Act who,

- provides or supports the provision of in-person teaching or instruction in a school that is permitted to provide in-person teaching and instruction under this Order, and
- has a child who is enrolled at a school that is not permitted to provide in-person teaching or instruction under this Order and who is not receiving in-person teaching or instruction.

A member of the Canadian Armed Forces or an employee of the Department of National Defence.

Appendix A: List of Eligible Workers (Child Care Only), continued (3)

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.

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, or the ongoing refining, transmission, distribution and storage of gas or other type of hydrocarbon, 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.
- A gas distributor or gas transmitter within the meaning of the Ontario Energy Board Act, 1998.
- A distributor as defined in subsection 40 (3) of the Technical Standards and Safety Act, 2000 that is not already described in subparagraph ii or iii.
- An oil refinery.

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.

Appendix A: List of Eligible Workers (Child Care Only), continued (4)

An individual employed in a business involved in the collecting, transporting, storing, processing, disposing or recycling of any type of waste.

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.

An individual who works in a supermarket, grocery store, convenience store, farmer's market or other store that primarily sells food, other than an establishment described in section 6 of Schedule 2.

An individual who works at a business that produces food, beverages, or agricultural products including plants, including by farming, harvesting, aquaculture, hunting or fishing.

An individual who works at a business that supports the food or agricultural products supply chains.

An individual who is engaged in work that involves driving a Class A or D motor vehicle as described in Ontario Regulation 340/94 (Drivers' Licences) made under the Highway Traffic Act.

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.

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



The Corporation of The Town of Amherstburg

February 8, 2021

VIA EMAIL

Honourable Julie Miville-Dechene
Senate of Canada
julie.miville-dechene@sen.parl.gc.ca

**Re: Support of Bill S-216, an Act to enact the Modern Slavery Act and to amend the Customs
Tariff**

Dear Honourable Miville-Dechene,

At its meeting of January 11th, 2021, Amherstburg Town Council passed the following:

“Whereas it is estimated that at least 40 million men, women and children around the world are victims of modern slavery, a term that is not explicitly defined by international law but encompasses a whole series of practices, including sex and other trafficking and forced marriage, in which a person is exploited or forced to work through violence, threats, coercion, abuse of power or fraud;

And Whereas, of these, 16 million human beings, both adults and children, are trafficked for forced labour in the private sector, according to International Labour Organization estimates;

And Whereas Bill S-216, an Act to enact the Modern Slavery Act and to amend the Customs Tariff, is a tool for transparency to fight against modern slavery and will help Canada to more strictly adhere to the letter of its international commitments;

And Whereas Town of Amherstburg Council understands the severity of modern slavery and wishes to assist in motivating businesses to eliminate the use of any form of child labour in their global supply chains, and empower consumers and investors to engage meaningfully on this important issue;

Now therefore let it be resolved that Town of Amherstburg Council supports Bill S-216, an Act to enact the Modern Slavery Act and a letter indicating Council's support be sent to the Honourable Julie Miville-Dechene, local MP's and MPP's and all regional Town Councils.

Regards,



Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

cc:

Taras Natyshak, MPP, Essex County
Email: tnatyshak-co@ndp.on.ca

Chris Lewis, MP, Essex County
Email: chris.lewis@parl.gc.ca

Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk - Town of Essex
Email: rauger@essex.ca

Jennifer Astrologo, Director of Corporate Services/Clerk - Town of Kingsville
Email: jastrologo@kingsville.ca

Agatha Robertson, Director of Council Services/Clerk - Town of LaSalle
Email: arobertson@lasalle.ca

Kristen Newman, Director of Legislative and Legal Services/Clerk - Town of Lakeshore
Email: knewman@lakeshore.ca

Brenda Percy, Municipal Clerk/Manager of Legislative Services - Municipality of Leamington
Email: bpercy@leamington.ca

Laura Moy, Director of Corporate Services/Clerk - Town of Tecumseh
Email: lmoy@tecumseh.ca

Mary Birch, Director of Council and Community Services/Clerk -County of Essex
Email: mbirch@countyofessex.ca

Valerie Critchley, City Clerk – City of Windsor
Email: clerks@citywindsor.ca

2020.

Town of Essex

Re: Vegetation Maintenance Program

I am writing to inform you that Hydro One is scheduled to complete vegetation maintenance on the right-of-way in your community in **2021**.

Hydro One performs routine maintenance to ensure the safety and reliability of our power lines. This work is essential to prevent unnecessary service interruptions, allow easy and safe access for our crews to perform emergency repairs on the power lines and to keep the right-of-way safe for public use.

The work on the right-of-way in your community will include the removal of incompatible vegetation, including brush (vegetation less than four inches in diameter) and dead, diseased or hazardous trees. Vegetation that requires removal will be marked with orange paint/tape and the vegetation that requires trimming will be marked with blue paint/tape. If trees are removed from your property, all wood will be left on-site. In areas where there is a higher density of brush, mechanical equipment may be used.

A low-volume government-approved herbicide, Garlon (Registration #29334 or 28945) may be selectively applied by our licensed staff to certain cut stems or leaves, to prevent regrowth.

If you have any questions regarding the planned work, please contact **JEFF SADLER** at **519-278-5958** or by email at **Jeff.Sadler@HydroOne.com**. If you are a tenant, we ask that you forward this letter to the property owner.

Thank you for your co-operation as we complete this important work.

Sincerely,

Jeff Sadler

Essex Area Forestry Technician/Arborist
Forestry Services
Hydro One Inc.



The Corporation of the
TOWNSHIP OF BALDWIN

P.O. Box 7095, 11 Spooner Street
MCKERROW, ONTARIO POP 1M0
TEL: (705) 869-0225 FAX: (705) 869-5049
CLERK: Karin Bates – karin@baldwin.ca

MOVED BY: JOANNE BOUCHER DATE: February 1, 2021

SECONDED BY: DAVID FURBER MOTION NO.: 21- 013

WHEREAS the province wants to mandate training levels for Fire Fighters and now wishes to close the Ontario Fire College located in Gravenhurst, Ontario which has been used for many Government agencies such as Ministry of Transportation, Ontario Provincial Police, Fire Fighters, both full time and volunteer; and

WHEREAS only a small percentage of our department has any formal training and are responsible to train junior fire fighters with the minimal training we receive; and

WHEREAS as volunteers, we are on call 24/7/365 with day jobs and families that expect us to come home safely each and every time; and

WHEREAS the Fire College makes top tier training accessible to all Fire Departments in Ontario; and

WHEREAS municipalities are mandated to have fire departments, yet there is no provincial or federal funding for volunteer fire departments for much needed equipment and training; and

WHEREAS without a plan in place it is irresponsible to close down a vital training centre that serves Ontario and it would put Municipalities at risk which is shortsighted and not acceptable.

NOW THEREFORE BE IT RESOLVED THAT: The Corporation of the Township of Baldwin requests the Province of Ontario to reconsider closing this all-important facility for dollars over lives.

Carried ✓

Defeated _____

Mayor *[Signature]*

What We Do

The WindsorEssex Economic Development Corporation advances economic development and prosperity in our region. We are the region's lead economic development agency and a dedicated catalyst for business growth and expansion. We attract new businesses to our region, help strengthen existing businesses and support entrepreneurship in three key ways:

INFORMING

We provide the most current and relevant information and data on site selection, market research and available government funding.

GUIDING

We provide answers and advice on general business practices, expansion planning, multi-national branch planning and exporting, as well as training and educational resources.

CONNECTING

We help organizations cut through red tape and we connect them directly with key decision makers, potential partners and funders.

New Investment Facilitated

\$6,800,000 (IA/BRE)
\$876,415 (SBC)

Total amount of new investment to the region, through both public and private investment streams.

12 Expansions Facilitated
(IA/BRE) 6 | (SBC) 6

129 New Jobs Facilitated
(IA/BRE) 110 | (SBC) 19

11 Priority Files

14 Business Startups

4 Funding Applications and Joint Papers Developed

Business Support Sessions

36 Sessions
1333 Attendees



Top Economic Priorities as reported by Windsor-Essex Businesses

- 1 Canada-U.S. border closure - limited cross-border business travel, COVID protocols, restrictions and mandatory quarantine orders
- 2 Uncertainty of economic climate - impacting business investment and project planning
- 3 Labour challenges - unintended consequences of COVID supports to employees leading to labour shortages
- 4 Health & safety protocols
- 5 U.S. tariffs on Canadian aluminum

Regional Economic Indicators[†]



Population 15+
356,000

0.1%



Labour Force
197,000

2.4%



Employment
178,500

0.9%



Unemployment
18,500

14.4%

Unemployment Rate
9.4%

1.3%

Participation Rate
55.3%

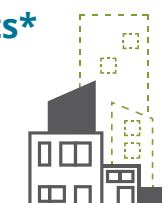
1.4%

Employment Rate
50.1%

7.6%

Building Permits*
\$51,536,890

*Industrial, commercial and institutional permits only





WindsorEssex

ECONOMIC DEVELOPMENT

HIGHLIGHTS OF 2020

- ▶ This report highlights business development accomplishments by the WindsorEssex Economic Development Corporation (WE EDC) from October to December 2020 and provides an overview of regional economic development interactions that include, but are not limited to, outreach, consultation, trade shows, performance metrics, entrepreneurship, marketing, and international outreach by the Business Development team.

Through these and other activities, the team focuses on five key areas:

Investment Attraction

Small Business & Entrepreneurship Centre

Business Retention & Expansion

Automobility & Innovation

Marketing and Communications



Quarterly reports are provided to funders, stakeholders and the general public and are posted on the Corporation's website www.choosewindsoressex.com



| From the President and CEO's Desk

I am pleased to share our final Quarterly Report for 2020. To say that the COVID-19 pandemic has resulted in an incredibly difficult year for our residents, our businesses and their employees is at best an understatement. Despite the hardships that our companies and our regional economy continue to face, there are some positive stories that have emerged during this difficult time.

The first story I would like to highlight is centred around our sophisticated and amazing companies that make up our manufacturing cluster. At the beginning of the pandemic a dramatic shortage of PPE and medical equipment resulted in a call out to manufacturers across the country to pivot and produce the desperately needed supplies. The response from our Windsor-Essex companies was immediate, and perhaps the most important thing to point out is that our companies did not pivot for profit; they pivoted because their friends, neighbours and all Canadians were in need.

As our own Manager of Business Retention and Expansion, Wendy Stark, recently reported to Dave Waddell of the [Windsor Star](#), "Nearly 50 local companies pivoted into PPE with 80 percent of those saying in a recent Canadian Association of Mold Makers/Automate Canada survey they intend to stay in the healthcare equipment sector. I've seen a transition from the early days of the pandemic when companies and their employees just wanted to do something to help and didn't look at it as a business opportunity."

The second story focuses on economic diversity of another kind. As part of our evolution to an automobility centre, I am pleased to highlight the recognition that our region received from the Automotive Parts Manufacturing Associations' (APMA) [first annual Cybersecurity Awards](#). University of Windsor professors Mitra Mirhassani and Ikjot Saini were honoured with the Outstanding Individual Achievement and Cyber Woman of the Year awards respectively, and recent computer science graduate and our own Noah Campbell received the Young Cyber Achievement award. According to APMA's Chief Technical Officer, Colin Singh Dhillon, "Windsor is doing the work to keep ahead of the curve in automobility. They are laying the groundwork for the future."

In closing, I would be remiss if I did not take the opportunity to recognize the extraordinary efforts of the WE EDC team who have all worked tirelessly to assist our companies and entrepreneurs navigate these challenging times, while still delivering our core programs and services. I feel very fortunate to work with such a dedicated professional and passionate group.

A handwritten signature in black ink that reads "C. Stephen MacKenzie". The signature is stylized with a large, looping "C" and "S".

C. Stephen MacKenzie
President and CEO,
WindsorEssex Economic Development Corporation

Mexican Uniform company-Uniformex selects Windsor-Essex for North American expansion



The Investment Attraction (IA) team worked with Uniformex, headquarters in Aguascalientes, Mexico to set up its Canadian distribution office serving both the US and Canadian markets. The lead came from the Consulate of Mexico in Leamington during the COVID-19 pandemic. Uniformex was able to get a good overview of the location advantages and capabilities of the region by viewing our [360-degree videos](#). Uniformex had several virtual meetings with the University of Windsor to identify potential R&D opportunities for its second stage projects in technology-oriented smart wearables.

After careful consideration, the company incorporated as WEBIND in October and started to distribute traditional uniform products from Mexico to Canada as its phase one expansion. During phase two, the company will start a spinoff company focusing on the development of IoT oriented smart wearable products as its new product line. The CEO of WEBIND, Rodrigo Hernandez pointed out several reasons for choosing Windsor-Essex as the home of its North American distribution network including the region's proximity to the US and its seamless highway connections to serve as a logistics hub, the free trade benefits of CUSMA and the innovative technology ecosystem in Ontario for smart product research and development.

WEBIND has already started to work with its first Ontario based client since its incorporation.

Windsor-Essex – target picture for zero-emission ecosystem

The IA team has partnered with P3, a German-based consulting firm that specializes in strategic planning, to assist with the research and development of a zero-emission ecosystem in the Windsor-Essex region.

Windsor-Essex presents an industrial landscape with a focus on R&D and advanced manufacturing within the automotive sector. As a result of industry relying heavily on automotive, this region is faced with the enormous challenges of changing technologies and trends – Electrification, Connected, Autonomous, Cybersecurity and Industry 4.0. The purpose of this study is to design and implement a strategy to attract investors and companies to tackle this change and to implement a local ecosystem for zero-emission. This plan will bring together all relevant industries and add to the existing regional initiative toward innovation and entrepreneurship focusing on future mobility. Key infrastructure development will be the initial target and research will be conducted engaging local transportation and logistics companies to determine the immediate need. Preliminary study results will be presented in January 2021.

The WindsorEssex Small Business Centre (SBC) saw much of its third quarter activities continue through the end of 2020. The team actively worked to deliver funding and consultation support to companies locally and through southern Ontario, especially to those whose operations are impacted by COVID-19. The SBC worked with provincial and federal government partners to continue delivering programs such as Digital Main Street and RE3: Rebuild, Reopen, Revive. The team rounded out the year by partnering with Tourism Windsor Essex Pelee Island and the Downtown Windsor BIA to sponsor their holiday marketing campaigns highlighting the region's unique artisans and small businesses. The new year will bring more business supports and funding for local small businesses as the department rolls out new programming.

Windsor-Essex businesses receive \$122,500 in Digital Street Grants



The Digital Main Street program, delivered locally by the WindsorEssex Small Business Centre (SBC), reached new area businesses to provide Digital Service Squad supports and grants to growth their digital presence. The Digital Service Squad, which covers the BIAs or commercial districts in Windsor, Tecumseh, Amherstburg, LaSalle, Essex and Kingsville, assisted businesses applying for \$2,500 Digital Transformation Grants. During this quarter, 324 main street business in these areas of Windsor-Essex accessed DMS programs including digital tools and online learning modules, and 49 of them received grants totaling \$122,500. The squad also reached out to 145 businesses with information about the program and provided 150 complimentary one-on-one consultations and digital assessments to businesses. The Digital Service Squad is available to businesses in the community through to March 2021. Since the launch of Digital Transformation Grants 2.0 in July, 60 local businesses in SBC's service area have received funding representing a \$150,000 investment in the community.

Since June 2020, the federal and provincial governments have invested \$57 million to continue the Digital Main Street expansion project with the intent to help as many as 23,000 additional qualifying small businesses across Ontario. Read the Ontario BIA Association's [DMS progress report, A Hand Up For Small Business](#), for provincial program updates.

Hundreds of southern Ontario women-led businesses boosted by RE3 program



Since July, SBC has delivered COVID-19 relief funding to businesses through the RE3: Rebuild, Reopen, Revive program. RE3 is a government funded program, through the Federal Economic Development Agency for Southern Ontario, that provides non-repayable performance-based contributions of up to \$5,000 to assist women-led SMEs to rebuild, reopen and revive their businesses. SBC approved funding to 378 small and medium-sized women-led businesses in Southern Ontario, under its service area from

Windsor to Toronto, which represents over \$1.8M in support. Seventeen businesses from Windsor-Essex were approved for RE3 funding, representing \$79,400 in investment. The program drew 806 applications from businesses looking to rebuild, reopen and revive their businesses. Funding is used by businesses for the acquisition of required/mandated Personal Protection Equipment (PPE), workspace reconfiguration to accommodate physical distancing and hardware/software upgrades to enhance online capacity, client servicing and accessibility. RE3 participants are completing their projects by January 2021 and the program will officially wrap up in March 2021.

RISE Windsor-Essex partners on events to support women in technology



As part of the Women in Mobility Speaker Series, RISE Windsor-Essex partnered with the US Consulate General in Toronto to provide three events in the last quarter of 2020. These events were hosted with the Automotive Parts Manufacturers' Association (APMA) and Women in Mobility Detroit, as well as a third event in partnership with WE EDC's Emerging Technologies Speaker Series and brought together over 300 people to hear from women in the mobility sector in Windsor-Essex region. The final event in the Women in Mobility speaker series will be part of the [RISE Summit, RISE and Resilience](#). This summit, taking place on Feb. 11, 2021, is a full-day virtual event that will support the exposure of 150 local women as speakers and vendors to help create an ecosystem for women entrepreneurs in the region.

Small Business Centre shines a light on independent businesses with holiday campaigns

The SBC partnered with Tourism Windsor Essex Pelee Island (TWEPI) and Downtown Windsor BIA on their holiday marketing campaigns. For a third year, SBC contributed to TWEPI's Holiday Gift Guide providing gift recommendations and highlighting local artisan makers.

The campaign featured a gift guide website, yqgholidays.ca, contesting and the distribution of 35,000 printed guides through direct mail to households and another 5,000 delivered to retail locations. SBC also sponsored the #ShopLocal gift baskets offered through the Downtown Windsor BIA's Winter Fest campaign.

The baskets, curated and delivered in Windsor-Essex in partnership with Local Provisions, featured various retail items and gift cards from 16 downtown Windsor businesses.

The baskets were part of an extensive Winter Fest initiative which included, among other things, storefront holiday displays and lighting, a holiday village, festive music and opportunities for children to do a virtual meet and greet with Santa.



Emerging Technologies Speaker Series: Recover and Thrive

The WindsorEssex Economic Development Corporation in partnership with the WindsorEssex Small Business Centre presented eight of the nine parts of the Emerging Technologies Speaker Series - Recover and Thrive. This successful series has been designed to deliver a virtual journey of entrepreneurship, skills for success, technology and community. The program has received the support of the Government of Canada through the Federal Economic Development Agency for Southern Ontario and in partnership with RISE and WEtech Alliance.

The program speakers included presentations by Paul Zikopoulos; Dr Roshawna Novellus; Helen Stoumbos; Jennifer Gibbs; Kate Brodock; and Stephanie Trunzo. Presenters covered topics that supported women entrepreneurs and businesses during this turbulent time. The series not only delivered training, it also provided practical solutions on how to use emerging technologies to grow your business.

Building community and making connections when in-person events are not able to happen was addressed by using "Slack" as a shared workspace and having a monthly virtual coffee hour led by Lora Crestan a local Coach & Leadership Strategist. The series had a great turn-out with over 200 people attending the events and over 1300 interactions on our Slack channel.

The Marketing and Communications department supported this program with the development of social media assets, social media advertising plan and website support.



Emerging Technologies in Automation Speaker Series

How Manufacturing Workforces are being Transformed due to Augmented Reality

Allen Ali
Sr. Solution Architect
aali@datarealminc.com



The Business Retention and Expansion (BR&E) team, along with the National Research Council's Industrial Research Assistance Program (NRC-IRAP), hosted the second instalment of the Emerging Technologies in Automation Speaker Series on December 9. The webinar, entitled *How Manufacturing Workforces are being Transformed due to Augmented Reality*, featured Allen Ali, Senior Solution

Architect from DataRealm. Allen showed how employers can use augmented reality to train new employees, upskill existing employees, improve safety for workers in high-risk situations and enhance collaboration when people are not in the same physical location. He also discussed various hardware options and how smaller companies could implement AR in their operations. This session was part of a series of webinars planned to extend through 2021. [Watch the recording.](#)

The Marketing and Communications department support this program with the development of social media assets, a social media advertising plan and website support.

Ontario Society of Professional Engineers annual Equity, Diversity and Inclusion Forum



▲ Panel discussion focused on understanding the unique experiences of equity-seeking group within your organization.

On November 26 and 27, the Ontario Society of Professional Engineers (OSPE) held their annual Equity, Diversity and Inclusion (EDI) Forum. Originally planned as an in-person event to be held for the first time in our region, the EDI Forum moved to a virtual format for 2020. The event still maintained a distinctly Windsor-Essex flavour, with many local partners including WE EDC, the University of Windsor, St. Clair College, City of Windsor, County of Essex, WEtech Alliance, Workforce WindsorEssex, Windsor-Detroit Bridge Authority, WEST of Windsor and ENWIN. The BR&E team hosted a virtual

booth at the event and was instrumental in making connections to local partners. Included in our partnership with OSPE was an opportunity to have local representation on a panel discussion. The panel discussion focused on understanding the unique experiences of equity-seeking group within your organization.

The EDI Forum highlights the importance of equity, diversity and inclusion in the engineering profession and to show employers how to make a cultural change in the workplace. Plans are underway for OSPE's first annual engineering conference titled *The Future of Engineering* on October 6 and 9, 2021 at Caesars Windsor.

Community conversation: The economic & social impact of temporary foreign workers in Windsor-Essex



- ▲ BR&E presented an overview of the economic impact of Temporary Foreign Workers to our regional economy.

The conversation provided an opportunity for local partners representing the Municipality of Leamington and the Town of Kingsville, including Mayor Hilda MacDonald and Mayor Nelson Santos, the Migrant Worker Community Program, industry (Ontario Greenhouse Vegetable Growers (OGVG)), economic development, and healthcare, to share the important work that has been done thus far. The group also discussed continued efforts in engaging our local community in support of temporary foreign workers. The genesis of these efforts is attributed to the earlier community engagement initiative launched by OGVG in 2018, “Building a Stronger, More Connected Kingsville-Leamington”

As a member of the WE LIP Council and Steering Committee, BR&E presented an overview of the economic impact of temporary foreign workers to our regional economy. In partnership with OGVG, the Migrant Worker Community Program, and Workforce WindsorEssex, we formed an Economic & Social Impact working group that will collect data, research best practices, and draw from industry resources, for a final report. This report will contribute to a positive messaging campaign in early 2021 to highlight the critically important contribution migrant workers make to our local economy and their value to the cultural fabric of our community.

On November 12, BR&E joined 135 participants, representing 70 different community stakeholders and service providers for the first Community Conversation hosted by the Windsor-Essex Local Immigration Partnership (WE LIP).

The virtual event was supported by local MP, Irek Kusmierczyk, and included panelists representing Immigration, Refugees and Citizenship Canada, and Employment and Social Development Canada.

WE EDC named official simulation partner for Project Arrow



▲ Concept vehicle for Project Arrow

The WindsorEssex Economic Development Corporation (WE EDC) is the official Virtual Reality Simulation Partner for Project Arrow. The concept car in digital form will use Canada's largest, publicly accessible, Virtual Reality CAVE, located at WE EDC's Institute for Border Logistics and Security. The Windsor-Essex RTDS VR CAVE is a feature of the Province of Ontario's AVIN network. The unveiling is expected to be scheduled for the first quarter in 2021.

[Project Arrow](#), an initiative from APMA, is the first, original, full-build zero-emission concept vehicle in Canada. It will be designed, engineered and built by Canada's world-class automotive supply sector and post-secondary institutions. This project will bring together the best of the best of Canada's electric-drive, alternative-fuel, connected and autonomous and light-weight technology companies. The winning design was created by a team at Carleton University and is referred to as 'Traction'.

"The ability to visualize designs in a high-fidelity, full-scale, virtual environment allows the designers, engineers, systems analysts and technical staff to collaboratively make real-time changes to these vehicles. The VR CAVE is a tremendous asset for our community and partnerships like this put a flag in the ground that Windsor Essex is the Automobility Hub in Canada." — Stephen MacKenzie, President and CEO, WindsorEssex Economic Development Corporation.

Digital Twin program expands with new hire



▲ Linsey Pecile providing a demonstration of a digital twin.

The Windsor-Essex Digital Twin Program has taken another step forward with the hiring of Linsey Pecile as the Digital Twin Engineer. Linsey has been working with the WE EDC team on the Digital Twin project for the past year and a half as a resource from St. Clair College and will now work full time with WE EDC. With her experience in visualization software, research practices and knowledge of the Digital Twin program she is a great addition to the team.

This Digital Twin Program is a collaboration between WE EDC, St. Clair College, CAMM and Automate Canada and is made possible through funding from FedDev Ontario (WE Diversify). This regional program started with two pilot projects with Laval International (Gun Drill - a tool used in mold making process) and Cavalier Tool and Manufacturing (Mold). These projects were used as real-life examples of how digital twinning can be used in the manufacturing process and was showcased to other companies within the manufacturing sector.

To date, there are 19 companies that have expressed interest in the program and 9 active projects underway with the following companies: Laval International, Cavalier Tool and Manufacturing, Standard Tool and Mold, AIS Technologies Group, Hexagon, Design Systems Canada, i-50, Optimotive Technologies, and Jahn Engineering.

Welcome Linsey!

Corporate Marketing & Communications

The Marketing department focuses on creating strategies that support business development initiatives within the areas of Business Retention and Expansion, Investment Attraction, and Entrepreneurship as well as, provides client support. Advertising strategies are aimed at enhancing business development and promoting the Windsor-Essex region.

Strategic programs and activities include the following:

Integrated marketing and advertising campaigns, event management, sponsorships, media and public relations, collateral materials, and communication through social media channels including video and corporate websites. Marketing maintains corporate brand standards and brand image across all media.

Website Analytics

Choosewindsor.essex.com

Users – 9,506

Pageviews – 17,053

New Visitors – 88.4%

Returning Visitors – 11.6%

Top Site Visitors



Canada



USA



China



India



United Kingdom

Social Media Analytics

WE EDC



Facebook: @WindsorEssex



LinkedIn: /windsor.essex



Twitter: @weecdev



IG: @weecdev

SBC:

Facebook: @SBCWindsorEssex

LinkedIn: /sbcwindsor.essex

Twitter: @sbcwindsor.essex

IG: @sbcwindsor.essex

Total Fans – 17,927

Total Impressions – 496,050

Total Engagement – 9,724

Advertising



Small Business Month

A social media advertising campaign was developed to support the Small Business Centre's Small Business Month. The digital campaign highlighted three Windsor-Essex entrepreneurs who have not only survived during these trying times, but quickly adapted their business models to continue to thrive, including Claudius Thomas from Turaco Web, Eddy Hammoud from Tabouli by Eddy and Eddy's Mediterranean Bistro and Sawyer Telegdy from Shred Shop. We also hosted a giveaway, we asked residents to let us know their favourite local and independent business. There were [three gift cards given away to local businesses](#).



Emerging Technologies Speaker Series: Recover and Thrive

A social media advertising campaign was developed to support the Business Retention and Expansion team's webinar series. The campaign included social media paid ads, promotion of YouTube videos and live social media during the webinars. The campaign continues into the new year.

SPEAKER SERIES CAMPAIGN



Impressions

556,756

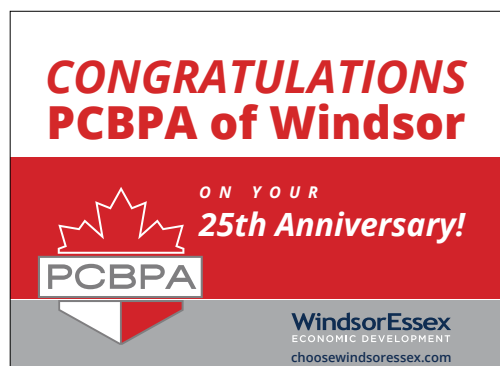
Clicks

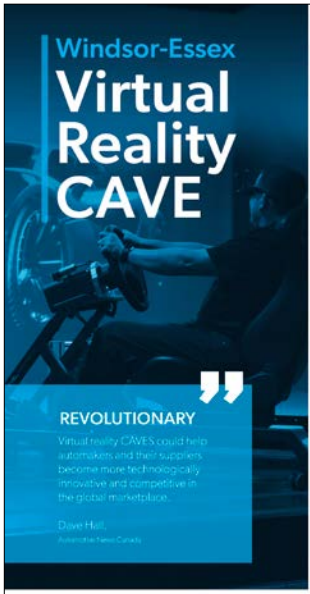
3,469

Reach

421,525

The Marketing and Communications department developed several advertisements for print and online:





Windsor-Essex Virtual Reality CAVE

The Windsor-Essex Virtual Reality CAVE, located in Windsor, Ontario, Canada is an **immersive and active virtual reality (VR) environment** integrated with state-of-the-art hardware and software. The facility serves as a teaching, training and research tool for the Windsor-Essex region and beyond, designed to support Connected and Autonomous Vehicle technology development.

Powered by ANSYS, Simutech and Barco, the Windsor-Essex Virtual Reality CAVE delivers advanced simulation capabilities including:

- Advanced manufacturing simulations virtual training
- Walkthroughs (cockpits, buildings etc.)
- Perceived quality evaluations
- Advanced driver assistance systems testing
- Autonomous testing & engineering
- Component simulation
- HMI evaluation
- Virtual drive scenarios
- Colour and material studies
- High-end data visualizations
- 1:1 scale virtual reviews

Why is virtual reality useful to industry?

Virtual Reality provides many valuable opportunities to aid in product development including: simulation, skills training, communication, and collaboration.

Virtual prototyping allows products/processes to be tested **before final verification with physical prototypes is performed.**

REVOLUTIONARY

Virtual reality CAVES could help automakers and their suppliers become more technologically innovative and competitive in the global marketplace.

Dave Hall
Associate Vice-President

WindsorEssex
ECONOMIC DEVELOPMENT

AVIN Ontario

Institute for Border Logistics and Security
3475 Wheaton Drive,
Windsor, ON
Canada N9W 0A6
wavin.ca



Windsor-Essex Virtual Reality CAVE

The Windsor-Essex Virtual Reality CAVE, located in Windsor, Ontario, Canada is an **immersive and active virtual reality environment** integrated with state-of-the-art hardware and software. The facility serves as a teaching, training and research tool for the Windsor-Essex region and beyond.

Powered by ANSYS, Simutech and Barco, the Windsor-Essex Virtual Reality CAVE delivers advanced simulation capabilities. We welcome companies that focus on automobility projects that can strongly benefit from advanced simulation testing working in areas such as:

- Automotive product design
- Automotive product manufacturing
- Autonomous vehicle design and manufacturing
- Autonomous vehicle radar, lidar, camera design and simulation
- HUD design and assessment
- Autonomous vehicle software development
- Automotive ergonomics and HMI assessment

Why is virtual reality useful to industry?

Virtual Reality presents many valuable opportunities to aid in product development including: simulation, skills training, and communication with distributed colleagues or third-party customers, users, etc.

With VR technology, prototypes and products can be tested virtually using virtual prototyping ahead of final verification when physical prototyping is performed. Additionally, users can 'virtually' test and train the use of the products before they exist, which can lead to improved usability and better ergonomic design.

WindsorEssex
ECONOMIC DEVELOPMENT

AVIN Ontario

Institute for Border Logistics and Security
3475 Wheaton Drive,
Windsor, ON
Canada N9W 0A6
wavin.ca

For more information, to schedule a visit or talk about how your company can leverage the Windsor-Essex Virtual Reality CAVE contact:

Ed Dawson
edawson@choicewindsoresex.com

Akash Charvillat
acharvillat@choicewindsoresex.com

▲ Virtual Reality CAVE flyers

The Marketing and Communications department developed two digital flyers to promote Canada's largest publicly accessible Virtual Reality CAVE located at the Institute for Border Logistics and Security.



VIRTUAL REALITY:
A Bi-national Asset for Mobility

WindsorEssex ECONOMIC DEVELOPMENT
Our Location. Your Advantage.

DETROIT MOBILITY LAB

NOVEMBER 20, 2020 • 1-2PM

The WindsorEssex Economic Development Corporation and the Detroit Mobility Lab have curated a unique opportunity for mobility companies in the bi-national region of Detroit-Windsor. Tune in for a live demonstration of Canada's largest publicly accessible Virtual Reality CAVE for the testing and commercialization of connected and autonomous vehicles. Learn from our Virtual Reality Engineer how you and your company can use this asset and the powerful capabilities of the software.

REGISTER

WindsorEssex
ECONOMIC DEVELOPMENT
Our Location. Your Advantage.

DETROIT
MOBILITY LAB

◀ Invitation for a live demo of the VR CAVE

The Marketing and Communications department supported the Automobility and Innovation department by developing an invitation targeted to mobility companies in Detroit-Windsor. Companies were invited to join us for a unique opportunity of a live demonstration of Canada's largest publicly accessible Virtual Reality CAVE for the testing and commercialization of connected and autonomous vehicles.

Media Relations

The following media release were prepared by the Marketing and Communications department to communicate corporate initiatives.

[WindsorEssex Economic Development Corporation named official virtual reality partner of APMA's Project Arrow](#)

Media Interviews

[New zero-emission concept car to be unveiled at Windsor-Essex virtual reality CAVE](#)

[First all-Canadian electric vehicle to be virtually engineered in Windsor](#)

[Reader letter: New hospital, improved health-care system will provide vital economic boost](#)

[Organizations help women hit hard by pandemic](#)

[Sandwich Business Development Program launches for businesses and entrepreneurs](#)

[Trio of Windsor winners at APMA Auto Cybersecurity Awards](#)

[Windsor VR CAVE to help in development of concept car](#)

[Business incubator for immigrants will attract investment, jobs, says local lawyer](#)

[Government will finally introduce single-game sports betting Thursday](#)

[Partnership with Ottawa's Area X.O Drives Virtual Autonomous Vehicle Testing Through Windsor-Essex](#)

[Local leaders join forces to stop removal of Windsor's air traffic control](#)

[Brave Control Solutions Inc. Awarded for 2020 The Most Innovative Solution by ABB Robotics](#)

[Ultimate #ShopLocal Gift Baskets Hit the Streets Presented by the DWBIA and WindsorEssex Small Business Centre](#)

[Building the digital marketplace of the future](#)



Embrace Health Tracking Wins \$15,000 Scale Back UP Prize

On November 19, WE EDC's President and CEO, Stephen MacKenzie, Tech Community Program Manager, Noah Campbell and SBC's Executive Director Sabrina DeMarco participated in an event where [five top tech scale-ups in the region got the chance to pitch](#) in front of a group of seasoned investors and members of the Windsor-Essex Regional Alliance for a top prize of \$15,000 in celebration of [Global Entrepreneurship Week \(GEW\)](#).



Smart City Experience Tour

On November 26, WE EDC's Noah Campbell, Tech Community Program Manager, spoke at an interactive virtual event that brought together a diverse group of people from different sectors (municipal, community, business and citizen groups). The event allowed participants to explore avenues for collaboration and share the knowledge of experts and committed citizens in finding ways to work together to build the cities of tomorrow. Noah's presentation was titled "Evolving from Canada's Automotive to Automobility Capital: How WindsorEssex is Building the Smart Border-City of the Future".

Sponsorship



- On October 23, 2020, SBC's Shannon Dyck joined the Town of Kingsville for their Business Award Ceremony to present two awards – Young Entrepreneur Award, sponsored by the Small Business Centre - given to Ireland Manual Physiotherapy and Business of the Year Award, sponsored by WindsorEssex Economic Development Corporation to Erie Shores Rehabilitation.



- The Small Business Centre was delighted once once again to be the Business and Service sponsor of the 23rd Biz Awards themed "We are all Survivors". Sabrina DeMarco, Executive Director, SBC also graciously accepted the honour of becoming a judge along with other local business professionals and industry experts. Congratulations to the [nominees and winners](#).

▲ Left, Jason Kerluck, Justin Fox, Chad Goulet, Justin Barker, Sabrina DeMarco and Jeremy Renaud.

What We Do

The WindsorEssex Economic Development Corporation advances economic development and prosperity in our region. We are the region's lead economic development agency and a dedicated catalyst for business growth and expansion. We attract new businesses to our region, help strengthen existing businesses and support entrepreneurship in three key ways:

INFORMING

We provide the most current and relevant information and data on site selection, market research and available government funding.

GUIDING

We provide answers and advice on general business practices, expansion planning, multi-national branch planning and exporting, as well as training and educational resources.

CONNECTING

We help organizations cut through red tape and we connect them directly with key decision makers, potential partners and funders.

New Investment Facilitated

\$6,800,000 (IA/BRE)
\$876,415 (SBC)

Total amount of new investment to the region, through both public and private investment streams.

12 Expansions Facilitated
(IA/BRE) 6 | (SBC) 6

129 New Jobs Facilitated
(IA/BRE) 110 | (SBC) 19

11 Priority Files

14 Business Startups

4 Funding Applications and Joint Papers Developed

Business Support Sessions

36 Sessions
1333 Attendees



Top Economic Priorities as reported by Windsor-Essex Businesses

- 1 Canada-U.S. border closure - limited cross-border business travel, COVID protocols, restrictions and mandatory quarantine orders
- 2 Uncertainty of economic climate - impacting business investment and project planning
- 3 Labour challenges - unintended consequences of COVID supports to employees leading to labour shortages
- 4 Health & safety protocols
- 5 U.S. tariffs on Canadian aluminum

Regional Economic Indicators[†]



Population 15+
356,000

0.1%



Labour Force
197,000

2.4%



Employment
178,500

0.9%



Unemployment
18,500

14.4%

Unemployment Rate
9.4%

1.3%

Participation Rate
55.3%

1.4%

Employment Rate
50.1%

7.6%

Building Permits*
\$51,536,890

*Industrial, commercial and institutional permits only



From: [Dillon Consulting Limited](#)
To: [Clerks](#)
Subject: Notice of Completion - Contract 1 (Hwy 3)
Date: Thursday, January 28, 2021 10:05:05 AM

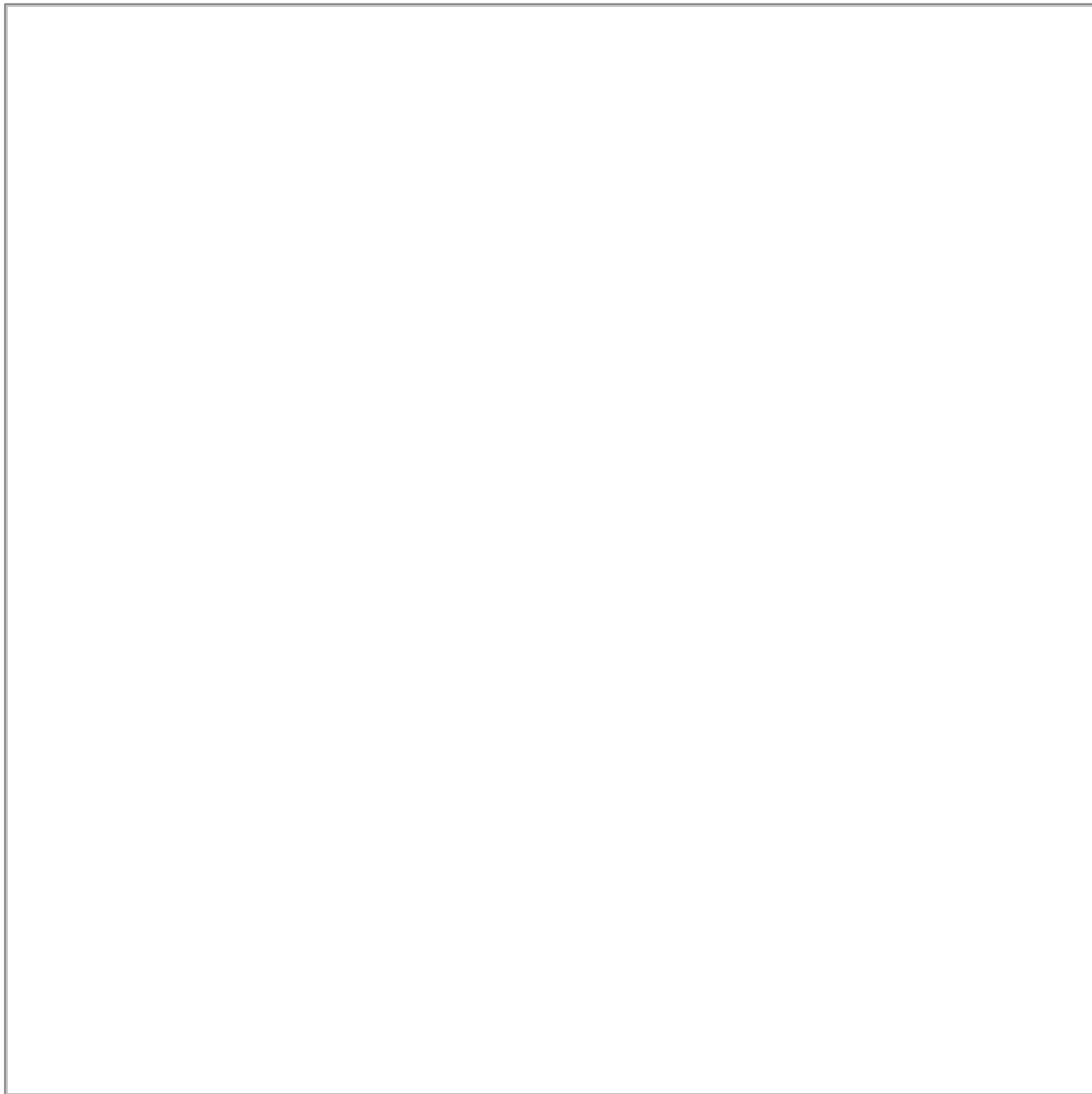
CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

NOTICE OF COMPLETION – DESIGN AND CONSTRUCTION REPORT
Detail Design and Class Environmental Assessment for the Highway 3
Widening in the Town of Essex
From 0.8 km west of Ellis Side Road easterly to 2.2 km east of Essex County
Road 23
(Contract 2020-3006)

The Project

The Ontario Ministry of Transportation (MTO) has retained Coco Paving Inc. (Coco) and Dillon Consulting Limited (Dillon) to complete the Design-Build (DB) contract for the Class Environmental Assessment (EA), detail design and construction of the Highway 3 Widening in the Town of Essex.

The project was completed following the *Class Environmental Assessment (EA) for Provincial Transportation Facilities* (2000) as a Group 'B' undertaking. It is anticipated that, subject to approvals, construction will begin in 2021 and will be completed in 2023.



To allow construction to move ahead in an expedited manner, three construction contracts will be produced. Prior to each of the three construction contracts, a Design and Construction Report (DCR) will be prepared to document environmental impacts and mitigation measures required for construction.

The DCR for Contract 1 has been prepared and is now available for public review, as outlined below. The Contract 1 DCR outlines the design of the project and environmental mitigation measures and monitoring provisions that have been incorporated into the construction contract.

The DCR will be available for a 30-day comment period between **January 28, 2021**, and **March 1, 2021**, at the project website: www.hwy3.ca

A hard copy of the DCR will not be provided at public review locations. If you wish to review the DCR and require an alternate format, you may contact one of the project team members listed below to discuss review options.

Interested persons may provide written comments to our project team between **January 28, 2021**, and **March 1, 2021**. All comments and concerns should be sent directly to:

Dillon Consulting Limited
Jeff Matthews, P. Eng.
Design Project Manager
130 Dufferin Avenue, Suite 1400
London, Ontario, N5R 5R2
519-438-6192 Ext. 1275
Hwy3Essex@dillon.ca

Dillon Consulting Limited
Brandon Fox, MCIP, RPP
Environmental Manager
130 Dufferin Avenue, Suite 1400
London, Ontario, N5R 5R2
226-984-9504
Hwy3Essex@dillon.ca

Ministry of Transportation, Ontario
Graydon Botsford, P. Eng.
MTO Project Engineer
659 Exeter Road
London, Ontario, N6E 1L3
519-200-4604
Graydon.Botsford@ontario.ca

In addition, a request may be made to the Ministry of the Environment, Conservation and Parks for an order requiring a higher level of study (i.e. requiring an individual/comprehensive EA approval before being able to proceed), or that conditions be imposed (e.g. require further studies), only on the grounds that the requested order may prevent, mitigate or remedy adverse impacts on constitutionally protected Aboriginal and treaty rights. Requests on

other grounds will not be considered. Requests should include the requester contact information and full name for the ministry.

Requests should specify what kind of order is being requested (request for additional conditions or a request for an individual/comprehensive EA), how an order may prevent, mitigate or remedy those potential adverse impacts on constitutionally protected Aboriginal and treaty rights, and any information in support of the statements in the request. This will ensure that the ministry is able to efficiently begin reviewing the request. The request should be sent in writing or by email to the Ministry of Transportation Project Engineer listed above and to:

Minister of the Environment, Conservation and Parks
Ministry of Environment, Conservation and Parks
777 Bay Street, 5th Floor
Toronto ON M7A 2J3
minister.mecp@ontario.ca

Director, Environmental Assessment Branch
Ministry of Environment, Conservation and Parks
135 St. Clair Ave. W, 1st Floor
Toronto ON, M4V 1P5
EABDirector@ontario.ca

This Notice issued January 28, 2021.

Information will be collected in accordance with the *Freedom of Information and Protection of Privacy Act*. With the exception of personal information, all comments will become part of the public record. If you have any accessibility requirements in order to participate in this project, please contact one of the project team members listed above.

Vous pouvez vous procurer des renseignements en français en appelant Sydney Tasfi, au 1 888 345-5668 poste 1005.

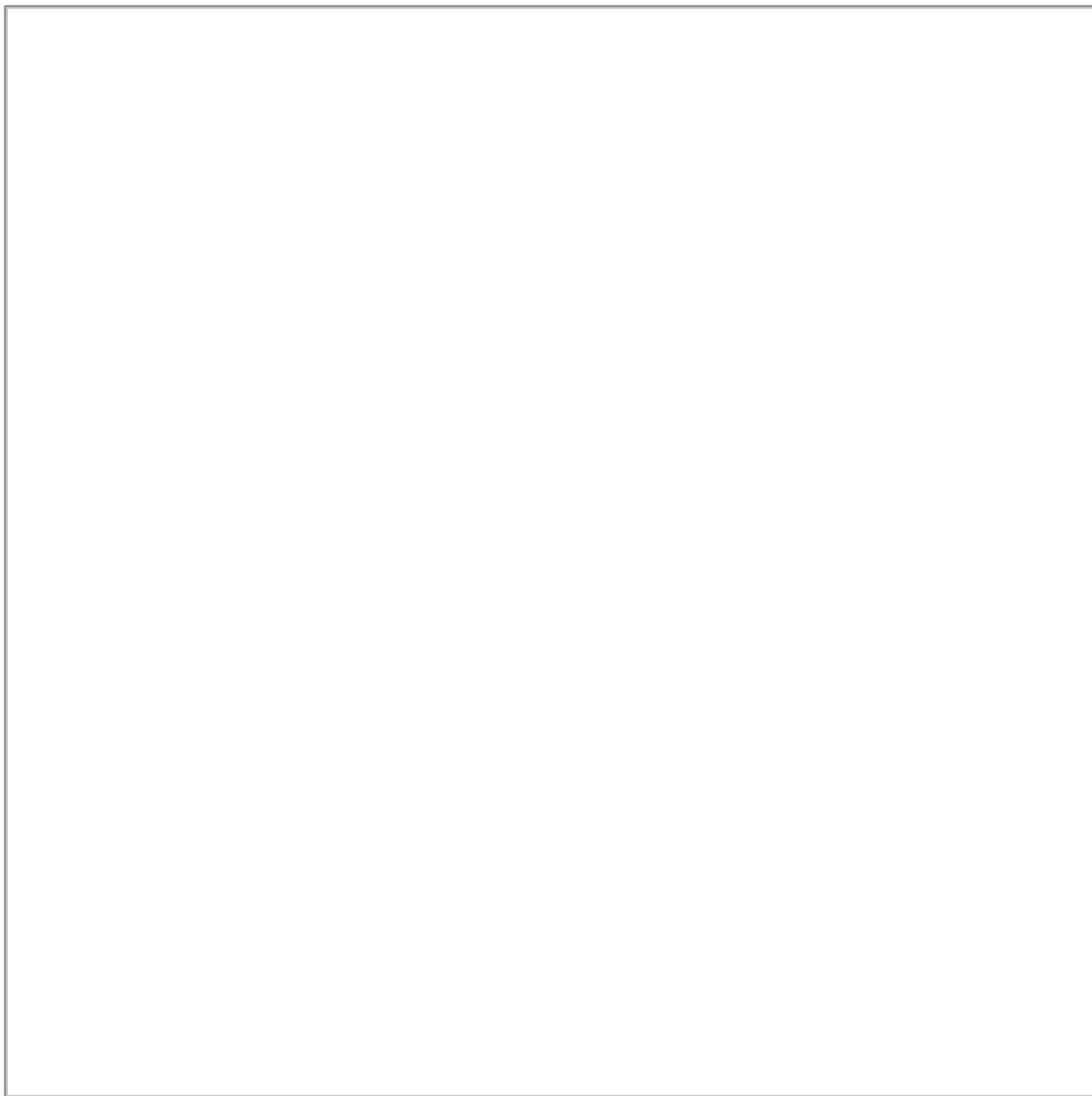
AVIS D'ACHÈVEMENT – AVIS DE CONCEPTION ET DE CONSTRUCTION
Conception détaillée et évaluation environnementale de portée générale pour

**l'élargissement de l'autoroute 3 dans la ville d'Essex
De 0,8 km à l'ouest d'Ellis Side Road en direction est jusqu'à 2,2 km à l'est
d'Essex County Road 23
(contrat 2020-3006)**

Le projet

Le ministère des Transports de l'Ontario (MTO) s'est adjoint les services de Coco Paving Inc. (Coco) et Dillon Consulting Limited (Dillon) pour réaliser le contrat de conception-construction (CC) visant la conception détaillée et de l'élargissement de l'autoroute 3 dans la ville d'Essex en vertu d'une évaluation environnementale de portée générale.

Le projet a été achevé à la suite d'une *évaluation environnementale de portée générale pour les routes provinciales* (2000) du ministère des Transports pour une entreprise du groupe « B ». Il est prévu que, sous réserve des approbations nécessaires, la construction commencera en 2021 et prendra fin en 2023.



Pour accélérer les travaux de construction, trois contrats de construction seront conclus. Avant chacun des trois contrats, un rapport de conception et de construction (RCC) sera préparé pour exposer les conséquences environnementales et les mesures d'atténuation nécessaires pour la construction.

Le RCC pour le premier contrat a été préparé et est maintenant disponible pour un examen public, comme indiqué ci-dessous. Ce RCC décrit la conception du projet et les mesures d'atténuation et de surveillance environnementales qui ont été incorporées dans le contrat de construction.

Le RCC sera accessible pendant une période de commentaires de 30 jours entre le **28 janvier 2021**, et le **1^{er} mars 2021**, sur le site Web du projet:

www.hwy3.ca.

Aucun exemplaire papier du RCC ne sera pas fourni dans les lieux d'examen public. Si vous souhaitez l'examiner le RCC et avez besoin d'un autre format, vous pouvez contacter l'un des membres de l'équipe de projet énumérés ci-dessous pour discuter de vos options.

Les personnes intéressées peuvent faire part de leurs commentaires par écrit à notre équipe de projet entre le **28 janvier 2021**, et le **1^{er} mars 2021**. Tous les commentaires et préoccupations doivent être adressés directement à:

Dillon Consulting Limited
Jeff Matthews, ing.
Chef du projet de conception
130, avenue Dufferin, bureau 1400
London (Ontario) N5R 5R2 519 438-6192 poste 1275
Hwy3Essex@dillon.ca

Dillon Consulting Limited
Brandon Fox, MCIP, UPC
Aménageur
130, avenue Dufferin, bureau 1400
London (Ontario) N5R 5R2
226 984-9504
Hwy3Essex@dillon.ca

Ministère des Transports de l'Ontario
Graydon Botsford, ing.
Ingénieur de projet du MTO
659, chemin Exeter
London (Ontario) N6E 1L3
519 200-4604
Graydon.Botsford@ontario.ca

En outre, une demande peut être adressée au ministère de l'Environnement, de la Protection de la nature et des Parcs pour un arrêté exigeant un niveau d'étude plus élevé (c.-à-d., une autorisation d'évaluation environnementale individuelle ou complète avant le début des travaux), ou imposant des

conditions (p. ex., études supplémentaires), au seul motif que l'arrêté demandé vise à prévenir les effets négatifs sur les droits ancestraux et issus de traités protégés par la Constitution, les atténuer ou y remédier. Les demandes fondées sur d'autres motifs ne seront pas prises en considération. Les demandes doivent inclure les coordonnées et le nom complet du demandeur à communiquer au ministère.

Les demandes doivent préciser le type d'arrêté demandé (demande de conditions supplémentaires ou demande d'évaluation environnementale individuelle ou complète), la manière dont l'arrêté peut prévenir, atténuer ou corriger les effets négatifs potentiels sur les droits ancestraux et issus de traités protégés par la Constitution, et toute information à l'appui des déclarations contenues dans la demande. De cette façon, le ministère pourra entamer efficacement l'examen de la demande. La demande doit être envoyée par écrit ou courriel à l'ingénieur chargé du projet par le ministère des Transports mentionné ci-dessus et à:

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

777, rue Bay, 5^e étage,
Toronto (Ontario) M7A 2J3
minister.mecp@ontario.ca

Directeur des évaluations environnementales
Ministère de l'Environnement, de la Protection de la nature et des Parcs

135, av. St. Clair O., 1^{er} étage
Toronto (Ontario) M4V 1P5
EABDirector@ontario.ca

Cet avis a été publié le 28 janvier 2021.

L'information sera recueillie conformément à la *Loi sur l'accès à l'information et la protection de la vie privée*. À l'exception des renseignements personnels, tous les commentaires feront partie du domaine public. Si vous avez des exigences d'accessibilité pour participer à ce projet, veuillez communiquer avec l'un des membres de l'équipe énumérés ci-dessus.

Vous pouvez vous procurer des renseignements en français en appelant

Sydney Tasfi, au 1 888 345-5668 poste 1005.



Project Website



Le site Web du projet

Copyright © 2021 Dillon Consulting Limited, All rights reserved.

You are receiving this email because you have been identified as a potentially impacted stakeholder for this project.

Our mailing address is:

Dillon Consulting Limited
Dufferin Corporate Centre
130 Dufferin Ave Suite 1400
London, ON N6A 5R2
Canada

[Add us to your address book](#)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).





The Corporation of The Town of Amherstburg

February 1, 2021

VIA EMAIL

Honourable Steve Clark
Office of the Minister
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON
M7A-2J3
steve.clark@pc.ola.org

RE: Request for Longer Turn-around Times to Submit Grant Applications

At its meeting of January 11th, 2021, Amherstburg Town Council passed the following:

“That Administration BE DIRECTED to send a letter in support of the Township of Matachewan's request that application deadlines on any further grants have a longer turn-around time”.

Enclosed is a copy of the correspondence from the Township of Matachewan for convenience and reference purposes.

Regards,

Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

cc:

Barbara Knauth, Deputy Clerk Treasurer, Township of Matachewan

Email: deputyclerktreasurer@matachewan.ca

Taras Natyshak, MPP

Email: tnayshak-gp@ndp.on.ca

Chris Lewis, MP

Email: chris.lewis@parl.gc.ca

AMO

Email: amo@amo.on.ca

All Ontario Municipalities



**THE CORPORATION OF THE
TOWNSHIP OF MATACHEWAN**

December 14, 2020

Honourable Steve Clark
Office of the Minister
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M7A 2J3

Dear Honourable Clark:

There have been numerous announcements of available grants for municipalities. We acknowledge and are very appreciative of the opportunity to apply for these grants. For small municipalities with few employees, the turn around time for applications is very short and restrictive.

We would like to request that the application deadline on any further grants have a longer turn around time.

A copy of Resolution 2020-257 is attached. Your consideration and support of this resolution would be greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Barbara Knauth", is written over a large, stylized circular flourish.

Barbara Knauth
Deputy Clerk Treasurer

Cc: Association of Municipalities of Ontario (A.M.O.)
Federation of Northern Ontario Municipalities (F.O.N.O.M.)
All Municipalities in Ontario

P.O. Box 177, Matachewan, ON P0K 1M0
deputyclerktreasurer@matachewan.ca
www.matachewan.com

Phone: 705-565-2274
Fax: 705-565-2564



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN
P.O. Box 177, Matachewan, Ontario P0K 1M0

DATE: November 25, 2020

RESOLUTION #: 2020-267

Moved by:

N. S. A. Costello

Seconded by:

Greg Dubé

WHEREAS we have been getting numerous announcements of available grants; and

WHEREAS we are very appreciative of the opportunity to apply for these grants; however, the turn around time for applications is very short and restrictive for small municipalities with few employees;

NOW THEREFORE we, the Corporation of the Township of Matachewan, send a letter to the Hon. Steve Clarke, Minister of Municipal Affairs and Housing acknowledging the appreciation of the grants but requesting that the application deadline on any further grants have a longer turn around time; and

FURTHER THAT a copy of this resolution be forwarded to A.M.O., F.O.N.O.M. and all municipalities in Ontario.

	COUNCILLOR	YEA	NAY	PID
CARRIED	✓ Ms. A. Commando-Dubé Mayor			
AMENDED	Mr. N. Costello Mayor			
DEFEATED	Mr. G. Dubé Councillor			
TABLED	Ms. S. Ruck Councillor			
	Mr. A. Durand Councillor			

Certified to be a true
copy of the original.

[Signature]

Anne Commando-Dubé

Anne Commando-Dubé
Mayor

Janet Gore

Janet Gore
Clerk



Tribunals Ontario

Assessment Review Board
15 Grosvenor Street, Ground Floor
Toronto ON, M7A 2G6
Tel: 1-866-448-2248
Website: www.tribunalsontario.ca/arb/

Tribunaux décisionnels Ontario

Commission de révision de l'évaluation foncière
15 rue Grosvenor, rez-de-chaussée
Toronto, ON M7A 2G6
Tél : 1-866-448-2248
Site web : www.tribunalsontario.ca/cref/

January 29, 2021

TO: ARB Stakeholders
Counsel of the Assessment Bar
Property Tax Representatives
Municipal Property Assessment Corporation (MPAC)
Municipalities

RE: ARB Digital-First Approach – Looking Ahead

We are writing to provide you with an update on the Board's continued focus on digital services as we move forward.

The ARB continues to enhance its operations and processes using a digital-first approach to providing services. Some of the digital services we remind you to use are:

- **Website** – www.tribunalsontario.ca/arb

Our website is the main portal to access all information about the Board. By visiting our website you can:

- find information about managing the appeal process and news updates
- access our E-Services and other important resources
- view appeals and appeal commencement dates, which are updated monthly
- review ARB Rules of Practice and Procedure
- download forms
- stay informed about [Operational Updates](#)
- **[Tax Calculator](#)** – This is an interactive online reference tool that helps potential appellants calculate estimated savings from a possible change in assessment value. Potential appellants can then determine if any potential savings offset all related costs for filing an appeal.
- **[E-Filing](#)** – Our appeals are primarily filed electronically. We encourage you to continue to use our safe, secure, reliable and “real time” filing system for filing your appeal. You will receive immediate confirmation of your appeal once all information is entered and payment is received. E-Filed appeals receive a \$10 discount off the filing fee.

- **Email Addresses** - As the Board continues to pursue its digital-first approach to meet the diverse needs of Ontarians and enhance the quality of dispute resolution services, anyone who files an appeal with the Board must provide us with an email address. There are many different options available to create an email address if you do not already have one. Email is the most efficient way of communicating with the Board; it's fast and reliable. Appeals may take longer to process without the ability to communicate with all parties by email.
- **Email Communication** – The Board is committed to communicating with all parties by email. This means that an email address must be provided by appellants for the purpose of resolving appeals. It is the Board's intention to issue a Practice Direction outlining this requirement.
- **Electronic Document Guideline** – The Board will be issuing a guideline providing direction on the requirements for naming documents that will be filed with the Board electronically.

As we continue to look forward, the ARB is interested in further reducing our paper footprint. The ARB is currently researching ways to eliminate the paper notice to the municipalities by creating a data file that can be sent electronically. We are still in the early stages of this research however we will soon be reaching out to the municipalities to gather more information.

If you are interested in having an “early thinking” discussion with the Registrar, please contact the Board at ARB.Registrar@ontario.ca.

Thank you all for your continued support.

Sincerely

Ken Bednarek
Associate Chair

Kelly Triantafilou
Registrar



TO: Mayors and Members of City and County Councils

FROM: Leonardo Gil, Project Manager, Windsor Essex Regional Community Safety and Well-Being Plan

DATE: February 8, 2021

SUBJECT: Windsor Essex Regional Community Safety and Well-Being Plan Public Consultation Launch Update

Residents of Windsor-Essex will have the opportunity to shape the first regional Community Safety and Well-Being (CSWB) Plan by participating in a community survey and virtual public meetings in February and March 2021. The purpose of the survey and public meetings is to hear from local residents on their priorities and concerns across a number of topics, including financial security, mental and physical health, education, crime, housing, and other factors that impact their community's safety and well-being.

This engagement is part of a larger effort to develop the region's first plan of this kind with the goal of creating a community where everyone feels safe; has a sense of belonging, access to services and opportunities; and can have their needs met across Windsor-Essex. The public survey will open for members of the public to provide their input on Wednesday, February 10th, 2021. The survey will be available at cswbwindsoresex.ca in English, French, Spanish, and Arabic and will be open until Monday, March 15, 2021.

Residents are also encouraged to attend one of the nine virtual public meetings being held across the region. A virtual public meeting will be held for each municipality and will include a presentation reviewing localized data as well as a focus group discussing localized priorities, strengths and concerns. Elected officials from across Windsor and Essex County are free to attend these virtual public meetings but are not required to make official remarks or statements on behalf of the project. In March and April 2021, each Municipal Council will have an opportunity to participate in a consultation session specifically designed for elected officials. A formal meeting invitation for each Council consultation will be delivered this month.

The Public Meetings will take place over Zoom on the following dates:

- City of Windsor Consultation 1 – Tuesday, February 23, 2021, from 6:30 to 8:00 p.m.
- Town of Amherstburg – Thursday, February 25, 2021, from 6:30 to 8:00 p.m.
- Town of Tecumseh – Saturday, February 27, 2021, from 10:00 to 11:30 a.m.
- Town of LaSalle – Tuesday, March 2, 2021, from 6:30 to 8:00 p.m.
- Municipality of Lakeshore – Thursday March 4, 2021, from 6:30 to 8:00 p.m.
- City of Windsor Consultation 2 – Saturday March 6, 2021, from 10:00 to 11:30 a.m.
- Town of Essex – Monday, March 8, 2021, from 6:30 to 8:30 p.m.
- Town of Kingsville – Wednesday March 10, 2021, from 6:30 to 8:00 p.m.
- Municipality of Leamington – Thursday, March 11, 2021, from 6:30 to 8:00 p.m.

To ensure residents from across the region are informed of the project and the aforementioned engagement opportunities, we are embarking on a communications launch this week. The communications launch has been coordinated in conjunction with the communications teams of each municipality and each local police service. For more information or updates on the Windsor-Essex Regional Community Safety and Well-Being Plan, visit our [Community Safety and Well-Being](http://cswbwindsor.essex.ca) page at cswbwindsor.essex.ca.

Respectfully,

Leonardo Gil

Project Manager, Windsor Essex Regional Community Safety & Well Being Plan

Cc: Jelena Payne, Commissioner of Community Development & Health Services, City of Windsor
Rob Maisonville, Chief Administrative Officer, County of Essex
Mary Birch, Director of Council and Community Services/Clerk, County of Essex
Chief Pamela Mizuno, Windsor Police Services
Onorio Colucci, Chief Administrative Officer, City of Windsor
Margaret Misek-Evans, Chief Administrative Officer, Town of Tecumseh
Chris Nepszy, Chief Administrative Officer, Town of Essex
Joe Milicia, Chief Administrative Officer, Town of LaSalle
John Miceli, Chief Administrative Officer, Town of Amherstburg
Peter Neufeld, Chief Administrative Officer, Municipality of Leamington
Truper McBride Chief Administrative Officer, Municipality of Lakeshore
John Norton, Chief Administrative Officer, Town of Kingsville

From: [Denonville, Alex](#)
To: [CouncilMembers](#)
Subject: Town of Essex Launches Summer Youth Jobs Program
Date: Wednesday, February 3, 2021 2:40:38 PM
Attachments: [image001.jpg](#)



Media Release
February 3, 2021

Town of Essex Launches Summer Youth Jobs Program

Essex– The Town of Essex is putting the call out to local youth looking for summer jobs.

Every year, the Town employs local youth in a wide range of positions. Whether they're assisting the Town's finance or legislative services teams, maintaining parks and greenspaces, or helping increase local tourism, there's a position for all interests and educational backgrounds.

"Working for the Town is a great opportunity to build skills, supplement formal education, and gain experience in a number of potential career paths," said Brandi Sieben, Manager of Human Resources. "Many of the young people we employ also return to their positions for a number of years, so there are many opportunities for growth in each position."

Local youth can find job descriptions and apply through the new online application form available at www.essex.ca/SummerJobs

Applications must be submitted by 4pm on Friday, March 12.

Resumes and applications can also be emailed to hr@essex.ca or delivered in-person to drop boxes at Essex Town Hall (33 Talbot Street South, Essex Centre) or the Harrow and Colchester South Recreation Centre (243 McAfee Street, Harrow).

Media Contact

Alex Denonville
Manager, Communications
adenonville@essex.ca
519-990-7546

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.

From: [Denonville, Alex](#)
To: [CouncilMembers](#)
Subject: Town of Essex Seeking Feedback from Farmers, Food Producers, and Agricultural Businesses
Date: Thursday, February 4, 2021 2:43:03 PM
Attachments: [image001.jpg](#)



Media release

February 4, 2021

Town of Essex Seeking Feedback from Farmers, Food Producers, and Agricultural Businesses

Virtual forum to feature presentation by agritourism expert Caroline Millar

Essex – If you're farmer, brewer, cheesemaker, or other type of food or beverage producer, the Town of Essex wants to hear from you as part of the development of a local agritourism strategy.

Local producers and agricultural business owners are invited to attend a **Virtual Industry Forum on Thursday, February 18 from 9:30am to 11:30am**, to learn about agritourism and provide their feedback on opportunities to grow and spotlight agritourism in the Town of Essex.

"The Town of Essex already has a rich agricultural history and a number of thriving agritourism businesses, from award-winning wineries to on-farm accommodations and experiences," said Nelson Silveira, Economic Development Officer. "This project will help the municipality plan to grow that sector of the economy and provide business owners the tools they need to expand their agritourism offerings."

The Town is working with the [Culinary Tourism Alliance](#), a not-for-profit organization dedicated to bridging the gap between farming, food and drink, and the tourism industry, to facilitate research and create the local agritourism strategy. An important part of this process is gaining a clear understanding of industry needs, including identifying current and prospective agritourism businesses.

If you are a farmer or food or beverage producer currently engaged in agritourism, or considering it as an opportunity for your business, the Town wants to hear from you. To RSVP for the virtual event, please [fill out the online form](#) or email nsilveira@essex.ca with the following information (full name, email, telephone number, business name and address, type of business, and whether the business currently offers agritourism experiences.)

Forum participants will also hear from guest speaker **Caroline Millar**, a world-renowned agritourism industry expert. Caroline and her relatives operate a 650-acre mixed farm and the 5-star Hideaways accommodations. Caroline is also passionate about developing farm tourism and leisure as a means of driving additional income for farmers, engaging with the public, and growing the rural economy.

Media Contact

Alex Denonville

Manager, Communications

adenonville@essex.ca

519-990-7546

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.

TOWN OF ESSEX

ACCESSIBILITY RESOURCES FOR LOCAL BUSINESSES



Greetings local business/property owner,

The Town of Essex is reaching out to local business and commercial property owners with a reminder about grant funds available through our Community Improvement Plans.

Our Community Improvement Plans offer incentives to help revitalize specific areas as the social, economic and cultural hearts of our community. The Plans provide funding incentives to property owners to stimulate physical improvements to commercial buildings, new business activities, and residential accommodation in the downtown or qualifying project area. The Plans also provide funding which can assist with making your property more accessible, which has been identified as a priority by Town of Essex Council and the Accessibility Advisory Committee.

Below are some highlights for grants which you may be eligible for:

- **Up to \$6,000** to cover 50 percent of the cost for the **reconstruction of an existing public entrance to make it accessible.**
- **Up to \$4,000** to cover 50 percent of the cost for the **construction of an outdoor patio or shelter space, including accessible entrances, new signage, and bike storage.**
- **Up to \$2,000** to cover 50 percent of the cost for the **rehabilitation of existing residential dwelling units.**

As a reminder, the Essex Centre and Harrow Community Improvement Plan programs are set to expire at the end of this year, which means this **may be your last chance to take advantage of these funding opportunities.** The Colchester/County Road 50 CIP program will continue after 2021.

To learn more about the Town's CIPs or to discuss your property's funding eligibility, please read the attached brochure, visit the link below, or contact Nelson Silveira, Economic Development Officer.

Contact Nelson Silveira,
Economic Development Officer
at **EcDev@essex.ca** or
519-776-7336 ext 1135

Learn more about our
Community Improvement Plans at
essex.ca/CIPs
Page 282 of 380

Town of Essex

Finance Committee Meeting Minutes

Monday, January 25, 2021 at 4:35 PM

Location: Electronic Zoom Meeting

1. Roll Call

Present:

Larry Snively, Mayor

Richard Meloche, Deputy-Mayor

Morley Bowman, Councillor, Ward 1

Chris Vander Doelen, Councillor, Ward 3

Jeffrey R. Morrison, Director, Corporate Services

Chris Nepszy, Chief Administrative Officer

Doug Sweet, Director, Community Services

Katelynn Giurissevich, Manager, Finance and Business Services

Amy Fournier, Committee Secretary

Sylene Argent, Media

Absent:

Shelley Brown, Deputy Clerk

2. Declarations of Conflict Of Interest

None

3. Adoption of Published Agenda

Monday, January 25, 2021 Finance Committee Meeting Agenda.

Moved by: Morley Bowman, Councillor, Ward 1

Seconded by: Chris Vander Doelen, Councillor, Ward 3

(FC-2021-01-01) That the published agenda for the Monday, January 25, 2021 Finance Committee Meeting be adopted as presented. **"Carried"**

4. Adoption of Minutes

Moved by: Morley Bowman, Councillor, Ward 1

Seconded by: Chris Vander Doelen, Councillor, Ward 3

(FC-2021-01-02) That the minutes of the Finance Committee Meeting held on January 27, 2020 be adopted as presented. **"Carried"**

5. Public Presentations

None

6. Unfinished Business

None

7. Reports

None

8. Correspondence

a) 2021 Essex Community Partnership Fund Grant Applications
Refer to Schedule "A" attached.

Moved by: Larry Snively, Mayor

Seconded by: Morley Bowman, Councillor, Ward 1

(FC-2021-01-03) that the 2021 grants for the Essex Community Partnership Fund be approved as amended in Schedule "A". **"Carried"**

9. Discussion

a) Allocation of Co-An Park 2022 Grant Donation

Recommend moving this Donation to the operating budget to better manage as The Town of Essex has a 50% ownership in this park.

Moved by: Larry Snively, Mayor

Seconded by: Chris Vander Doelen, Councillor, Ward 3

(FC -2021-01-04) that the recommendation to allocate Co-An Park 2022 Grant donation be approved as presented. **"Carried"**

b) Prior year unspent amounts due to event cancellations – discussed during point 8. Correspondence and approved through (FC-2021-01-03)

10. Adjournment

Moved by: Morley Bowman, Councillor, Ward 1

Seconded by: Chris Vander Doelen, Councillor, Ward 3

(FC-2021-01-05) That the meeting be adjourned at 5:44pm. **"Carried"**

11. Future Meetings:

To be determined

Schedule "A"
Town of Essex
For the Years 2016-2021

Essex Community Partnership Fund	Approved 2021	Requested 2021	% of 2020 Approved Grant	Approved 2020	Approved 2019	Approved 2018	Approved 2017	Approved 2016
Budget Balance Transferred To Reserve	\$10,000.00							
Current Year Budget	\$102,500.00	\$102,500.00	100%	\$102,500.00	\$102,500.00	\$102,500.00	\$102,500.00	\$100,000.00
Total Amount Available	\$112,500.00	\$102,500.00	100%	\$102,500.00	\$102,500.00	\$102,500.00	\$102,500.00	\$100,000.00
Committed Donations:								
Co-An Park	\$20,000.00	\$20,000.00	100%	\$20,000.00	\$17,500.00	\$17,500.00	\$17,500.00	\$15,000.00
Colchester Guardian ⁶	\$1,649.00	\$1,649.00	100%	\$1,649.00	\$1,613.95	\$1,613.95	\$1,613.95	\$1,567.00
Heritage Essex	\$25,000.00	\$25,000.00	100%	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
Sub-Total	\$46,649.00	\$46,649.00	100%	\$46,649.00	\$44,113.95	\$44,113.95	\$44,113.95	\$41,567.00
Annual Donations:								
Essex Community Services					\$20,160.00	\$20,160.00	\$20,160.00	\$22,160.00
Essex Retirees ¹	\$12,858.00	\$12,858.00	84%	\$15,358.00	\$8,858.00	\$8,858.00	\$8,858.00	\$8,858.00
Access County Community Support Services ⁸	\$8,750.00	\$10,000.00	109%	\$9,201.00	\$9,201.00	\$9,201.00	\$9,201.00	\$6,554.00
Harrow Early Immigrant Research Society	\$1,500.00	\$1,500.00	100%	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Harrow Electric Eels Aquatic Team (HEEAT) ⁴	\$1,600.00	\$1,600.00	213%	\$750.00	\$750.00	\$750.00	\$750.00	\$610.56
Kingsville Essex Associated Band ²	\$8,000.00	\$8,000.00	107%	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,499.25
Sub-Total	\$32,708.00	\$33,958.00	99%	\$34,309.00	\$47,969.00	\$47,969.00	\$47,969.00	\$47,181.81
Ad-Hoc Donations:								
Canadian Blood Services ⁵	\$4,080.00	\$4,080.00	153%	\$2,664.00	\$678.00	\$1,920.00	\$1,920.00	
Canadian Transportation Museum	\$10,000.00	\$10,000.00	500%	\$2,000.00		\$5,000.00	\$5,000.00	\$5,000.00
Community Support Centre of Essex County ⁷	\$10,000.00	\$20,000.00	200%	\$10,000.00				
Essex Community Concert Band								\$500.00
Essex Firemen's Association	\$5,000.00	\$5,000.00	1235%	\$405.00				
Essex Minor Hockey Association								\$5,171.00
Essex Region Conservation Authority							\$700.00	
Essex Rotary Club					\$750.00			
Essex 73s							\$651.50	
Girl Guides of Canada								\$35.01
Harrow & Colchester South Chamber of Commerce ⁹	\$0.00	\$1,000.00	100%	\$1,000.00				\$587.63
Harrow Hockey Moms ³	\$515.56	\$515.56	100%	\$515.56	\$515.56			
Harrow Kinsmen						\$420.00		
Harrow Rotary Club								\$141.75
Kiwanis Club of Windsor					\$7,000.00			
Knights of Columbus							\$240.00	
Legal Aid								\$516.25
Miscellaneous Disaster Relief								\$500.00
Ontario Provincial Police							\$1,522.00	\$1,140.32
Storybook Early Learning Centre							\$3,000.00	
Sun County Panthers						\$4,711.70		
Warren, Curtis								\$211.62
Windsor Historical Society							\$500.00	
Windsor Essex Community Health Centre					\$1,600.00			
Windsor-Essex Therapeutic Riding Association	\$1,800.00	\$1,800.00	225%	\$800.00	\$1,500.00			\$2,000.00
Wirsch, Audrey							\$508.50	
Zeta Kappa Sorority Santa Socks 2016								\$100.00
Sub-Total	\$31,395.56	\$42,395.56	244%	\$17,384.56	\$12,043.56	\$12,051.70	\$14,042.00	\$15,903.58
Total Grants / Donations	\$110,752.56	\$123,002.56	125%	\$98,342.56	\$104,126.51	\$104,134.65	\$106,124.95	\$104,652.39
(Over)/Under Budget	\$1,747.44	(\$20,502.56)		\$4,157.44	(\$1,626.51)	(\$1,634.65)	(\$3,624.95)	(\$4,652.39)

¹ Cash grant of \$8,858.00 plus in kind grant of \$4,000 (grass cutting and snow removal)

² Cash grant of \$5,000 plus in kind grant of \$3,000 (Facility rentals)

³ In-kind grant \$515.56 (Harrow Arena lobby rental)

⁴ In-kind grant \$1,600 for insurance provider costs

⁵ In-kind grant of \$4,080 of clinic space

⁶ New Agreement from 2020-2024 committed amount

⁷ 2020 amount was never disbursed as a requested meeting for more information did not occur. Committee recommends transferring 2020 \$10,000 unspent funds into 2021 and awarding \$5,000 to 2020 and \$5,000 to 2021 contingent on reply to a further information request.

⁸ Prorated to 10.5 Months based on COVID-19 environment and anticipated reopening.

⁹ Prior year request for New Years event unspent, committee recommendation to use for 2021 event.

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

The Corporation of the Town of Essex

By-Law Number 1991

Being a by-law to amend By-Law Number 224, the by-law to regulate parking

Whereas on August 8, 2000, Council of The Corporation of the Town of Essex did pass By-Law Number 224, being a by-law to regulate parking;

And Whereas Council is desirous that By-Law 224 should be amended to create and designate loading zone parking spaces on Centre Street and Wilson Avenue as described further in this By-law;

Now therefore be it resolved that the Council of The Corporation of the Town of Essex enacts as follows:

1. That Section 3(a) of By-law 224 be deleted in its entirety and replaced with the following:

(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 (s) identified in Schedule A, except holidays.

2. That Schedule 'A' to By-law 224 be amended to add the following:

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

3. That this amending By-law comes into force and effect upon the final passing thereof.

Read a first, a second and a third time and finally passed on February 16, 2021.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1990

**Being a by-law to adopt the 2021 Operating
and Capital Budget Estimates**

Whereas Section 290 of the Municipal Act, 2001, S.O. 2001, c.25, and amendments thereto, requires that a local municipality shall prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

And whereas, the Council of The Corporation of the Town of Essex ("Town of Essex") did provide public notice of two Special Council Meetings to deliberate the municipal 2021 Operating and Capital Budget Estimates on November 30, 2020, December 14, 2020 and January 11, 2021;

And whereas, at its Special Council Meetings held on December 14, 2020 and January 11, 2021, the Council of the Town of Essex by resolution did adopt in principle the municipal 2021 Operating and Capital Budget Estimates as presented and revised at said Special Council Meeting;

And whereas, the Council of the Town of Essex did provide public notice of its intent to formally adopt the municipal 2021 Operating and Capital Budget Estimates at its Regular Council Meeting to be held on February 16, 2021;

Now therefore be it resolved that the Council of The Corporation of the Town of Essex enacts as follows:

1. That the municipal Operating and Capital Budget Estimates for the year 2021 in the amounts of \$44,653,183 and \$26,415,361 respectively, and attached hereto as Schedule "A" to this By-law, be approved and adopted.

Read a first, a second and a third time and finally passed on February 16, 2021.

Mayor

Clerk

Town of Essex

2021 Budget and 4 Year Forecast



The Town of Essex, as a progressive and resilient organization, commits to providing leadership, high quality community programming, sustainable assets, opportunities for growth, and vibrant experiences for citizens, stakeholders, and visitors.

Where You Belong

2019-2022 Corporate Strategic Plan

The 2019-2022 Corporate Strategic Plan guides the overall direction of the Town of Essex while identifying key goals to achieve. Below is a summary of the vision, mission, and values which inform the plan.

Vision

The Town of Essex will be a prosperous, sustainable, and thriving community for families, business, and development.

Mission

The Town of Essex, as a progressive and resilient organization, commits to providing leadership, high quality community programming, sustainable assets, opportunities for growth, and vibrant experiences for citizens, stakeholders, and visitors.

Values

Progressive

Progressive and Sustainable Infrastructure

Healthy

Healthy Community and Quality of Life

Stewardship

Financial and Economic Stewardship

Vibrant

Vibrant Growth and Development

Experience

Citizen and Customer Experience

Resiliency

Organizational Effectiveness and Resiliency

essex.ca/StrategicPlan

2021 Budget Introduction

4	2021 Budget Snapshot
6	2021 Budget Welcome Messages
7	Organizational Structure
8	Investing In A Complete Community
10	2021 Budget Simplified

11 | 2021 Operating Budget and 4 Year Forecast

12	Operating Summary	18	Council
13	Operating Expense and Revenue Summary	20	Other - Contracts / Special Levies
14	2021 Net Operating Budget by Cost Centre	24	Office of the Chief Administrative Officer
15	Long-Term Debt	26	Corporate Services
16	Personnel Overview and Expense Summary	28	Community Services
17	Department Operating Budgets and Forecast	30	Development Services
		32	Infrastructure Services

35 | 2021 Capital Budget and 4 Year Forecast

37	Capital Summary	45	2021 Capital Budget
38	Asset Management Implications	63	Council and Administration Requests Outside of 2021 Budget
40	Asset Management Snapshot	67	2022 to 2025 Capital Forecast
42	Asset Management Lifecycle Reserve Forecast		

2021 Budget Snapshot



Property Tax

The approved **change** to the **Municipality's general mill rate** for the 2021 Budget is **0%**.

To establish a property's assessed value, MPAC analyzes sales of comparable properties in a property's area. This method, called Current Value Assessment (CVA), is used by most assessment jurisdictions in North America. In addition, MPAC looks at all of the key features that affect market value (up to 200 factors are considered).

The assessed value and classification of a property is used as the basis for calculating property taxes. To help provide an additional level of property tax stability and predictability, the Ontario Government introduced a phase-in program for market increases and decreases. An increase in assessed value is introduced gradually, while a decrease in assessed value is introduced immediately. A property that experiences an increase in assessment would have that increase phased in over a four-year period. This four-year period is called an 'Assessment Cycle'. The Assessment Cycle for the period beginning in 2021 has been postponed due to the COVID-19 pandemic. At the time of printing a new date for the next Assessment Cycle has not been released.

The year-over-year **growth** as a result of construction experienced in Essex (new residential, industrial, commercial) is estimated to contribute an additional **\$400,000** to revenue from Property Taxation.

Ontario Municipal Partnership Fund (OMPF)

All four grant components of the 2021 OMPF are providing the same level of support as 2020. The Transitional Assistance has been adjusted, and as a result the OMPF for 2021 will remain at the 2020 levels and provide a total of \$500 million to 389 municipalities across the province. The Town of Essex will receive **\$3,988,200** in 2021, a **\$19,900 reduction** from the 2020 OMPF of \$4,008,100.

2021 Operating / Capital Summary + 2022 to 2025 Forecast

The Operating / Capital Summary for all departments provides a high level snapshot of the Town's Budget. It is separated into Operating and Capital with revenues and expenditures broken out by source of revenue and type of expense.

Operating Summary

Grouping	2020 Budget	Budget	Change		Forecast			
		2021	\$	%	2022	2023	2024	2025
Operating Revenues								
Amounts Added to Taxes and Special Levies	2,567,574	2,603,045	35,471	1%	2,572,255	2,546,900	2,464,288	2,464,288
Conditional and Unconditional Grants	6,410,904	6,380,474	(30,430)	0%	6,397,783	6,427,639	6,429,343	6,431,065
Contributions from Developers	758,836	1,242,229	483,393	64%	1,487,172	1,058,506	831,429	847,335
Fines and Penalties	312,200	312,224	24	0%	312,248	312,273	312,299	312,299
Interfund Transfers	3,638,077	3,834,558	196,481	5%	4,054,369	4,131,127	4,026,619	3,936,528
Internal Allocations	526,774	567,251	40,477	8%	584,914	572,129	580,105	588,490
Investment and Other Income	294,675	265,608	(29,067)	-10%	265,217	265,357	265,501	264,460
License and Permit Fees	430,737	476,638	45,901	11%	477,766	478,916	480,090	481,222
Payments in Lieu of Taxation	157,126	157,126	-	0%	157,126	157,126	157,126	156,760
Prior Years' Surplus	879,854	-	(879,854)	-100%	-	-	-	-
Property Taxation	15,537,059	15,937,059	400,000	3%	16,337,059	16,737,059	17,137,059	17,031,693
Supplementary Taxation	242,000	242,000	-	0%	242,000	242,000	242,000	242,000
User Fees and Service Charges	12,187,396	12,634,971	447,575	4%	12,717,139	12,786,155	12,860,989	12,924,384
Total Operating Revenues	43,943,213	44,653,183	709,970	2%	45,605,050	45,715,189	45,786,847	45,680,523
Operating Expenses								
Amortization Expense	90,982	90,982	-	0%	90,982	90,982	90,982	90,982
Contracted Services	8,106,465	7,746,158	(360,307)	-4%	8,054,153	7,997,550	8,186,881	8,002,368
Debt Servicing	3,089,085	3,086,018	(3,067)	0%	3,392,138	3,413,822	3,110,890	2,857,977
External Transfers	644,849	678,989	34,140	5%	542,867	1,151,826	525,862	522,383
Interfund Transfers - Expense	12,044,824	13,233,566	1,188,742	10%	13,566,418	12,797,786	12,453,818	12,716,792
Internal Allocations - Expense	597,501	638,682	41,181	7%	656,419	643,634	651,610	659,995
Materials and Supplies	2,459,226	2,514,387	55,161	2%	2,522,553	2,607,706	2,536,143	2,688,466
Miscellaneous Services	1,250,418	785,523	(464,895)	-37%	825,435	811,720	796,916	934,229
Professional Fees	377,845	346,243	(31,602)	-8%	367,042	331,641	368,845	342,317
Rents and Financial Services	326,918	303,931	(22,987)	-7%	269,834	253,975	249,875	250,725
Repairs and Maintenance	906,532	911,388	4,855	1%	907,557	905,597	908,126	918,917
Salaries, Wages, Benefits and Personnel Expenses	10,819,961	11,563,629	743,669	7%	11,690,366	11,818,057	11,981,216	12,141,697
Taxation Adjustments	167,000	172,000	5,000	3%	172,000	172,000	172,000	172,000
Uncollectible Taxes and Accounts Receivable	12,775	12,525	(250)	-2%	12,525	12,525	12,525	12,525
Utilities, Insurance and Property Taxes	2,343,305	2,569,162	225,857	10%	2,835,648	2,860,584	2,887,520	2,898,103
Total Operating Expenses	43,237,686	44,653,183	1,415,497	3%	45,905,937	45,869,405	44,933,209	45,209,476
Operating Surplus/(Deficit)	705,527	-	(705,527)	-100%	(300,887)	(154,217)	853,638	471,047

2021 Budget Snapshot



2021 Operating / Capital Summary + 2022 to 2025 Forecast (Continued)

Capital Summary

Grouping	2020 Budget	Budget	Change		Forecast			
		2021	\$	%	2022	2023	2024	2025
Capital Revenue								
Canada Conditional Grants	-	30,000	30,000	100%	-	-	180,000	180,000
Ontario Conditional Grants	3,097,299	977,065	(2,120,234)	-68%	-	-	622,000	239,000
Revenue Contributions from Reserve Funds	13,580,589	14,346,960	766,371	6%	8,602,372	7,963,472	5,321,068	6,923,742
Long term debt financing	3,249,670	3,808,682	559,012	17%	-	-	-	-
Miscellaneous Revenue	53,245	524,950	471,705	886%	81,898	-	-	-
Unfinanced Capital to be Financed	7,106,639	6,688,236	(418,403)	-6%	-	-	-	5,000,000
Aquatics -School Board Share	51,019	39,467	(11,551)	-23%	-	-	-	-
Recovered Drain Billing Costs	-	-	-	0%	205,880	-	-	-
Total Capital Revenue	27,138,461	26,415,361	(723,100)	-3%	8,890,149	7,963,472	6,123,068	12,342,742
Capital Expenses								
Contracted Services	22,549,917	20,581,215	(1,968,701)	-9%	8,160,498	7,979,034	6,561,398	12,515,834
Materials and Supplies	4,116,280	5,349,333	1,233,052	30%	2,745,007	1,510,377	307,837	157,075
Miscellaneous Services	-	-	-	0%	-	-	-	-
Professional Fees	867,465	312,330	(555,135)	-64%	32,500	40,000	-	36,700
Repairs and Maintenance	30,000	40,000	10,000	33%	125,000	-	-	-
Unfinanced Capital - Prior Years	280,325	132,482	(147,843)	-53%	-	-	-	-
Utilities, Insurance and Property Taxes	-	-	-	0%	-	-	-	-
Total Capital Expenses	27,843,987	26,415,361	(1,428,627)	-5%	11,063,005	9,529,411	6,869,235	12,709,609
Capital Surplus/(Deficit)	(705,527)	0	705,527	-100%	(2,172,856)	(1,565,940)	(746,167)	(366,867)

The Town's 'Net Surplus / (Deficit)' is calculated by adding the Operating Surplus / (Deficit) and the Capital Surplus / (Deficit). When the 'Net Surplus / (Deficit)' is \$0, the Town has a balanced budget. Municipalities are not allowed to budget for a surplus or deficit.

Operating / Capital Summary - Net Surplus/(Deficit)

Grouping	2020 Budget	Budget	Change		Forecast			
		2021	\$	%	2022	2023	2024	2025
Net Surplus/(Deficit)	-	-	-	0%	(2,473,743)	(1,720,156)	107,471	104,180

2021 Residential Tax Rate

	2020 Tax Rates		2021 Tax Rates		Change (2020 to 2021)	
	Mill Rate	Property Taxes	Mill Rate	Property Taxes	%	\$
Ward 1 and 4						
General Municipal Levy	0.007871	1,463.94	0.007871	1,463.94	0.00%	-
Urban Levy	0.000792	147.32	0.000792	147.32	0.00%	-
Garbage Collection and Disposal Levy	0.000769	143.09	0.000769	143.09	0.00%	-
Total - Town of Essex Levy	0.009432	1,754.35	0.009432	1,754.35	0.00%	-
County of Essex Levy	0.004806	893.92	0.004830	898.30	0.49%	4.38
Education Levy (estimated)	0.001530	284.58	0.001530	284.58	0.00%	-
Total - Town/County/Education	0.015768	2,932.85	0.015792	2,937.23	0.15%	4.38
Ward 2 and 3						
General Municipal Levy	0.007871	1,463.94	0.007871	1,463.94	0.00%	-
Rural Levy	0.000223	41.40	0.000223	41.40	0.00%	-
Garbage Collection and Disposal Levy	0.000769	143.09	0.000769	143.09	0.00%	-
Total - Town of Essex Levy	0.008863	1,648.43	0.008863	1,648.43	0.00%	-
County of Essex Levy	0.004806	893.92	0.004830	898.30	0.49%	4.38
Education Levy (estimated)	0.001530	284.58	0.001530	284.58	0.00%	-
Total - Town/County/Education	0.015199	2,826.93	0.015222	2,831.31	0.15%	4.38

Average Residential Single-Family Detached Assessment

186,000

Message from the Chief Administrative Officer

The Town saw declining revenues, increased operational expenses, and significant changes to operations in 2020. Yet in the midst of these challenges, we maintained and delivered on our commitment to provide essential municipal services to citizens, stakeholders, and business owners. When the pandemic hit, the Town responded with resilience and adaptability to ensure programs and services continued to meet the needs of our residents. Staff members from across our organization have stepped up and found innovative ways to provide critical programs and services.

The impacts of COVID affected the 2020 Budget, and will affect the 2021 Budget and future forecasts. It has provided a heightened awareness of the financial challenges facing many Town of Essex residents and businesses. This Council has looked to address these challenges while continuing responsible budgeting practices, steady asset management undertakings and reacting conscientiously to growth, while protecting the strong financial position Essex has held for many years.

As a corporation, the budget is one of the most important policy documents, and, as we look ahead to 2021 and beyond, the work of providing effective municipal services is more important than ever. As the local community recovers from a global pandemic, citizens will look to our facilities, parks, playgrounds, roads, trails, and everything in between, for both stability and value.

The 2021 Budget reflects the new normal without altering the core mission and vision of this Council; to make the Town of Essex a prosperous, sustainable, and thriving community for families, business, and development.



Chris Nepszy, P.Eng, PE



Message from the Director, Corporate Services / Treasurer

As we worked to navigate through 2020 and adapt to a new way of operating under the implementation and easing of restrictions related to the COVID-19 pandemic, the Town of Essex continues to offer value to citizens in the form of operational efficiencies and strategic capital investments.

Following the redevelopment of the Town's 2020 Budget, you will see that the same format, look, and feel has been maintained for 2021 and will be carried into 2022 to match each term of Council. This will allow stability so that users are familiar with the document and provide the ability to quickly reference prior year budgets in a relevant format.

I would once again like to extend my sincere thanks to Council for providing a vision, mission, and core values through the 2019 to 2022 Corporate Strategic Plan. These values were fundamental to administration, who through their dedication to their craft are making many a reality.



Jeffrey R. Morrison CPA, CGA, Dipl.M.M., CMRP

Town Council

The governing body that is responsible for representing the public and considering the well-being and interests of the municipality.



Back row, left to right: Ward 1 Councillor Morley Bowman, Deputy Mayor Richard Meloche, Mayor Larry Snively, Ward 3 Councillor Steve Bjorkman, Ward 3 Councillor Chris Vander Doelen.

Front row, left to right: Ward 4 Councillor Sherry Bondy, Ward 1 Councillor Joe Garon, Ward 2 Councillor Kim Verbeek.

Administrative Services

Through a variety of departments, staff are responsible for the administration of the Town's programs and services.

Office of the Chief Administrative Officer
(CAO)

Chris Nepszy
CAO

- Legislative Services/Clerks Department
- Strategic Communications

Doug Sweet
Deputy CAO

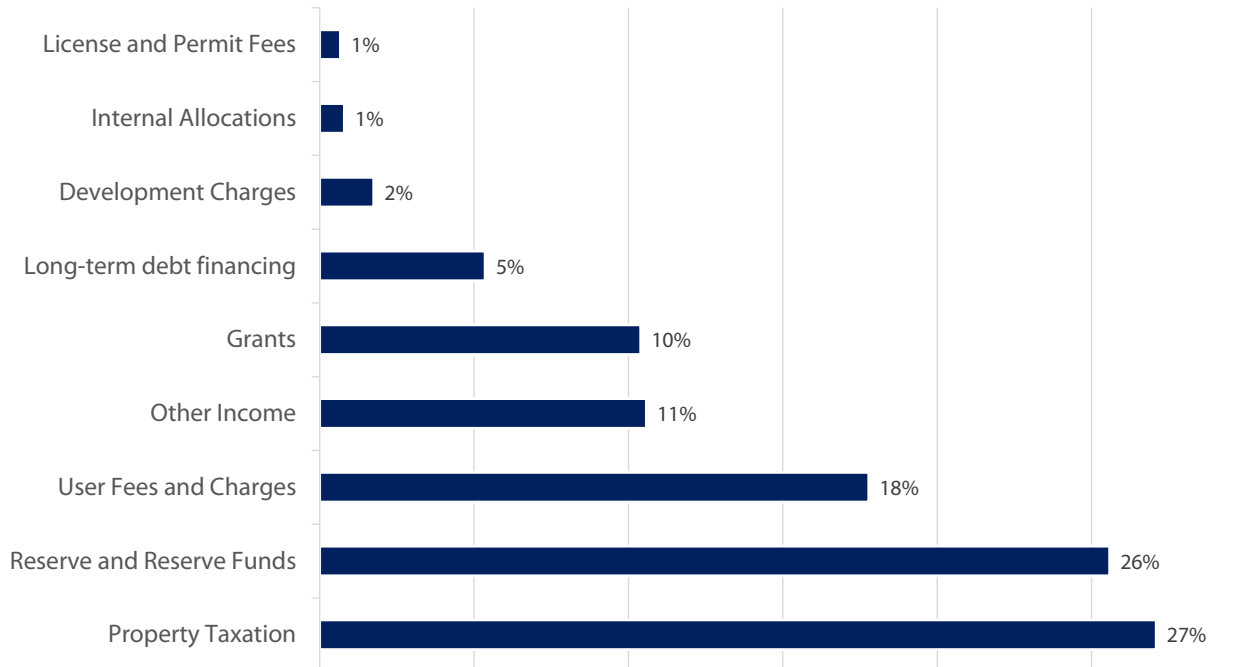
Corporate Services	Community Services	Development Services	Infrastructure Services
Jeffrey R. Morrison Director, Corporate Services / Treasurer	Doug Sweet Director, Community Services and Deputy CAO	Lori Chadwick Director, Development Services	Kevin Girard Director, Infrastructure Services
<ul style="list-style-type: none"> • Finance and Business Services • Human Resources • Information Technology 	<ul style="list-style-type: none"> • Parks and Facilities • Recreation and Culture • Fire 	<ul style="list-style-type: none"> • Planning Services • Building Services • Economic Development 	<ul style="list-style-type: none"> • Operations • Environmental Services • Municipal Drainage • Capital Works

Investing In A Complete Community



2021 Revenue at a Glance

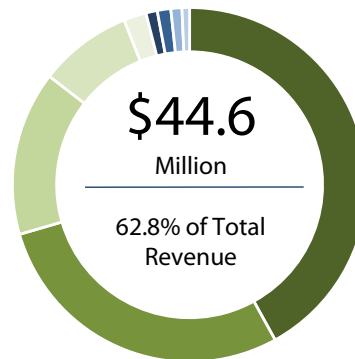
The Town of Essex relies on a combination of various revenue sources to fund both operating and capital activities. Total revenue for the 2021 Budget for both operating and capital is **\$71 million** (2020 \$70.8 million).



If all revenues combined for Operating and Capital equal \$71 million, how much goes to fund operations and how much goes to capital?

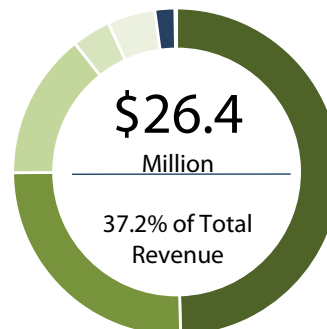
Operating Revenue Allocation

- 43.1% Property Taxation
- 28.3% User Fees and Service Charges
- 14.3% Grants
- 8.6% Reserve and Reserve Funds
- 2.8% Development Charges
- 1.3% Internal Allocations
- 1.1% License and Permit Fees
- 0.6% Other Income



Capital Revenue Allocation

- 49.6% Reserve and Reserve Funds
- 25.3% Unfinanced Carryforward
- 14.4% Long Term Debt
- 3.8% Grants
- 4.7% Development Charges
- 2.0% Miscellaneous Revenue
- 0.1% Other Revenue

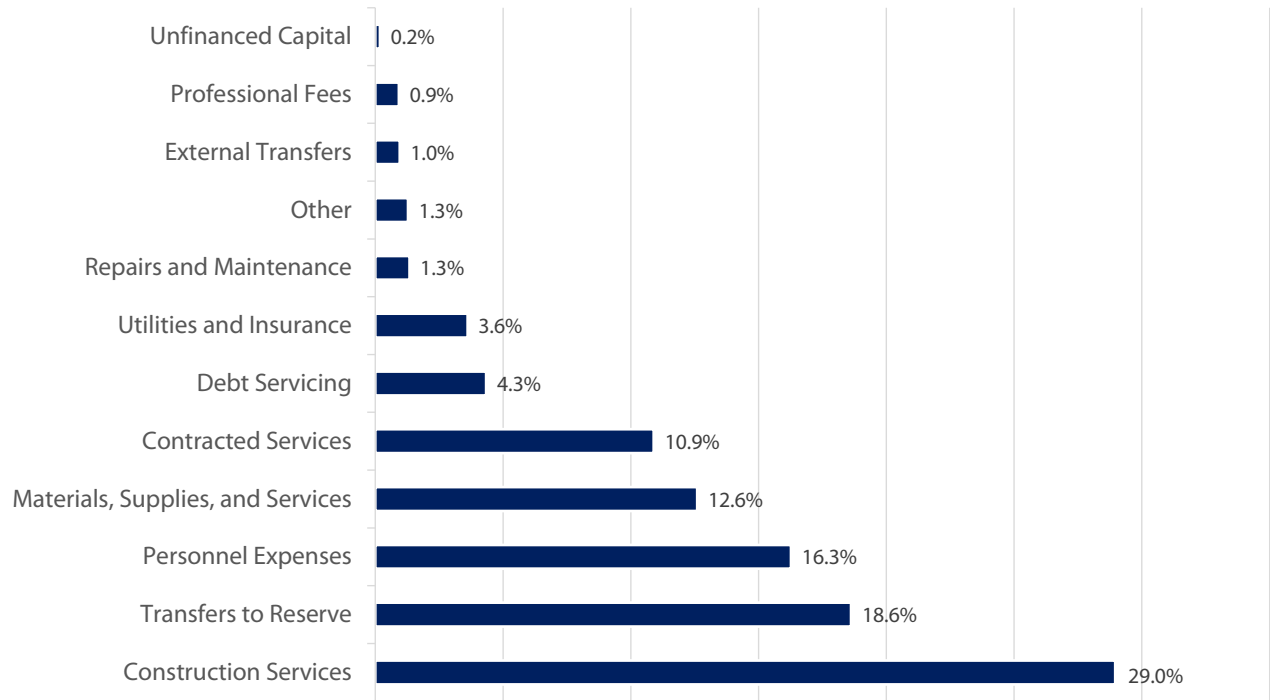


Investing In A Complete Community



2021 Expenses at a Glance

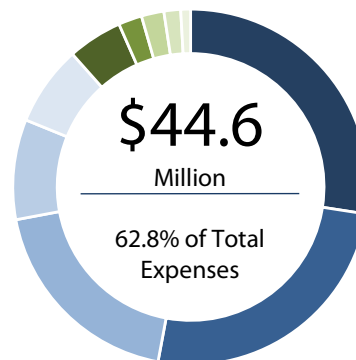
The Town of Essex invests in a complete community which is inclusive for citizens and visitors alike. Operating and capital revenue is spent on the following key areas within the Town. Total expenses under the 2021 budget are \$71 million (2020 \$70.8 million).



If all expenditures combined for Operating and Capital equal \$71 million, how much is spent on operations and how much is spent on capital?

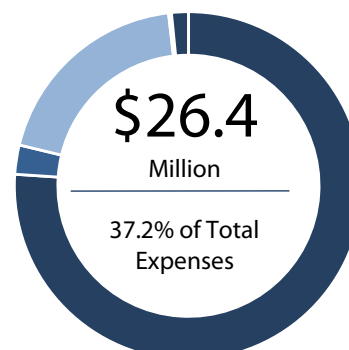
Operating Expense Allocation

- 29.6% Transfers to Reserve
- 25.9% Personnel Expenses
- 17.3% Contracted Services
- 8.1% Supplies and Services
- 6.9% Debt Servicing
- 5.8% Utilities and Insurance
- 2.0% Development Charges
- 2.0% Other Expenses
- 1.5% Internal Allocations



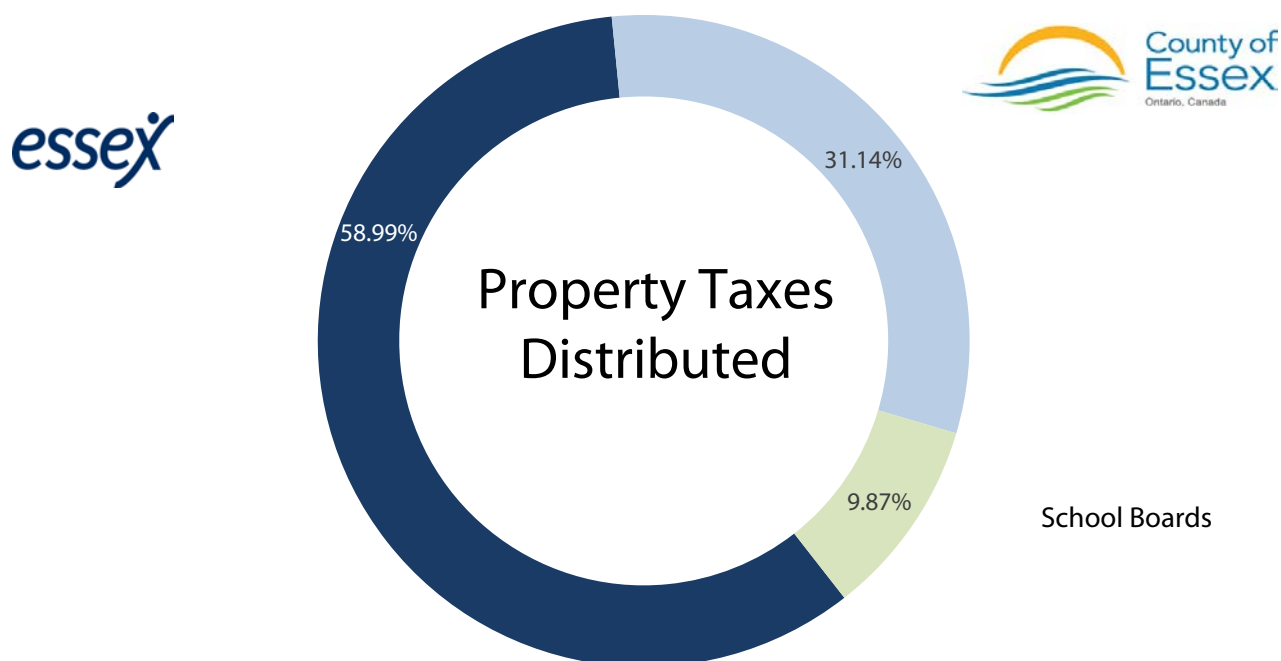
Capital Expense Allocation

- 77.9% Construction Services
- 20.3% Machinery and Equipment
- 1.2% Professional Fees
- 0.5% Unfinanced Capital
- 0.2% Repairs and Maintenance



That's great, but do all my property tax dollars end up with the Town?

When you pay your taxes these funds are broken up and distributed to three different government bodies; the Town of Essex, the County of Essex, and local School Boards. Each government body provides a unique set of programs and services. The distribution between these government bodies for \$1 of your property tax dollars is:



For every \$100 of Property Taxes that the Town collects, where does that go? What services does it support?

\$100

of
Property Taxes

=

County of Essex	\$	31.14	31.14%
School Boards	\$	9.87	9.87%
Town of Essex	\$	58.99	58.99%
Infrastructure Services	\$	14.66	14.66%
Community Services	\$	13.40	13.40%
Community Services: Fire	\$	9.74	9.74%
Other: Police	\$	6.31	6.31%
Corporate Services	\$	4.28	4.28%
Office of the CAO	\$	3.79	3.79%
Development Services	\$	3.37	3.37%
Council	\$	2.53	2.53%
Other	\$	0.92	0.92%

The amount of property tax dollars (average all wards) that the Town of Essex receives and retains per year on a residential home assessed at \$186,000.



\$ 1,701

2021 Operating Budget and 2022 to 2025 Operating Forecast



*The Town of Essex is committed to managing the
Town's finances and human resources
in a responsible manner.*

Operating Summary



The Operating Summary provides a snapshot of the approved Operating Budget. The 2021 Operating Budget has a \$0 surplus/(deficit).

Grouping	2020 Budget	Budget	Change		Forecast			
		2021	\$	%	2022	2023	2024	2025
Operating Revenues								
Amounts Added to Taxes and Special Levies	2,567,574	2,603,044	35,470	1%	2,572,255	2,546,900	2,464,288	2,464,288
Conditional and Unconditional Grants	6,410,904	6,380,474	(30,430)	0%	6,397,783	6,427,639	6,429,343	6,431,065
Contributions from Developers	758,836	1,242,229	483,393	64%	1,487,172	1,058,506	831,429	847,335
Fines and Penalties	312,200	312,224	24	0%	312,248	312,273	312,299	312,299
Interfund Transfers - Revenue	3,638,077	3,834,558	196,481	5%	4,054,369	4,131,127	4,026,619	3,936,528
Internal Allocations - Revenue	526,774	567,251	40,477	8%	584,914	572,129	580,105	588,490
Investment and Other Income	294,675	265,608	(29,067)	-10%	265,217	265,357	265,501	264,460
License and Permit Fees	430,737	476,638	45,901	11%	477,766	478,916	480,090	481,222
Payments in Lieu of Taxation	157,126	157,126	-	0%	157,126	157,126	157,126	156,760
Property Taxation	15,537,059	15,937,059	400,000	3%	16,337,059	16,737,059	17,137,059	17,031,693
Prior Years' Surplus	879,854	-	(879,854)	-100%	-	-	-	-
Supplementary Taxation	242,000	242,000	-	0%	242,000	242,000	242,000	242,000
User Fees and Service Charges	12,187,396	12,634,972	447,576	4%	12,717,139	12,786,155	12,860,989	12,924,384
Total Operating Revenues	43,943,213	44,653,183	709,970	2%	45,605,050	45,715,189	45,786,847	45,680,523
Operating Expenses								
Amortization Expense	90,982	90,982	-	0%	90,982	90,982	90,982	90,982
Contracted Services	8,106,465	7,746,158	(360,307)	-4%	8,054,153	7,997,550	8,186,881	8,002,368
Debt Servicing	3,089,085	3,086,018	(3,067)	0%	3,392,138	3,413,822	3,110,890	2,857,977
External Transfers	644,849	678,989	34,140	5%	542,867	1,151,826	525,862	522,383
Interfund Transfers - Expense	12,044,824	13,233,566	1,188,742	10%	13,566,418	12,797,786	12,453,818	12,716,792
Internal Allocations - Expense	597,501	638,682	41,181	7%	656,419	643,634	651,610	659,995
Materials and Supplies	2,459,226	2,514,387	55,161	2%	2,522,553	2,607,706	2,536,143	2,688,466
Miscellaneous Services	1,250,418	785,523	(464,895)	-37%	825,435	811,720	796,916	934,229
Professional Fees	377,845	346,243	(31,602)	-8%	367,042	331,641	368,845	342,317
Rents and Financial Services	326,918	303,931	(22,987)	-7%	269,834	253,975	249,875	250,725
Repairs and Maintenance	906,532	911,388	4,855	1%	907,557	905,597	908,126	918,917
Salaries, Wages, Benefits and Personnel Expenses	10,819,961	11,563,629	743,669	7%	11,690,366	11,818,057	11,981,216	12,141,697
Taxation Adjustments	167,000	172,000	5,000	3%	172,000	172,000	172,000	172,000
Uncollectible Taxes and Accounts Receivable	12,775	12,525	(250)	-2%	12,525	12,525	12,525	12,525
Utilities, Insurance and Property Taxes	2,343,305	2,569,162	225,857	10%	2,835,648	2,860,584	2,887,520	2,898,103
Total Operating Expenses	43,237,686	44,653,183	1,415,497	3%	45,905,937	45,869,405	44,933,209	45,209,476
Operating Surplus/(Deficit)	705,527	(0)	(705,527)	-100%	(300,887)	(154,217)	853,638	471,047

Operating Expense and Revenue Summary



Grouping	2020 Budget	Budget	Change		Forecast			
		2021	\$	%	2022	2023	2024	2025
Operating Expenditures								
Personnel Expenses	10,819,961	11,563,629	743,669	7%	11,690,366	11,818,057	11,981,216	12,141,697
Supplies and Services	14,940,512	14,200,808	(739,704)	-5%	14,421,367	14,979,156	14,499,765	14,594,907
Transfers to Reserves	12,044,824	13,233,566	1,188,742	10%	13,566,418	12,797,786	12,453,818	12,716,792
Utilities and Insurance	2,343,305	2,569,162	225,857	10%	2,835,648	2,860,584	2,887,520	2,898,103
Total Operating Expenditures	40,148,602	41,567,165	1,418,564	4%	42,513,799	42,455,583	41,822,319	42,351,500
Operating Revenues								
Property Taxation	18,503,759	18,939,230	435,471	2%	19,308,441	19,683,086	20,000,473	19,894,741
Provincial and Federal Funding	6,410,904	6,380,474	(30,430)	0%	6,397,783	6,427,639	6,429,343	6,431,065
Other Revenue	17,621,921	18,766,228	1,144,307	6%	19,313,912	19,032,335	18,776,926	18,766,228
Prior Years' Surplus	879,854	-	(879,854)	-100%	-	-	-	-
Transfers from Reserves	526,774	567,251	40,477	8%	584,914	572,129	580,105	588,490
Total Operating Revenues	43,943,213	44,653,184	709,971	2%	45,605,050	45,715,189	45,786,847	45,680,523
Net Total (incl. debt)	3,794,612	3,086,018	(708,593)	-19%	3,091,251	3,259,606	3,964,528	3,329,024
Debt Charges	3,089,085	3,086,018	(3,067)	0%	3,392,138	3,413,822	3,110,890	2,857,977
Operating Surplus/(Deficit)	705,527	0	(705,527)	-100%	(300,887)	(154,217)	853,638	471,047

2021 to 2025 Net Operating Budget by Cost Centre



Cost Centre	2020 Budget	Budget	Change		Forecast			
		2021	\$	%	2022	2023	2024	2025
Council	595,679	812,450	216,771	36%	1,312,680	1,111,962	960,195	967,707
Other								
Police	3,230,446	3,107,178	(123,268)	-4%	3,226,052	3,226,213	3,223,673	3,221,094
Police Services Board	19,641	19,641	-	0%	19,641	19,641	20,141	20,141
Nurse Practitioner	9,515	4,880	(4,635)	-49%	3,232	3,752	4,256	2,534
Public Health	4,000	4,000	-	0%	4,000	4,000	4,000	-
Cemeteries	56,648	54,183	(2,464)	-4%	55,465	56,609	57,776	58,940
Garbage Collection and Disposal	-	-	-	0%	-	-	-	-
Conservation Authority	166,099	169,421	3,322	2%	172,808	176,266	179,790	179,790
Animal Control	62,241	63,028	787	1%	62,149	62,866	63,598	64,344
Office of the CAO								
CAO	409,952	394,199	(15,754)	-4%	454,776	461,496	468,366	610,365
Communications	237,200	242,983	5,783	2%	300,240	302,553	304,919	317,332
Legislative Services	459,251	491,467	32,215	7%	487,298	508,614	516,970	525,487
Training and Development	86,721	86,721	-	0%	86,721	86,721	86,721	86,721
Green Fund	684	684	-	0%	684	684	684	684
Corporate Services								
Director, Corporate Services	(3,405,672)	(2,544,035)	861,636	-25%	(2,965,160)	(3,056,738)	(2,935,790)	(2,929,821)
Finance & Business Services	(15,168,338)	(15,837,560)	(669,221)	4%	(16,178,997)	(16,563,058)	(16,947,170)	(16,824,584)
Human Resources	333,599	252,582	(81,017)	-24%	258,696	262,878	267,152	271,512
Information Technology	605,522	564,492	(41,031)	-7%	590,556	651,149	575,610	581,739
Community Services								
Fire - Administration	471,332	494,303	22,970	5%	488,747	446,545	453,720	462,356
Public Education, Prevention & Inspection	171,458	179,093	7,635	4%	181,154	183,538	185,977	188,414
Fire - Station 1	601,938	561,461	(40,477)	-7%	563,188	564,065	448,812	449,120
Fire - Station 2	286,946	456,813	169,866	59%	458,092	458,888	459,502	459,778
Fire - Station 3	303,128	304,283	1,155	0%	304,552	308,682	308,723	369,102
Emergency Operations	28,555	28,555	-	0%	28,555	28,555	28,555	29,738
Administration	256,706	272,402	15,697	6%	277,768	281,712	286,246	285,571
Events and Tourism	2,000	2,000	-	0%	2,000	2,000	2,000	2,000
Parks	1,510,659	1,448,208	(62,451)	-4%	1,588,201	1,473,986	1,525,038	1,484,288
Essex Fun Fest	-	-	-	0%	4	7	11	14
Misc Recreation Programs	240,364	263,697	23,333	10%	244,244	254,888	224,692	224,801
Arenas	1,395,649	1,532,424	136,775	10%	1,529,986	1,541,995	1,564,012	1,646,991
Essex Recreation Complex	392,920	391,597	(1,323)	0%	391,370	396,832	402,179	418,246
Harbour	218,594	241,405	22,811	10%	218,225	219,386	220,564	221,466
Libraries	7,344	8,661	1,317	18%	8,777	8,762	8,749	9,511
Arts, Culture & Tourism	11,003	11,003	-	0%	10,675	10,675	10,675	10,675
Communities in Bloom	97,879	97,879	-	0%	98,629	97,879	97,879	97,879
Urban Centre Revitalization	30,000	30,000	-	0%	30,000	30,000	30,000	30,000
Accessibility	2,350	2,100	(250)	-11%	2,100	2,100	2,100	2,100
Development Services								
Director, Development Services	-	-	-	0%	-	-	-	-
Economic Development	246,890	234,430	(12,460)	-5%	248,627	248,685	252,501	256,436
Planning and Zoning	412,794	423,241	10,447	3%	442,772	451,952	459,582	467,403
Heritage Committee	23,202	22,819	(383)	-2%	22,819	(2,181)	(2,181)	(2,181)
Committee of Adjustment	(34,426)	(38,926)	(4,500)	13%	(37,750)	(37,750)	(37,750)	(37,750)
Parkland Contributions	-	-	-	0%	-	-	-	-
Business Improvement Area	-	-	-	0%	-	-	-	-
Community Improvement Plan - Essex Centre	-	100,000	100,000	0%	-	-	-	-
Community Improvement Plan - Harrow/Colchester South	-	170,000	170,000	0%	120,000	750,000	120,000	120,000
Building	12,521	20,369	7,848	63%	23,311	24,119	25,655	26,953
By-Law Enforcement	135,948	149,123	13,175	10%	152,678	155,339	158,055	160,736
Development Charges	-	-	-	0%	-	-	-	-
Infrastructure Services								
Administration	1,194,823	1,157,944	(36,879)	-3%	1,236,334	1,178,502	1,187,336	1,190,950
Dsirector, Infrastructure Services	-	-	-	0%	-	-	-	-
Equipment	-	-	-	0%	-	-	-	-
Paved Roads	520,940	524,375	3,435	1%	532,535	539,862	547,234	554,651
Shoulder Maintenance	154,829	114,935	(39,894)	-26%	162,027	141,078	165,160	144,271
Roadside Maintenance	319,968	320,560	593	0%	329,864	335,432	341,063	327,502
Road Traffic Operations	252,333	271,141	18,807	7%	258,762	265,181	261,629	263,103
Stormwater Management	782,384	738,617	(43,767)	-6%	802,859	767,214	810,096	771,005
Unpaved Roads	308,005	287,837	(20,168)	-7%	339,081	322,515	350,968	334,438
Winter Control	662,511	761,320	98,810	15%	733,438	737,367	741,374	745,459
Streetlighting	389,094	334,716	(54,378)	-14%	441,146	442,514	443,889	445,271
Drainage	180,643	195,301	14,658	8%	175,279	208,287	211,427	214,673
Tile Drainage	-	-	-	0%	-	-	-	-
Shoreline Protection	-	-	-	0%	-	-	-	-
Shoreline Assistance	-	-	-	0%	-	-	-	-
Sanitary Sewer	-	-	-	0%	-	-	-	-
Water	-	-	-	0%	-	-	-	-
Total	(705,527)	(0)	705,527	-100%	300,887	154,217	(853,637)	(471,047)
Operating Surplus/(Deficit)	705,527	0	(705,527)	-100%	(300,887)	(154,217)	853,637	471,047

Long-Term Debt



Long-Term Debt Balance 2019 to 2025

The Town's annual repayment limit (ARL) is calculated by the Ministry of Municipal Affairs and Housing. The 2020 ARL indicates that the Town has an estimated ARL of \$5 million available to service debt. Based on an interest rate of 5%, the Town would be permitted to enter into new borrowing of \$21.7 million for a five-year term. As illustrated in the chart below long-term debt will increase in 2021 and 2022 due to the Harrow/Essex Streetscape Projects and will begin to decline in 2023.



			Budget	Change		Forecast			
	2019 Actual	2020 Budget	2021	\$	%	2022	2023	2024	2025
Property Tax Supported									
Council	-	2,470,096	2,470,096	(0)	0%	4,019,008	3,811,524	3,595,121	3,369,412
Corporate Services	36,796	29,069	21,091	(7,977)	-27%	12,856	4,354	-	-
Police	22,475	17,755	12,882	(4,873)	-27%	7,852	2,659	-	-
Fire	2,861,348	5,749,266	5,665,481	(83,785)	-1%	5,277,430	4,877,738	4,584,799	4,284,468
Building	1,787	1,412	1,024	(387)	-27%	624	212	-	-
Public Works	1,506,211	1,988,918	1,014,640	(974,278)	-49%	1,347,731	1,108,807	865,410	617,462
Community Services	8,665,152	7,895,474	7,057,252	(838,222)	-11%	6,203,682	5,327,753	4,496,635	3,693,237
Subtotal	13,093,769	18,151,989	16,242,465	(1,909,524)	-11%	16,869,183	15,133,047	13,541,966	11,964,579
Amounts Added to Taxes									
Water	-	-	-	-	0%	-	-	-	-
Sanitary Sewer	217,928	177,207	135,102	(42,105)	-24%	91,565	46,548	-	-
Drainage	497,652	360,700	237,426	(123,274)	-34%	139,829	39,499	32,210	24,628
Tile Drainage	1,500	-	61,732	61,732	0%	56,360	50,666	44,630	38,231
Shoreline Assistance	6,897	-	64,159	64,159	0%	48,450	32,522	16,373	-
Subtotal	723,977	537,907	498,419	(39,488)	-7%	336,203	169,235	93,212	62,859
User Rate Supported									
Sanitary Sewer	5,628,237	4,880,479	4,112,384	(768,094)	-16%	3,323,401	2,512,959	2,099,510	1,375,951
Water	14,430	11,400	8,272	(3,128)	-27%	5,042	1,708	-	-
Sub-Total	5,642,667	4,891,879	4,120,656	(771,223)	-16%	3,328,443	2,514,668	2,099,510	1,375,951
Total - All	19,460,414	23,581,775	20,861,540	(2,720,235)	-12%	20,533,829	17,816,950	15,734,688	13,403,389

Long-Term Debt Principal and Interest Payments by Department

Principal and interest payments are allocated to the applicable department. The majority of these expenditures are related to prior year capital expenditures. For the purposes of the operating budget and to ensure that the impacts of principal and interest payments related to debt do not skew the year over year changes within a department, they are shown separately from all other operating expenses. The 2021 Budgeted amounts for long-term debt by department are:

			Budget	Change		Forecast			
	2019 Actual	2020 Budget	2021	\$	%	2022	2023	2024	2025
Property Tax Supported									
Council	-	-	-	-	0%	230,000	380,000	380,000	380,000
Corporate Services	8,847	8,847	8,847	-	0%	8,847	8,847	4,423	-
Police	5,404	5,404	5,404	-	0%	5,404	5,404	2,702	-
Fire	438,771	371,735	536,851	165,116	31%	536,851	536,851	419,940	419,402
Building	430	430	430	-	0%	430	430	215	-
Public Works	282,197	437,821	281,388	(156,433)	-56%	357,507	270,667	269,213	267,759
Community Services	1,267,206	1,158,521	1,146,205	(12,315)	-1%	1,146,205	1,133,680	1,053,836	991,684
Subtotal	2,002,854	1,982,757	1,979,124	(3,633)	0%	2,285,244	2,335,878	2,130,329	2,058,845
Amounts Added to Taxes									
Water	5,285	-	-	-	0%	-	-	-	-
Sanitary Sewer	62,387	62,480	62,480	-	0%	62,480	62,480	62,480	62,480
Drainage	152,331	150,866	133,316	(17,550)	-12%	133,316	104,367	8,719	8,719
Tile Drainage	7,840	1,590	9,076	7,486	471%	9,076	9,076	9,076	9,076
Shoreline Assistance	7,159	7,159	17,788	10,629	148%	17,788	17,788	17,788	17,788
Subtotal	235,002	222,095	222,660	565	0%	222,660	193,711	98,062	98,062
User Rate Supported									
Sanitary Sewer	880,857	880,764	880,764	-	0%	880,764	880,764	880,764	701,069
Water	3,469	3,469	3,470	-	0%	3,470	3,469	1,735	-
Subtotal	884,326	884,233	884,234	-	0%	884,234	884,233	882,499	701,069
Total - All	3,122,182	3,089,085	3,086,018	(3,068)	0%	3,392,138	3,413,822	3,113,892	2,857,972

Personnel Overview and Expense Summary



Council

Cost Centre	2020			2021			Change (2020 to 2021)		
	Full-time	Part-time	Student	Full-time	Part-time	Student	Full-time	Part-time	Student
Council	8.0	0.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0
Total - Council	8.0	0.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0

Administration

Cost Centre	2020			2021			Change (2020 to 2021)		
	Full-time	Part-time	Student	Full-time	Part-time	Student	Full-time	Part-time	Student
Health Services	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0
CAO	1.3	0.0	0.0	1.3	0.0	0.0	0.0	0.0	0.0
Legislative Services	4.0	9.0	1.0	4.0	9.0	1.0	0.0	0.0	0.0
Communications	1.0	0.0	1.0	1.0	0.0	1.0	0.0	0.0	0.0
Director, Corporate Services	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0
Finance & Business Services	9.0	0.0	1.0	9.0	0.0	1.0	0.0	0.0	0.0
Human Resources	1.7	0.0	1.0	1.7	0.0	0.0	0.0	0.0	-1.0
Information Technology	3.0	0.0	0.0	3.0	0.0	0.0	0.0	0.0	0.0
Director, Community Services	1.0	0.0	1.0	1.0	0.0	1.0	0.0	0.0	0.0
Recreation and Culture	5.0	2.0	45.0	5.0	2.0	45.0	0.0	0.0	0.0
Parks and Facilities	12.0	11.0	35.0	12.0	11.0	35.0	0.0	0.0	0.0
Fire	3.0	65.0	0.0	3.0	65.0	0.0	0.0	0.0	0.0
Director, Development Services	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0
Economic Development	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0
Planning Services	4.0	1.0	1.0	4.0	1.0	1.0	0.0	0.0	0.0
Building and By-Law	4.4	0.0	0.0	4.4	0.0	0.0	0.0	0.0	0.0
Director, Infrastructure	1.6	0.0	0.0	1.6	0.0	0.0	0.0	0.0	0.0
Public Works	13.4	0.0	2.0	13.4	0.0	2.0	0.0	0.0	0.0
Agriculture and Reforestation	1.6	0.0	1.0	1.6	0.0	1.0	0.0	0.0	0.0
Environmental Services	5.0	0.0	0.0	5.0	0.0	0.0	0.0	0.0	0.0
Total Personnel Count	75.0	88.0	89.0	75.0	88.0	88.0	0.0	0.0	-1.0

Personnel Expense Summary

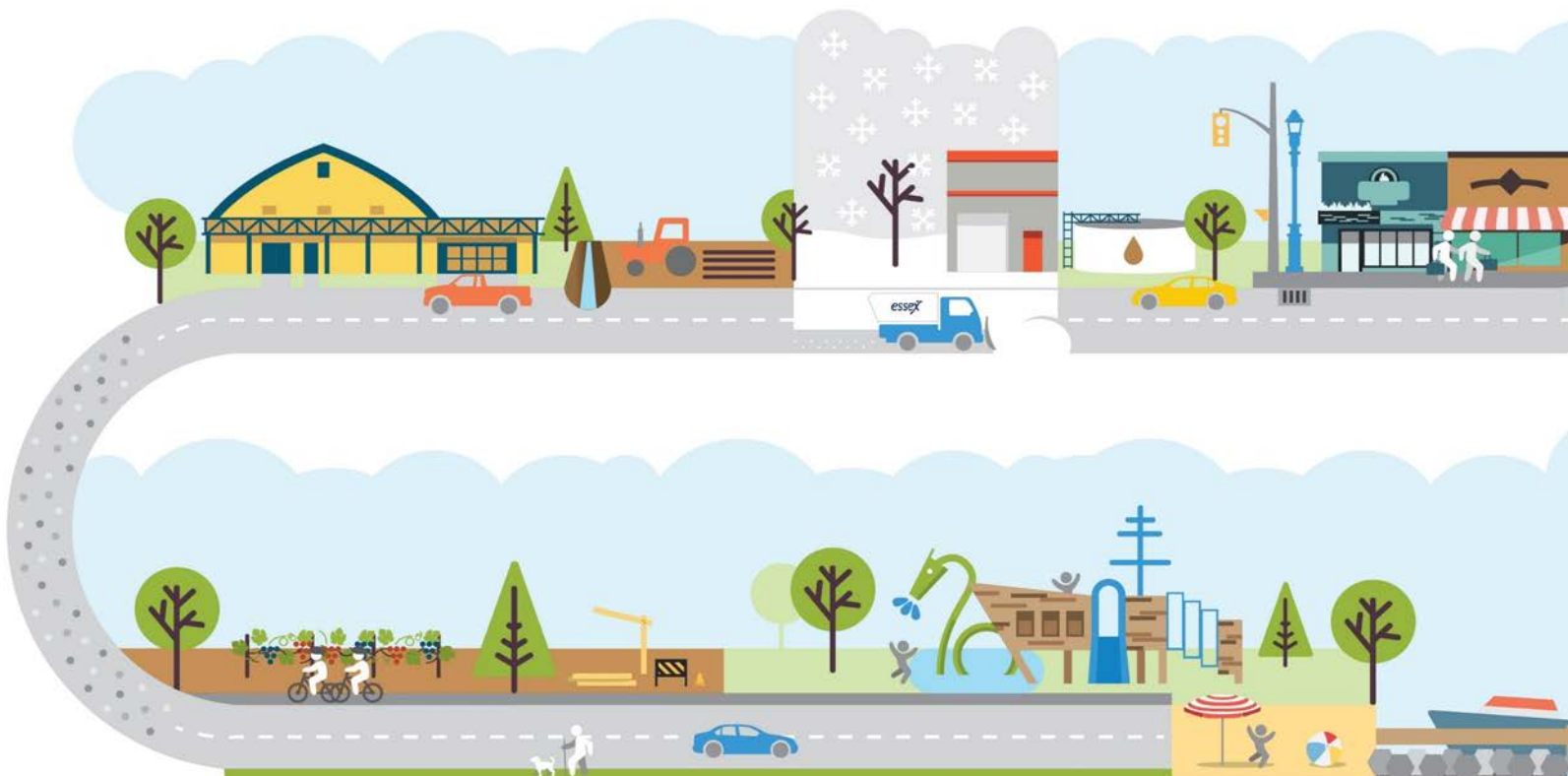
	2020	2021	Increase/(Decrease)
Salaries Wages & Benefits and Personnel Expenses	10,819,961	11,563,629	
Union salary review budget under Human Resources*	275,000		
Total	11,094,961	11,563,629	468,669

Add:	Annual negotiated increase	131,643
Add:	Employee progression / grid changes	57,616
Add:	Increase due to Union Negotiations and Non Union Salary Review	195,312
Add:	Benefit increase	89,270
Less:	Human Resource student	(5,172)
2021 Salaries Wages & Benefits and Personnel Expenses Increase/(Decrease)		468,669

Notes:

*2020 Salaries Wages & Benefits and Personnel Expenses did not include \$275k in budgeted amounts for the negotiation of the new CUPE contract and retro-active payments related to union pay and job equity review, and the non-union salary review. These amounts were captured under the Human Resource division for 2020 due to negotiations.

18	Council
20	Other - Contracts / Special Levies
24	Office of the Chief Administrative Officer
26	Corporate Services
28	Community Services
30	Development Services
32	Infrastructure Services

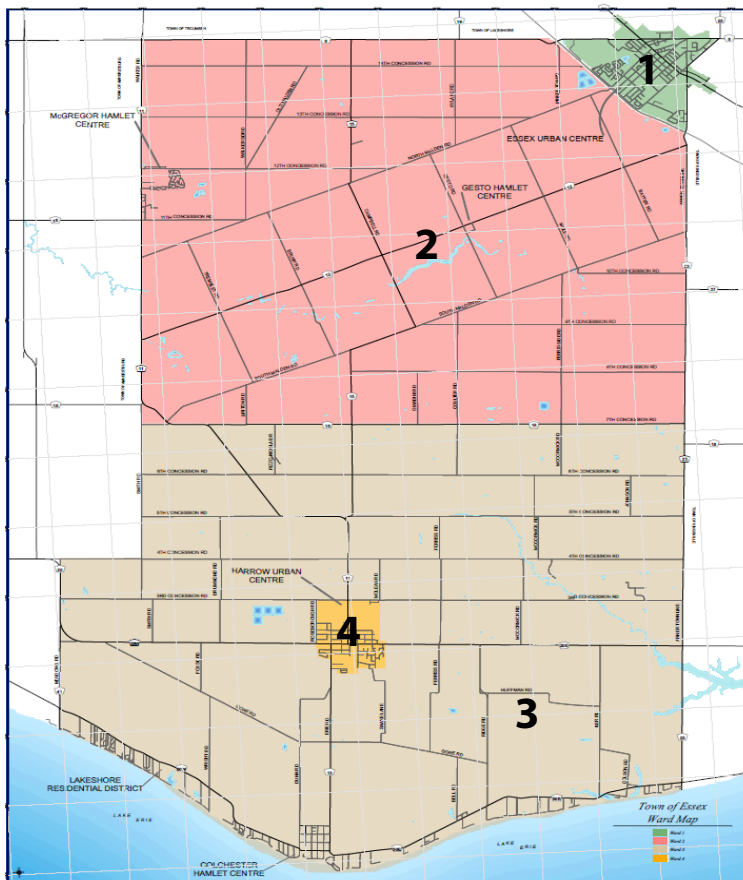
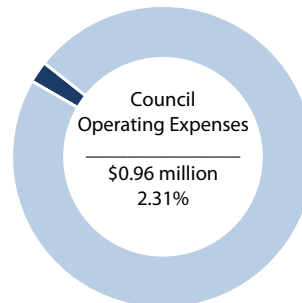


Department Overview



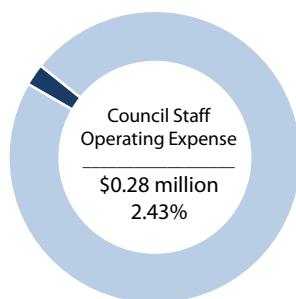
Council

Council is the governing body of the municipal corporation and the custodian of its powers, both legislative and administrative. The policies that Council sets are the guidelines that administration follows as it performs the task of running the municipality. Council spends a significant amount of their time creating new policies and programs or reviewing the current ones to make sure they are working as they should. Council has established a 2019-2022 Corporate Strategic Plan which will continue to guide them through the rest of their four-year term.



Council Complement

Cost Centre	2020			2021			Change		
	Full-time	Part-time	Student	Full-time	Part-time	Student	Full-time	Part-time	Student
Council	8.0	0.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0
Total - Council	8.0	0.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0

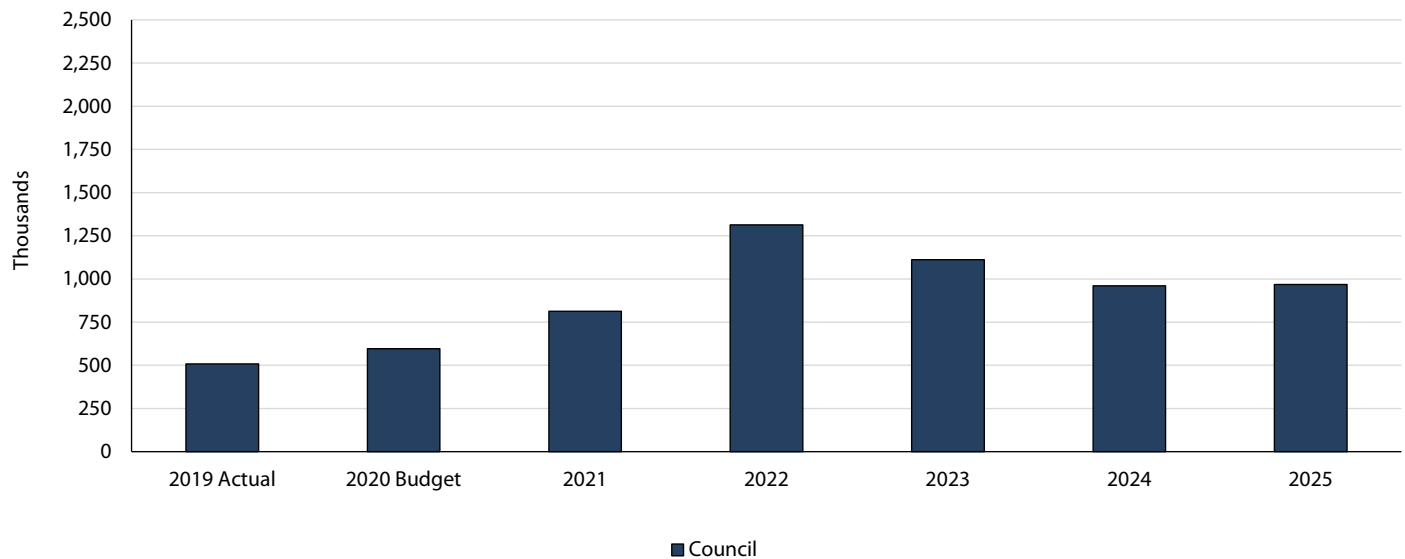


Summary of Changes to the Staff Complement

There is no change in the complement of Council for 2021. In 2018 Council approved the election of the Deputy-Mayor at large which increased the number of elected officials in the Town of Essex from seven to eight.

2021 to 2025 Net Operating Budget by Cost Centre

Cost Centre	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Council	507,441	595,679	812,450	216,771	36%	1,312,680	1,111,962	960,195	967,707
Total	507,441	595,679	812,450	216,771	36%	1,312,680	1,111,962	960,195	967,707



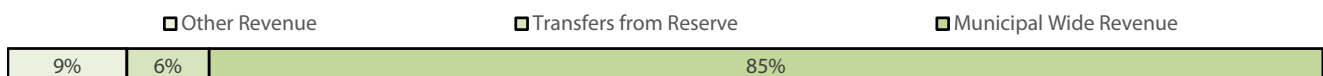
2021 to 2025 Operating Budget by Expense and Revenue Grouping

Grouping	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Expenditures									
Personnel Expenses	221,240	276,102	281,019	4,916	2%	285,604	289,752	293,994	298,320
Supplies and Services	696,322	385,873	187,919	(197,954)	-51%	243,146	225,915	207,525	207,525
Transfers to Reserves	251,638	67,500	483,764	416,264	617%	694,177	356,536	218,912	222,092
Utilities and Insurance	5,132	6,514	6,506	(9)	0%	6,511	6,516	6,522	6,527
Total Expenditures	1,174,333	735,990	959,207	223,217	30%	1,229,437	878,719	726,952	734,464
Revenues									
Property Taxation	-	-	-	-	0%	-	-	-	-
Provincial and Federal Funding	55,639	-	-	-	0%	-	-	-	-
Other Revenue	110,106	80,311	86,757	6,446	8%	86,757	86,757	86,757	86,757
Transfers from Reserves	501,146	60,000	60,000	-	0%	60,000	60,000	60,000	60,000
Total Revenues	666,892	140,311	146,757	6,446	5%	146,757	146,757	146,757	146,757
Net Total (incl. debt)	507,441	595,679	812,450	216,771	36%	1,082,680	731,962	580,195	587,707
Debt Charges	-	-	-	-	0%	230,000	380,000	380,000	380,000
Net Total	507,441	595,679	812,450	216,771	36%	1,312,680	1,111,962	960,195	967,707

2021 Expenditure by Groupings

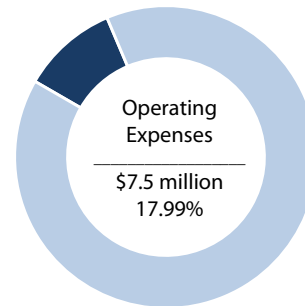


2021 Revenue by Groupings



Other - Contracts / Special Levies

Other contracts include the contract for policing services provided by the Ontario Provincial Police, as well as contracts and other revenues and expenditures associated with Animal Control and Health Services. Special levies include the compensation that the Town receives as the host municipality for the regional landfill, expenditures related to garbage collection and disposal, the garbage collection and disposal levy collected by the Town, and the levy paid by the Town to support the Essex Region Conservation Authority.



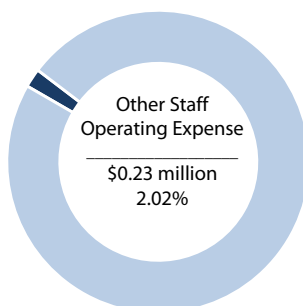
Police	Conservation Authority	Animal Control	Health Services	Garbage Collection
<ul style="list-style-type: none"> Provide adequate and effective policing for the Town, including both proactive and reactive services. Maintain community service programs and community policing committees. Provide regular reports to the Essex Police Services Board on overall policing activities. Enforce key municipal by-laws. 	<ul style="list-style-type: none"> Further the conservation, restoration, development and management of natural resources in nine municipalities covering 1,681 square kilometres. Manage 4,200 acres of natural lands. Protect the water quality and use of water in the watersheds within the Authority's jurisdiction. 	<ul style="list-style-type: none"> Provide Animal Control Services through contracted Animal Control Officers. Maintain and operate a joint dog pound with other local municipalities. Control feral cat populations through a spay and neuter voucher program and trap, neuter and return program. 	<ul style="list-style-type: none"> Manage and provide cemetery services for active cemeteries and maintain inactive cemeteries owned by the Town. Support the services of a Nurse Practitioner. Provide for the cost of annual treatments to combat West Nile Virus. 	<ul style="list-style-type: none"> Provide waste and yard waste collection pickup and disposal. Billing of the garbage collection and disposal levy. Receive compensation as the host of the regional landfill.



Staff Complement

Cost Centre	2020			2021			Change		
	Full-time	Part-time	Student	Full-time	Part-time	Student	Full-time	Part-time	Student
Health Services	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0
Total - Other	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0

* Staff Complement is not applicable to contracts and levies, which includes Police, Conservation Authority, Animal Control, and Garbage Collection.



Summary of Changes to the Staff Complement

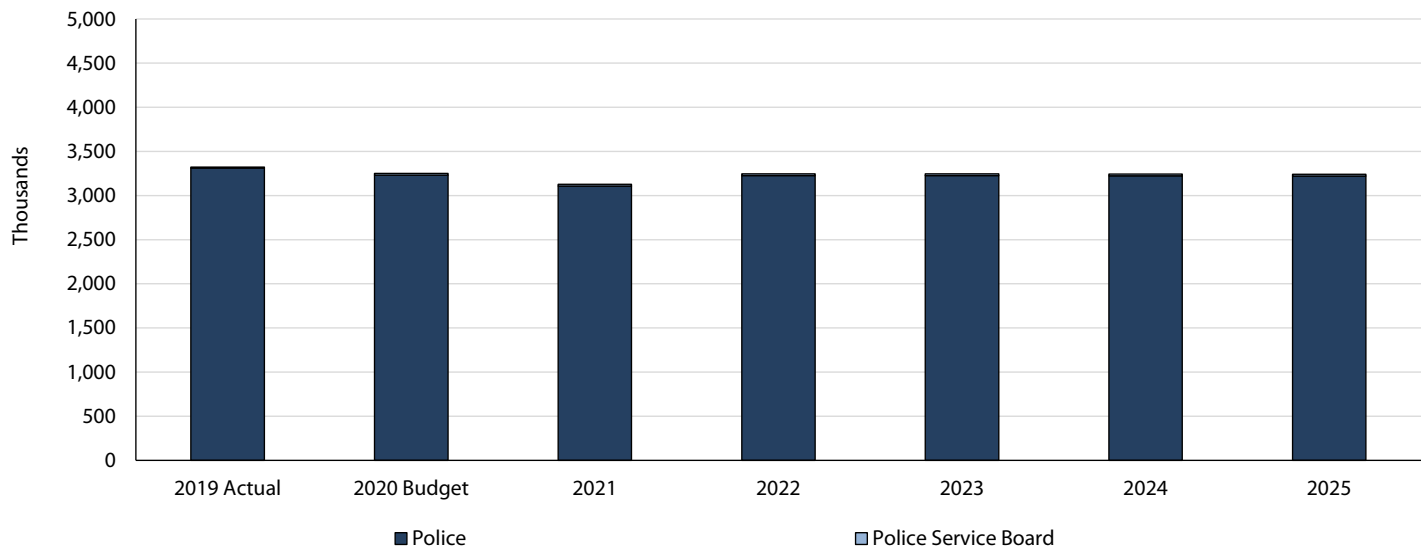
There are no changes for 2021 to the Staff Complement for Other - Contracts / Special Levies.

Other - Police



2021 to 2025 Net Operating Budget by Cost Centre

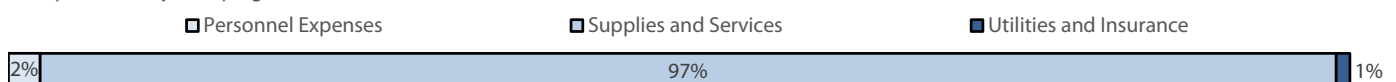
Cost Centre	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Police	3,310,798	3,230,446	3,107,178	(123,268)	-4%	3,226,052	3,226,213	3,223,673	3,221,094
Police Service Board	12,011	19,641	19,641	-	0%	19,641	19,641	20,141	20,141
Total	3,322,809	3,250,087	3,126,819	(123,268)	-4%	3,245,693	3,245,854	3,243,814	3,241,235



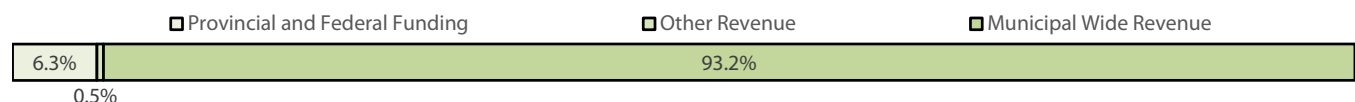
2021 to 2025 Operating Budget by Expense and Revenue Grouping

Grouping	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Expenditures									
Personnel Expenses	81,737	86,745	79,017	(7,728)	-9%	79,017	79,017	79,517	79,517
Supplies and Services	3,401,485	3,353,038	3,234,323	(118,715)	-4%	3,353,038	3,353,038	3,353,038	3,353,038
Transfers to Reserves	-	-	-	-	0%	-	-	-	-
Utilities and Insurance	34,459	31,501	34,699	3,199	10%	34,883	35,069	35,256	35,379
Total Expenditures	3,517,681	3,471,284	3,348,039	(123,244)	-4%	3,466,938	3,467,124	3,467,811	3,467,934
Revenues									
Property Taxation	-	-	-	-	0%	-	-	-	-
Provincial and Federal Funding	182,813	210,400	210,400	-	0%	210,400	210,400	210,400	210,400
Other Revenue	17,464	16,200	16,224	24	0%	16,248	16,273	16,299	16,299
Transfers from Reserves	-	-	-	-	0%	-	-	-	-
Total Revenues	200,276	226,600	226,624	24	0%	226,648	226,673	226,699	226,699
Net Total (incl. debt)	3,317,405	3,244,684	3,121,415	(123,268)	-4%	3,240,290	3,240,450	3,241,112	3,241,235
Debt Charges	5,404	5,404	5,404	-	0%	5,404	5,404	2,702	-
Net Total	3,322,809	3,250,087	3,126,819	(123,268)	-4%	3,245,693	3,245,854	3,243,814	3,241,235

2021 Expenditure by Groupings



2021 Revenue by Groupings

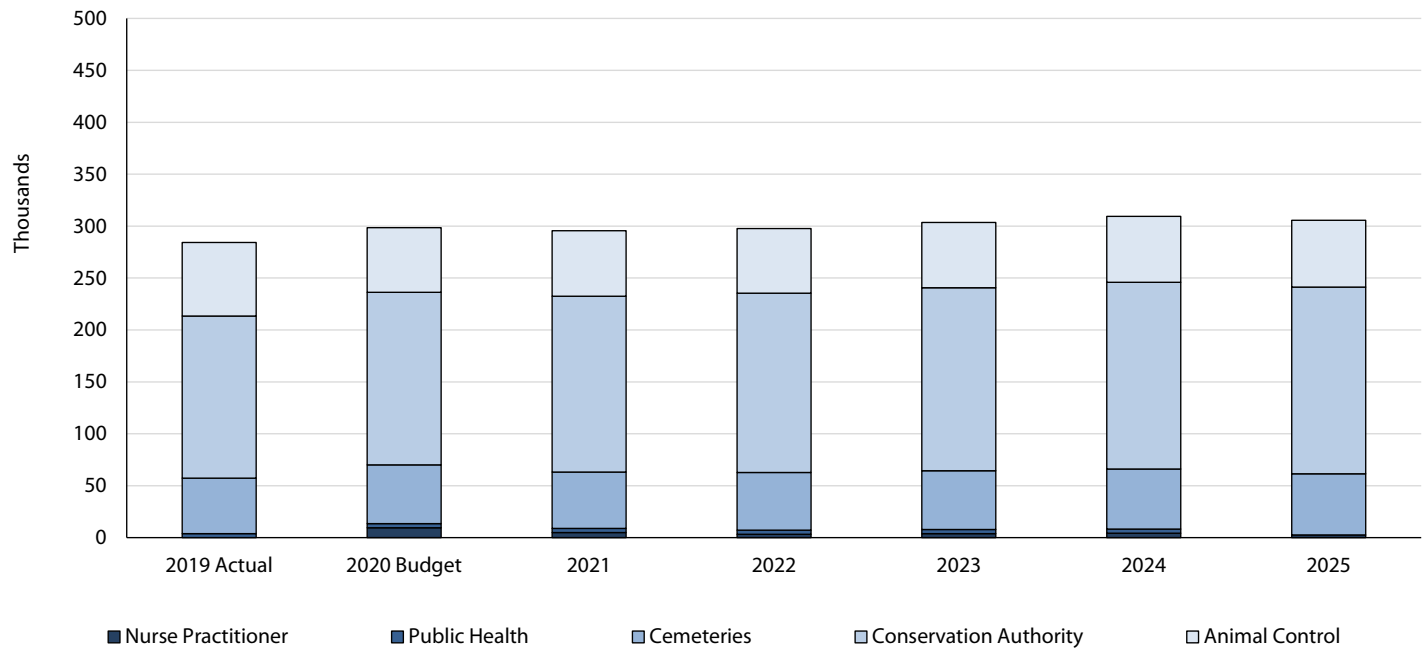


Other - Health Services/Conservation/Animal Control



2021 to 2025 Net Operating Budget by Cost Centre

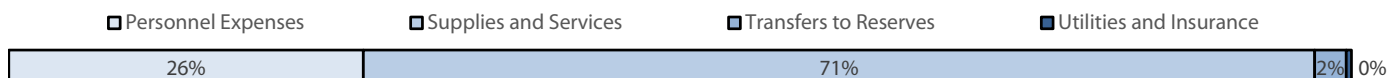
Cost Centre	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Nurse Practitioner	-	9,515	4,880	(4,635)	-49%	3,232	3,752	4,256	2,534
Public Health	3,792	4,000	4,000	-	0%	4,000	4,000	4,000	-
Cemeteries	53,596	56,648	54,183	(2,464)	-4%	55,465	56,609	57,776	58,940
Conservation Authority	155,947	166,099	169,421	3,322	2%	172,808	176,266	179,790	179,790
Animal Control	70,878	62,241	63,028	787	1%	62,149	62,866	63,598	64,344
Total	284,213	298,503	295,512	(2,991)	-1%	297,653	303,493	309,419	305,608



2021 to 2025 Operating Budget by Expense and Revenue Grouping

Grouping	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Expenditures									
Personnel Expenses	152,635	152,548	154,616	2,068	1%	158,377	160,585	162,793	162,793
Supplies and Services	405,035	413,426	415,075	1,649	0%	420,988	428,474	436,106	436,297
Transfers to Reserves	21,694	9,880	13,675	3,795	38%	13,675	13,675	13,675	13,675
Utilities and Insurance	1,763	2,121	2,293	172	8%	2,322	2,352	2,382	2,388
Total Expenditures	581,127	577,975	585,659	7,684	1%	595,362	605,086	614,957	615,153
Revenues									
Property Taxation	-	-	-	-	0%	-	-	-	-
Provincial and Federal Funding	154,980	157,053	163,356	6,303	4%	168,765	170,453	172,157	173,879
Other Revenue	111,842	115,419	119,791	4,372	4%	121,944	124,140	126,380	128,665
Transfers from Reserves	30,093	7,000	7,000	-	0%	7,000	7,000	7,000	7,000
Total Revenues	296,915	279,472	290,147	10,675	4%	297,709	301,593	305,538	309,544
Net Total (incl. debt)	284,213	298,503	295,512	(2,991)	-1%	297,653	303,493	309,419	305,609
Debt Charges	-	-	-	-	0%	-	-	-	-
Net Total	284,213	298,503	295,512	(2,991)	-1%	297,653	303,493	309,419	305,609

2021 Expenditure by Groupings



2021 Revenue by Groupings



Other - Garbage Collection and Disposal



2021 to 2025 Net Operating Budget by Cost Centre

Cost Centre	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Garbage Collection and Disposal	-	-	-	-	0%	-	-	-	-
Total	-	-	-	-	0%	-	-	-	-

Graph Is Not Applicable Due to the Net Zero (Revenue = Expense) Nature of Garbage Collection and Disposal.

2021 to 2025 Operating Budget by Expense and Revenue Grouping

Grouping	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Expenditures									
Personnel Expenses	-	-	-	-	0%	-	-	-	-
Supplies and Services	1,239,728	1,254,975	1,297,424	42,449	3%	1,270,424	1,286,071	1,286,071	1,286,071
Transfers to Reserves	1,563,991	1,606,911	2,248,689	641,778	29%	1,608,175	1,597,787	1,597,787	1,597,787
Utilities and Insurance	-	-	-	-	0%	-	-	-	-
Total Expenditures	2,803,719	2,861,886	3,546,113	684,227	19%	2,878,599	2,883,858	2,883,858	2,883,858
Revenues									
Property Taxation	1,275,728	1,310,975	1,304,424	(6,551)	-1%	1,304,424	1,286,071	1,286,071	1,286,071
Provincial and Federal Funding	-	-	-	-	0%	-	-	-	-
Other Revenue	1,527,991	1,550,911	2,241,689	690,778	31%	1,574,175	1,597,787	1,597,787	1,597,787
Transfers from Reserves	-	-	-	-	0%	-	-	-	-
Total Revenues	2,803,719	2,861,886	3,546,113	684,227	19%	2,878,599	2,883,858	2,883,858	2,883,858
Net Total (incl. debt)	-	-	-	-	0%	-	-	-	-
Debt Charges	-	-	-	-	0%	-	-	-	-
Net Total	-	-	-	-	0%	-	-	-	-

2021 Expenditure by Groupings

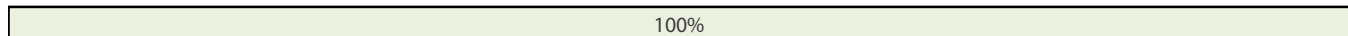
▣ Supplies and Services

▣ Transfers to Reserves



2021 Revenue by Groupings

▣ Other Revenue

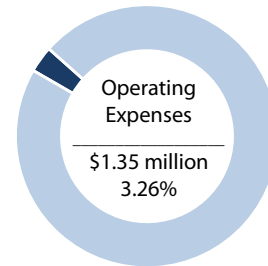


Department Overview



Office of the Chief Administrative Officer (CAO)

The Office of the CAO falls under the portfolio of the CAO and acts as the leader of the Corporate Leadership Team who collectively manage the long-term strategic direction of the Town. The CAO is responsible for ensuring the timely and relevant delivery of services to the community that are aligned with Council's strategic priorities and budget. In summary the CAO translates Council's vision into quality action.

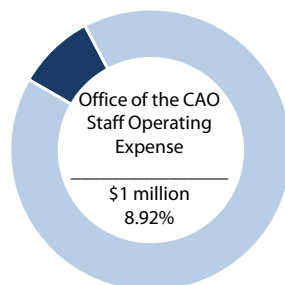


Legislative Services	Communications	Training and Development
<ul style="list-style-type: none"> Provides Council related services. In house legal counsel, expertise, and opinion. Oversees the delivery of various key services, including: animal control, cemeteries, board and committee appointments, meeting facilitation, freedom of information and protection of privacy, and by-law and Council minutes maintenance. 	<ul style="list-style-type: none"> Manages all external and internal communications, and media relations for the Town. Provides innovative means to get the message out, while engaging in meaningful two way communication. Provides strategic communications and marketing, public engagement, and digital communications. 	<ul style="list-style-type: none"> The Town of Essex offers a robust and comprehensive training tool for employees, to not only maintain existing skills, but to develop additional skills to help move the municipality forward. Based off a percentage of Total Payroll (locked at 2016 amount).



Staff Complement

Cost Centre	2020			2021			Change		
	Full-time	Part-time	Student	Full-time	Part-time	Student	Full-time	Part-time	Student
CAO	1.3	0.0	0.0	1.3	0.0	0.0	0.0	0.0	0.0
Legislative Services	4.0	9.0	1.0	4.0	9.0	1.0	0.0	0.0	0.0
Communications	1.0	0.0	1.0	1.0	0.0	1.0	0.0	0.0	0.0
Total - Office of the CAO	6.3	9.0	2.0	6.3	9.0	2.0	0.0	0.0	0.0

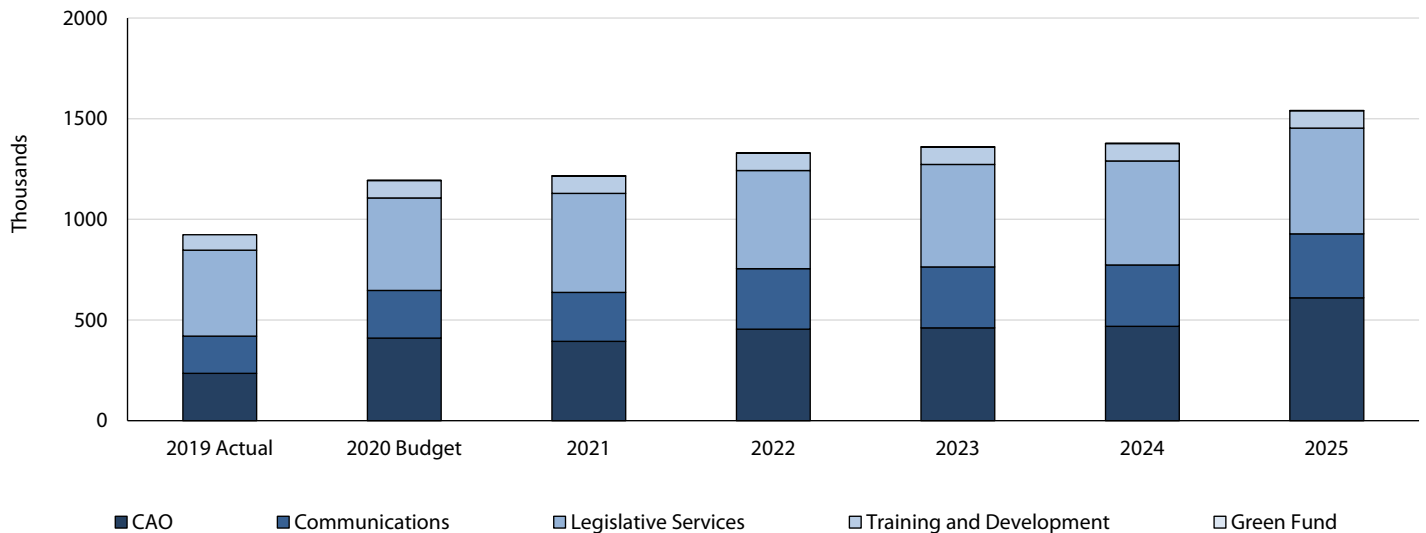


Summary of Changes to the Staff Complement

There are no changes for 2021 to the Staff Complement for Office of the CAO.

2021 to 2025 Net Operating Budget by Cost Centre

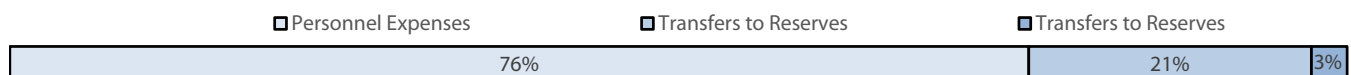
Cost Centre	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
CAO	234,774	409,952	394,199	(15,754)	-4%	454,776	461,496	468,366	610,365
Communications	185,690	237,200	242,983	5,783	2%	300,240	302,553	304,919	317,332
Legislative Services	426,781	459,251	491,467	32,215	7%	487,298	508,614	516,970	525,487
Training and Development	76,810	86,721	86,721	-	0%	86,721	86,721	86,721	86,721
Green Fund	-	684	684	-	0%	684	684	684	684
Total	924,056	1,193,808	1,216,053	22,245	2%	1,329,719	1,360,067	1,377,660	1,540,588



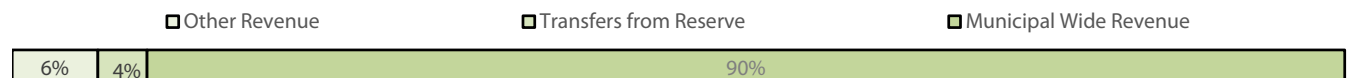
2021 to 2025 Operating Budget by Expense and Revenue Grouping

Grouping	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Expenditures									
Personnel Expenses	902,489	948,162	1,031,063	82,902	9%	1,100,975	1,131,486	1,149,244	1,167,341
Supplies and Services	143,310	294,662	286,011	(8,651)	-3%	280,071	280,131	280,192	425,255
Transfers to Reserves	68,491	36,000	36,000	-	0%	36,000	36,000	36,000	36,000
Utilities and Insurance	2,202	8	7	-	0%	7	8	8	8
Total Expenditures	1,116,493	1,278,831	1,353,082	74,251	6%	1,417,053	1,447,624	1,465,444	1,628,604
Revenues									
Property Taxation	-	-	-	-	0%	-	-	-	-
Provincial and Federal Funding	-	-	-	-	0%	-	-	-	-
Other Revenue	65,331	85,023	87,029	2,006	2%	87,335	87,557	87,784	88,016
Transfers from Reserves	127,106	-	50,000	50,000	0%	-	-	-	-
Total Revenues	192,437	85,023	137,029	52,006	61%	87,335	87,557	87,784	88,016
Net Total (incl. debt)	924,056	1,193,808	1,216,053	22,245	2%	1,329,719	1,360,067	1,377,660	1,540,588
Debt Charges	-	-	-	-	0%	-	-	-	-
Net Total	924,056	1,193,808	1,216,053	22,245	2%	1,329,719	1,360,067	1,377,660	1,540,588

2021 Expenditure by Groupings



2021 Revenue by Groupings

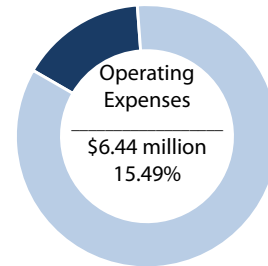


Department Overview



Corporate Services

The Corporate Services Department falls under the Director, Corporate Services and provides a complex portfolio of professional, administrative, technical, and financial services to both internal and external customers.

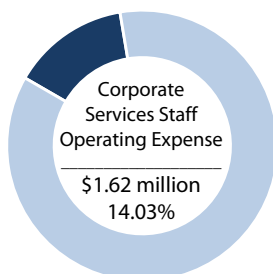


Finance & Business Services	Human Resources	Information Technology
<ul style="list-style-type: none"> Provides financial stewardship, leadership and safeguarding of assets. Manages property taxation, including the billing and collection of property taxes. Facilitates the procurement of goods and services. Oversees various financial activities, including the preparation of the annual budget and forecast, and annual year end audit. 	<ul style="list-style-type: none"> Manages the delivery of Human Resources (HR) and Health and Safety services; ensuring delivery is responsive, effective, and that services are current and consistent with industry best practice. Plans, develops and implements programs, policies, and procedures to attract and retain talented employees. Ensures compliance with all applicable legislation. Provides strategic HR leadership, support and recommendations to the CAO, Directors, Managers/ Supervisors, employees and Council. 	<ul style="list-style-type: none"> Provides leadership for effective and efficient use of Information Technology (IT) and Geographical Information Systems (GIS). Provides products and services that meet the needs of both internal and external customers. Manages and supports a diverse and robust, reliable, and secure IT portfolio, that consists of both hardware and software, along with telecommunications architecture.



Staff Complement

Cost Centre	2020			2021			Change		
	Full-time	Part-time	Student	Full-time	Part-time	Student	Full-time	Part-time	Student
Director, Corporate Services	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0
Finance & Business Services	9.0	0.0	1.0	9.0	0.0	1.0	0.0	0.0	0.0
Human Resources	1.7	0.0	1.0	1.7	0.0	0.0	0.0	0.0	-1.0
Information Technology	3.0	0.0	0.0	3.0	0.0	0.0	0.0	0.0	0.0
Total - Corporate Services	14.7	0.0	2.0	14.7	0.0	1.0	0.0	0.0	-1.0

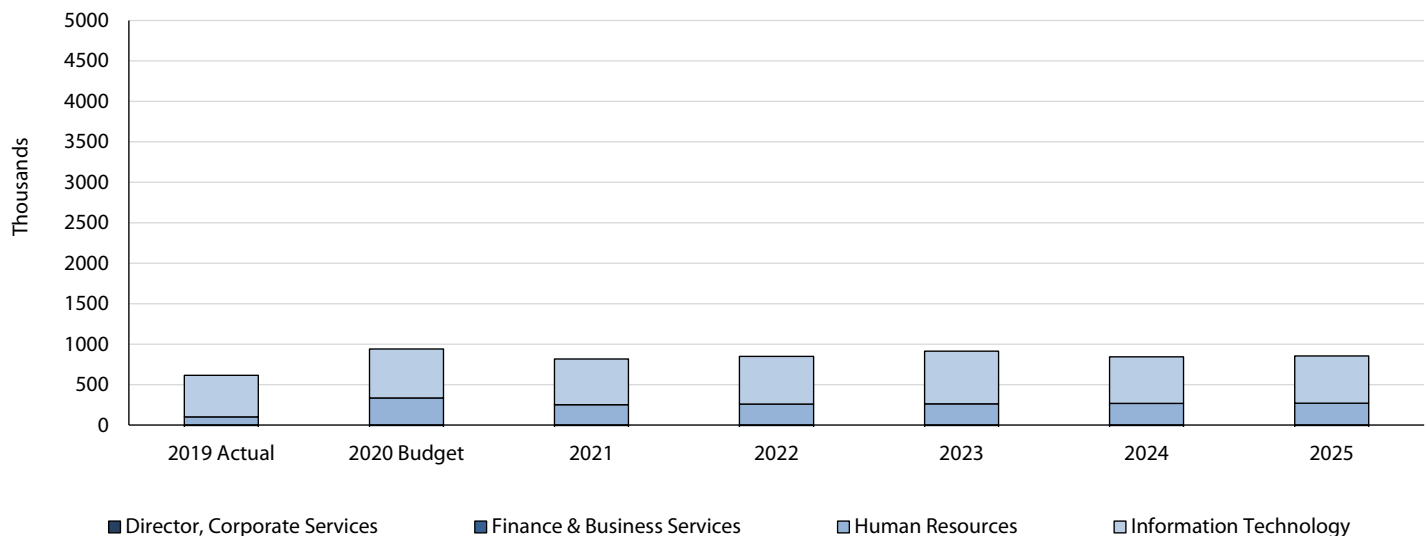


Summary of Changes to the Staff Complement

Corporate Services has a reduction of one student under Human Resources.

2021 to 2025 Net Operating Budget by Cost Centre

Cost Centre	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Director, Corporate Services	(2,787,390)	(3,405,672)	(2,544,035)	861,636	-25%	(2,965,160)	(3,056,738)	(2,935,790)	(2,929,821)
Finance & Business Services	(14,828,504)	(15,168,338)	(15,837,560)	(669,221)	4%	(16,178,997)	(16,563,058)	(16,947,170)	(16,824,584)
Human Resources	99,810	333,599	252,582	(81,017)	-24%	258,696	262,878	267,152	271,512
Information Technology	516,104	605,522	564,492	(41,031)	-7%	590,556	651,149	575,610	581,739
Net Total	(16,999,981)	(17,634,889)	(17,564,521)	70,368	0%	(18,294,905)	(18,705,769)	(19,040,197)	(18,901,154)



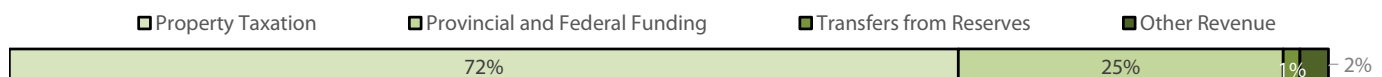
2021 to 2025 Operating Budget by Expense and Revenue Grouping

Grouping	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Expenditures									
Personnel Expenses	1,453,724	1,511,000	1,622,137	111,137	7%	1,649,264	1,667,712	1,697,844	1,728,643
Supplies and Services	1,542,521	2,156,817	1,882,016	(274,800)	-13%	1,557,426	1,612,385	1,530,688	1,531,160
Transfers to Reserves	2,139,891	2,843,240	2,827,198	(16,042)	-1%	2,827,198	2,855,366	2,855,366	2,855,366
Utilities and Insurance	152,037	231,487	107,301	(124,187)	-54%	179,780	183,071	186,426	186,541
Total Expenditures	5,288,172	6,742,544	6,438,652	(303,892)	-5%	6,213,669	6,318,535	6,270,324	6,301,710
Revenues									
Property Taxation	16,231,683	16,845,240	17,272,146	426,906	3%	17,649,356	18,049,356	18,449,356	18,343,623
Provincial and Federal Funding	5,287,594	5,907,131	5,915,398	8,267	0%	5,935,298	5,963,466	5,963,466	5,963,466
Other Revenue	693,113	1,433,909	520,771	(913,137)	-64%	524,005	524,578	525,164	525,319
Transfers from Reserves	84,611	200,000	303,705	103,705	52%	408,762	495,750	376,959	370,455
Total Revenues	22,297,000	24,386,280	24,012,020	(374,260)	-2%	24,517,421	25,033,150	25,314,944	25,202,864
Net Total (incl. debt)	(17,008,828)	(17,643,736)	(17,573,368)	70,368	0%	(18,303,752)	(18,714,616)	(19,044,620)	(18,901,154)
Debt Charges	8,847	8,847	8,847	-	0%	8,847	8,847	4,423	-
Net Total	(16,999,981)	(17,634,889)	(17,564,521)	70,368	0%	(18,294,905)	(18,705,769)	(19,040,197)	(18,901,154)

2021 Expenditure by Groupings



2021 Revenue by Groupings

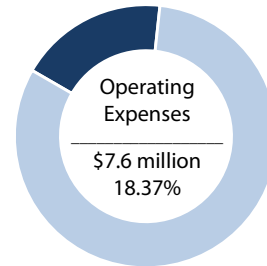


Department Overview



Community Services

The Community Services Department connects people with progressive places and positive experiences, while ensuring the safety of people through Fire Services. The department encourages all residents of Essex to embrace an active and healthy lifestyle through the delivery of quality recreation, parks and cultural services with a spirit of community.

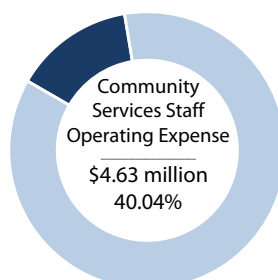


Recreation and Culture	Parks and Facilities	Fire
<ul style="list-style-type: none"> Plans, develops and implements programs throughout the Town, through direct delivery and in partnership with community organizations. Engages with community-based organizations who provide services related to arts, culture, sport and recreation programs and events. Manages Town-owned community centres, and the aquatic centre. 	<ul style="list-style-type: none"> Coordinates and manages the operations of all Town-owned facilities. Provides energy management oversight. Provides input into the review of proposed developments as it pertains to parks and open space. 	<ul style="list-style-type: none"> Leads emergency management training, fire prevention training and public education. Burn permits. First responders to emergency calls for fire, carbon monoxide, accidents, and motor vehicle accidents.



Staff Complement

Cost Centre	2020			2021			Change		
	Full-time	Part-time	Student	Full-time	Part-time	Student	Full-time	Part-time	Student
Director, Community Services	1.0	0.0	1.0	1.0	0.0	1.0	0.0	0.0	0.0
Recreation and Culture	5.0	2.0	45.0	5.0	2.0	45.0	0.0	0.0	0.0
Parks and Facilities	12.0	11.0	35.0	12.0	11.0	35.0	0.0	0.0	0.0
Fire	3.0	65.0	0.0	3.0	65.0	0.0	0.0	0.0	0.0
Total - Community Services	21.0	78.0	81.0	21.0	78.0	81.0	0.0	0.0	0.0



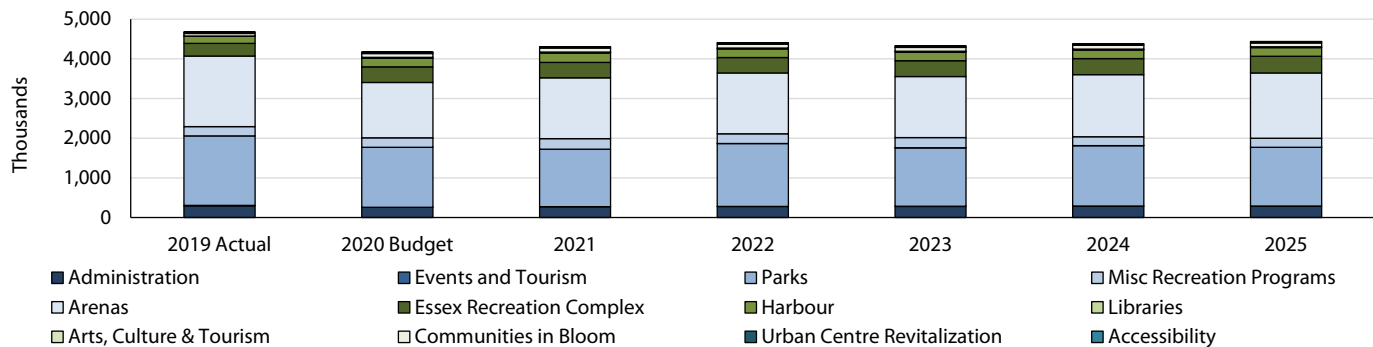
Summary of Changes to the Staff Complement

There are no changes for 2021 to the Staff Complement for Community Services.

2021 to 2025 Net Operating Budget by Cost Centre

Cost Centre	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Administration - Fire	412,813	471,332	494,303	22,970	5%	488,747	446,545	453,720	462,356
Public Education, Prevention	172,131	171,458	179,093	7,635	4%	181,154	183,538	185,977	188,414
Station 1	565,396	601,938	561,461	(40,477)	-7%	563,188	564,065	448,812	449,120
Station 2	276,247	286,946	456,813	169,866	59%	458,092	458,888	459,502	459,778
Station 3	320,968	303,128	304,283	1,155	0%	304,552	308,682	308,723	369,102
Emergency Operations	23,675	28,555	28,555	-	0%	28,555	28,555	28,555	29,738
Administration	294,552	256,706	272,402	15,697	6%	277,768	281,712	286,246	285,571
Events and Tourism	12,778	2,000	2,000	-	0%	2,000	2,000	2,000	2,000
Parks	1,747,721	1,510,659	1,448,208	(62,451)	-4%	1,588,201	1,473,986	1,525,038	1,484,288
Essex FunFest*	-	-	-	-	0%	4	7	11	14
Misc Recreation Programs	235,442	240,364	263,697	23,333	10%	244,244	254,888	224,692	224,801
Arenas	1,777,916	1,395,649	1,532,424	136,775	10%	1,529,986	1,541,995	1,564,012	1,646,991
Essex Recreation Complex	322,429	392,920	391,597	(1,323)	0%	391,370	396,832	402,179	418,246
Harbour	177,360	218,594	241,405	22,811	10%	218,225	219,386	220,564	221,466
Libraries	6,494	7,344	8,661	1,317	18%	8,777	8,762	8,749	9,511
Arts, Culture & Tourism	817	11,003	11,003	-	0%	10,675	10,675	10,675	10,675
Communities in Bloom	65,582	97,879	97,879	-	0%	98,629	97,879	97,879	97,879
Urban Centre Revitalization	30,000	30,000	30,000	-	0%	30,000	30,000	30,000	30,000
Accessibility	2,350	2,350	2,100	(250)	-11%	2,100	2,100	2,100	2,100
Total	6,444,673	6,028,824	6,325,884	297,060	5%	6,426,267	6,310,495	6,259,433	6,392,048

* Essex FunFest are not included in the chart below due to their net zero value (revenue = expense).



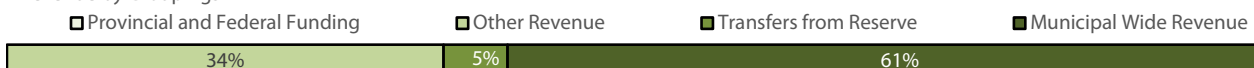
2021 to 2025 Operating Budget by Expense and Revenue Grouping

Grouping	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Expenditures									
Personnel Expenses	4,347,954	4,371,538	4,630,572	259,034	6%	4,645,493	4,679,204	4,734,930	4,789,218
Supplies and Services	1,612,973	1,819,378	1,829,492	10,114	1%	1,857,806	1,791,999	1,844,010	1,960,968
Transfers to Reserves	814,806	172,098	90,459	(81,639)	-47%	170,459	90,459	90,459	90,459
Utilities and Insurance	994,093	906,609	1,084,027	177,417	20%	1,093,526	1,102,527	1,113,297	1,136,438
Total Expenditures	7,769,826	7,269,624	7,634,550	364,926	5%	7,767,283	7,664,190	7,782,696	7,977,083
Revenues									
Property Taxation	-	-	-	-	0%	-	-	-	-
Provincial and Federal Funding	43,207	30,000	30,000	-	0%	30,000	30,000	30,000	30,000
Other Revenue	2,662,284	2,578,646	2,583,065	4,419	0%	2,589,406	2,589,559	2,589,715	2,588,797
Transfers from Reserves	325,638	162,410	378,658	216,248	133%	404,667	404,667	377,324	377,324
Total Revenues	3,031,129	2,771,056	2,991,723	220,667	8%	3,024,073	3,024,226	2,997,039	2,996,121
Net Total (incl. debt)	4,738,696	4,498,568	4,642,828	144,259	3%	4,743,211	4,639,964	4,785,657	4,980,962
Debt Charges	1,705,977	1,530,256	1,683,056	152,800	10%	1,683,056	1,670,531	1,473,776	1,411,086
Net Total	6,444,673	6,028,824	6,325,884	297,060	5%	6,426,267	6,310,495	6,259,433	6,392,048

2021 Expenditure by Groupings



2021 Revenue by Groupings

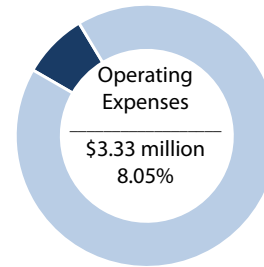


Department Overview

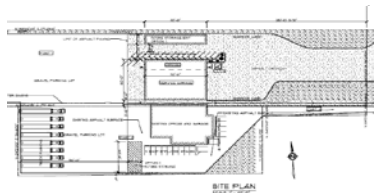


Development Services

Development Services provides advice to Council, Corporate Leadership Team, and the community as a whole with respect to development and planning through interpretation and application of effective policy and the evaluation of development opportunities, proposals and the issuance of building permits and enforcement of municipal by-laws including zoning compliance and property standards.

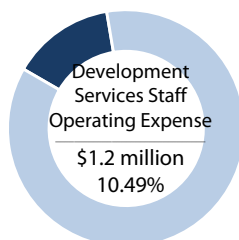


Economic Development	Planning Services	Building and By-Law
<ul style="list-style-type: none"> Identification and implementation of key initiatives that have the potential for economic impact and growth. Strategic focus on diversification and relationship development, to provide the resources and tools for a thriving economic base. Marketing tourism experiences that support cycling, wine, waterfront and culinary sectors. The goal is to encourage more visits by tourists to the Town of Essex while increasing spending at local businesses. 	<ul style="list-style-type: none"> Provides professional planning advice and municipal policies and procedures for land use. Initiates and develops studies and reports in support of new and updated plans, programs and regulations. Review and process development proposals. Provides information to the public regarding development regulations and projects. Ensure compliance with the Planning Act. 	<ul style="list-style-type: none"> Implement and regulate compliance with Provincial Statutes and Acts, including the Ontario Building Code Act and the Ontario Building Code. Review and approve plans for proposed construction and issue the appropriate permit. Conduct inspections and respond to internal and external customer inquiries. Implement and enforce various municipal by-laws, including property standards.



Staff Complement

Cost Centre	2020			2021			Change		
	Full-time	Part-time	Student	Full-time	Part-time	Student	Full-time	Part-time	Student
Director, Development	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0
Economic Development	1.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0
Planning Services	4.0	1.0	1.0	4.0	1.0	1.0	0.0	0.0	0.0
Building and By-Law	4.4	0.0	0.0	4.4	0.0	0.0	0.0	0.0	0.0
Total - Development Services	10.4	1.0	1.0	10.4	1.0	1.0	0.0	0.0	0.0



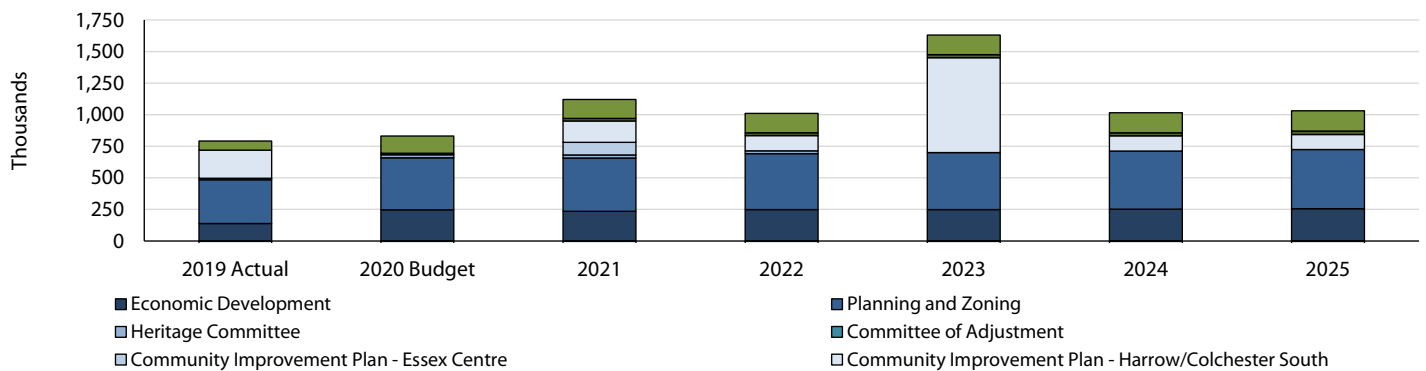
Summary of Changes to the Staff Complement

There are no changes in 2021 to the Staff Complement for Development Services.

2021 to 2025 Net Operating Budget by Cost Centre

Cost Centre	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Director, Development Services	-	-	-	-	0%	-	-	-	-
Economic Development	138,785	246,890	234,430	(12,460)	-5%	248,627	248,685	252,501	256,436
Planning and Zoning	346,988	412,794	423,241	10,447	3%	442,772	451,952	459,582	467,403
Heritage Committee	10,912	23,202	22,819	(383)	-2%	22,819	(2,181)	(2,181)	(2,181)
Committee of Adjustment	(39,868)	(34,426)	(38,926)	(4,500)	13%	(37,750)	(37,750)	(37,750)	(37,750)
Parkland Contributions*	-	-	-	-	0%	-	-	-	-
Business Improvement Area*	-	-	-	-	0%	-	-	-	-
Community Improvement Plan - Essex Centre	-	-	100,000	100,000	0%	-	-	-	-
Community Improvement Plan - Harrow/Colchester South	223,221	-	170,000	170,000	0%	120,000	750,000	120,000	120,000
Building	(12,824)	12,521	20,369	7,848	63%	23,311	24,119	25,655	26,953
By-Law Enforcement	72,140	135,948	149,123	13,175	10%	152,678	155,339	158,055	160,736
Development Charges*	-	-	-	-	0%	-	-	-	-
Total	739,353	796,930	1,081,056	284,127	36%	972,456	1,590,164	975,862	991,596

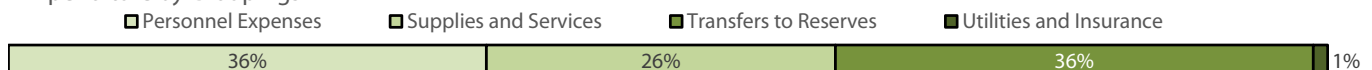
* Parkland Contributions, Business Improvement Area, and Development Charges are not included in the chart below due to their net zero value (revenue = expense).



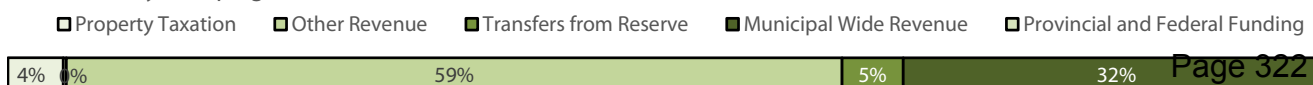
2021 to 2025 Operating Budget by Expense and Revenue Grouping

Grouping	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Expenditures									
Personnel Expenses	975,628	1,145,670	1,212,551	66,881	6%	1,192,728	1,208,027	1,229,434	1,251,391
Supplies and Services	769,601	822,502	885,814	63,312	8%	749,072	1,346,536	720,113	723,887
Transfers to Reserves	1,187,444	699,836	1,212,729	512,893	73%	1,457,672	1,029,006	801,929	817,835
Utilities and Insurance	27,981	36,768	36,585	(182)	0%	37,247	37,887	38,539	38,581
Total Expenditures	2,960,654	2,704,776	3,347,679	642,904	24%	3,436,720	3,621,455	2,790,014	2,831,694
Revenues									
Property Taxation	135,072	132,001	140,000	7,999	6%	132,001	132,001	132,001	132,001
Provincial and Federal Funding	75,595	53,000	8,000	(45,000)	-85%	-	-	-	-
Other Revenue	1,939,172	1,410,049	1,964,414	554,365	39%	2,212,278	1,776,076	1,552,576	1,572,256
Transfers from Reserves	71,892	313,225	154,638	(158,587)	-51%	120,414	123,645	129,790	135,841
Total Revenues	2,221,731	1,908,276	2,267,053	358,777	19%	2,464,693	2,031,721	1,814,367	1,840,098
Net Total (incl. debt)	738,923	796,500	1,080,627	284,127	36%	972,027	1,589,734	975,647	991,596
Debt Charges	430	430	430	-	0%	430	430	215	-
Net Total	739,353	796,930	1,081,056	284,127	36%	972,456	1,590,164	975,862	991,596

2021 Expenditure by Groupings

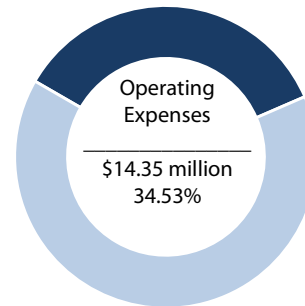


2021 Revenue by Groupings

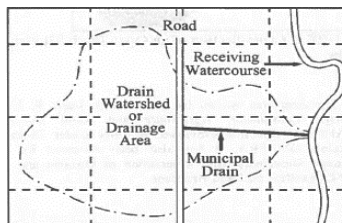


Infrastructure Services

Infrastructure describes the equipment and structures that we all use and benefit from daily. It helps us at work, at home and at play. It makes our Town safe, convenient and livable. It adds to the quality of our lives and contributes to our overall health and well-being. In addition, it makes our Town an attractive place to live and further makes businesses want to locate here. The Town is committed to investing in the maintenance, replacement, and upkeep of existing infrastructure to ensure it remains in a state of good repair and supports the residents of the Town.

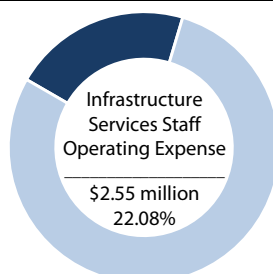


Public Works	Agriculture and Reforestation	Environmental Services
<ul style="list-style-type: none"> Maintain municipal street signage, patrol roads, right-of-way tree maintenance, traffic signals, streetlighting, street sweeping, roadside mowing, pedestrian corridors, road markings, asphalt surface repairs, gravel road maintenance, snow and ice control, sidewalks and active transportation. Operation and upkeep of storm sewer system (catch basins, sewers, manholes) and storm water management ponds / pumping stations. Maintain vehicle and equipment fleet that operates out of two Public work yards to provide complete municipal service. 	<ul style="list-style-type: none"> Oversee maintenance and construction of all municipal drains in accordance with the Ontario Drainage Act. Maintenance on municipal drains includes clearing of the drain, such as removal of beavers/dams, trees, repairing/replacing tile, silting and cleaning out tiles. Issue billings to construct and maintain Municipal Drains to benefitting lands and roads as specified in the Schedule of Assessment outlined in the Drain Report. 	<ul style="list-style-type: none"> Provide sustainable water and wastewater services. Support operation of water and wastewater treatment plants under contract with Ontario Clean Water Agency. Maintain current infrastructure such as pipes, manholes, hydrants, pumping stations. Ensure water and wastewater rates are sufficient to cover operating costs and the cost to the repair and replace existing infrastructure.



Staff Complement

Cost Centre	2020			2021			Change		
	Full-time	Part-time	Student	Full-time	Part-time	Student	Full-time	Part-time	Student
Director, Infrastructure	1.60	0.00	0.00	1.60	0.00	0.00	0.00	0.00	0.00
Public Works	13.40	0.00	2.00	13.40	0.00	2.00	0.00	0.00	0.00
Agriculture and Reforestation	1.60	0.00	1.00	1.60	0.00	1.00	0.00	0.00	0.00
Environmental Services	5.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00
Total - Infrastructure	21.60	0.00	3.00	21.60	0.00	3.00	0.00	0.00	0.00



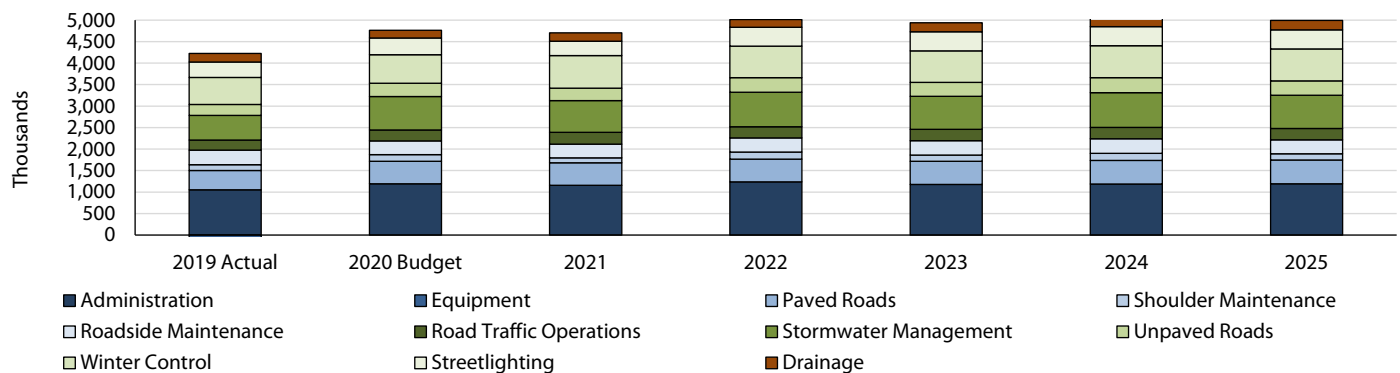
Summary of Changes to the Staff Complement

Infrastructure services has no change to the Staff Complement for 2021

2021 to 2025 Net Operating Budget by Cost Centre

Cost Centre	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Administration	1,054,969	1,194,823	1,157,944	(36,879)	-3%	1,236,334	1,178,502	1,187,336	1,190,950
Director, Infrastructure Services	-	-	-	-	0%	-	-	-	-
Equipment	(197,436)	-	-	-	0%	-	-	-	-
Paved Roads	448,276	520,940	524,375	3,435	1%	532,535	539,862	547,234	554,651
Shoulder Maintenance	131,204	154,829	114,935	(39,894)	-26%	162,027	141,078	165,160	144,271
Roadside Maintenance	341,702	319,968	320,560	593	0%	329,864	335,432	341,063	327,502
Road Traffic Operations	236,583	252,333	271,141	18,807	7%	258,762	265,181	261,629	263,103
Stormwater Management	571,016	782,384	738,617	(43,767)	-6%	802,859	767,214	810,096	771,005
Unpaved Roads	252,168	308,005	287,837	(20,168)	-7%	339,081	322,515	350,968	334,438
Winter Control	631,788	662,511	761,320	98,810	15%	733,438	737,367	741,374	745,459
Streetlighting	359,357	389,094	334,716	(54,378)	-14%	441,146	442,514	443,889	445,271
Drainage	196,640	180,643	195,301	14,658	8%	175,279	208,287	211,427	214,673
Tile Drainage	-	-	-	-	0%	-	-	-	-
Shoreline Protection	-	-	-	-	0%	-	-	-	-
Shoreline Assistance	1,721	-	-	-	0%	-	-	-	-
Sanitary Sewer	-	-	-	-	0%	-	-	-	-
Water	-	-	-	-	0%	-	-	-	-
Total	4,027,987	4,765,531	4,706,747	(58,784)	-1%	5,011,323	4,937,951	5,060,176	4,991,323

* Infrastructure Director, Equipment, Tile Drainage, Shoreline Protection, Shoreline Assistance, Sanitary Sewer, and Water are not included in the chart below due to their net zero value (revenue = expense).



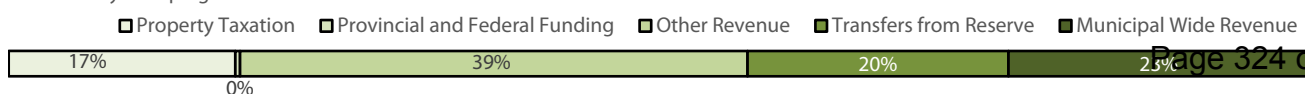
2021 to 2025 Operating Budget by Expense and Revenue Grouping

Grouping	2019 Actual	2020 Budget	Budget	Change		Forecast			
			2021	\$	%	2022	2023	2024	2025
Expenditures									
Personnel Expenses	2,009,862	2,328,780	2,553,130	224,350	10%	2,579,383	2,602,749	2,633,935	2,664,947
Supplies and Services	5,212,054	5,532,485	5,334,147	(198,337)	-4%	5,714,253	5,632,610	5,820,025	5,648,710
Transfers to Reserves	5,666,881	4,851,267	5,191,884	340,617	7%	5,232,234	5,340,648	5,348,345	5,592,233
Utilities and Insurance	1,176,355	1,108,934	1,275,022	166,088	15%	1,315,353	1,327,136	1,339,073	1,326,224
Total Expenditures	14,065,153	13,821,466	14,354,183	532,717	4%	14,841,223	14,903,143	15,141,378	15,232,115
Revenues									
Property Taxation	2,477,401	2,337,063	2,500,660	163,597	7%	2,518,550	2,507,505	2,434,775	2,452,709
Provincial and Federal Funding	80,684	53,320	53,320	-	0%	53,320	53,320	53,320	53,320
Other Revenue	5,837,093	5,314,259	5,601,181	286,922	5%	5,668,904	5,712,913	5,767,334	5,815,745
Transfers from Reserves	3,043,513	2,895,442	2,880,557	(14,886)	-1%	3,053,527	3,040,065	3,075,546	2,985,907
Total Revenues	11,438,690	10,600,084	11,035,717	435,634	4%	11,294,301	11,313,803	11,330,976	11,307,682
Net Total (incl. debt)	2,626,462	3,221,382	3,318,465	97,083	3%	3,546,922	3,589,340	3,810,402	3,924,433
Debt Charges	1,401,525	1,544,148	1,388,282	(155,867)	-10%	1,464,401	1,348,611	1,249,774	1,066,890
Net Total	4,027,987	4,765,531	4,706,747	(58,784)	-1%	5,011,323	4,937,951	5,060,176	4,991,323

2021 Expenditure by Groupings



2021 Revenue by Grouping



"Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community."

2019-2022 Corporate Strategic Plan

2021 Capital Budget and 2022 to 2025 Capital Forecast



*The Town of Essex is committed to managing the
Town's finances and human resources
in a responsible manner.*

Department Capital Budgets and Forecast



37	Capital Summary
38	Asset Management Implications
40	Asset Management Snapshot
42	Asset Management Lifecycle Reserve Forecast
45	2021 Capital Budget
46	Property Tax Supported Capital
60	User Rate Supported Capital
63	Council and Administration Requests Outside of 2021 Budget
67	2022 to 2025 Capital Forecast

Capital Summary



The 2021 Budget Document follows the same format as introduced for the 2020 Budget. Asset Management, planning and use of assets continues to be a key characteristic in the development of the Town's capital budget as can be seen again in this year's capital budget document.

"Manage, invest, and plan for sustainable municipal infrastructure which meets the current and future needs of the municipality and its citizens."

2019-2022 Corporate Strategic Plan

The 2021 Capital Budget includes **\$26.4 million** in projects.

Building upon the success of prior year budgets and the adoption of the Town's Asset Management Lifecycle Reserve, the Town has been able to move towards an independent 2021 Capital Budget, with funding from various reserves, development charges, and grants.

The 2021 Capital Budget includes in year projects with a budgeted costs of \$10.5 million (2020 \$15.1 million) and prior year carry-forwards in the amount of \$15.9 million (2020 \$12.5 million) for a Total 2021 Capital Budget of \$26.4 million.

Operating Summary

Grouping	2020 Budget	2021 Budget	Change		Forecast			
			\$	%	2022	2023	2024	2025
Total Operating Revenues	43,943,213	44,653,183	709,970	2%	45,600,276	45,710,056	45,781,348	45,672,631
Total Operating Expenses	43,237,686	44,653,183	1,415,497	3%	45,901,179	45,864,290	44,927,729	45,201,610
Operating Surplus/(Deficit)	705,527	0	(705,527)	-100%	(300,903)	(154,234)	853,619	471,020

Capital Summary

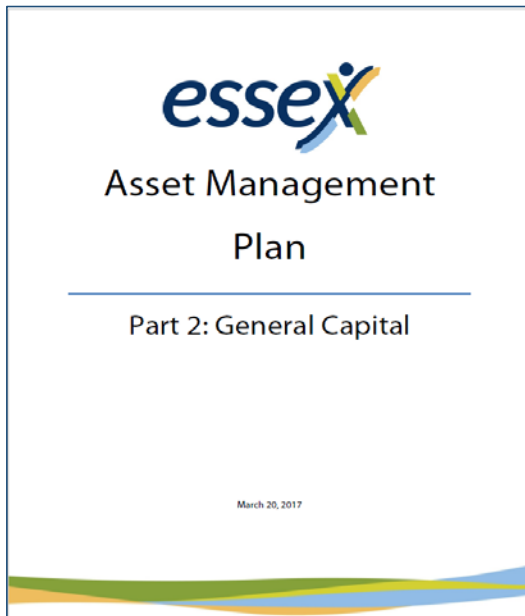
Grouping	2020 Budget	2021 Budget	Change		Forecast			
			\$	%	2022	2023	2024	2025
Capital Revenue								
Lifecycle Reserve	2,279,873	3,165,704	885,831	39%	3,724,649	4,212,971	2,648,068	5,378,742
Other Reserve	5,862,950	3,672,421	(2,190,529)	-37%	1,549,000	1,656,000	1,385,000	2,374,000
Grant Funding	2,897,299	2,487,065	(410,234)	-14%	2,095,000	2,090,000	2,090,000	2,090,000
Long Term Debt Financing	3,249,670	709,182	(2,540,488)	-78%	1,500,000	-	-	2,500,000
Other	104,263	463,167	358,904	344%	5,000	-	-	-
Prior Year Funding	12,529,405	15,917,822	3,388,417	27%	16,500	4,500	-	-
Total Capital Revenue	26,923,460	26,415,360	(508,100)	-2%	8,890,149	7,963,471	6,123,068	12,342,742
Capital Expenses								
Property Tax Supported	21,460,308	23,721,196	2,260,888	11%	9,539,005	7,898,411	5,509,235	10,360,609
User Rate Supported	6,168,679	2,694,164	(3,474,515)	-56%	1,524,000	1,631,000	1,360,000	2,349,000
Total Capital Expenses	27,628,987	26,415,360	(1,213,627)	-4%	11,063,005	9,529,411	6,869,235	12,709,609
Capital Surplus/(Deficit)	(705,527)	-	705,527	-100%	(2,172,856)	(1,565,940)	(746,167)	(366,867)
Net Surplus/(Deficit)	-	-	-	0%	(2,473,759)	(1,720,174)	107,452	104,153



Asset Management Implications



The Town is investing in the replacement, upgrade, and addition of new assets, but what's being done to ensure that we're saving for the future replacement of those assets?



With the updated requirement for Asset Management and the Town's implementation of both Part 1: Infrastructure Assets, and Part 2: General Capital, steps were recommended and approved by Council to ensure financial sustainability of the Town's capital assets. The replacement of capital assets that have reached their end of life, require replacement due to assessment or failure, or fall within an infrastructure corridor which are funded through grant funding (Ontario Community Infrastructure Fund (OCIF), Gas Tax), long-term debt, and the Town's asset management reserve. Assets that are new and therefore increase the level of service being provided are funded through property taxation, grants, long-term debt, and Development Charges.

Assets that are classified as New or Upgrade and are funded in year from property taxation will have future implications to the Asset Management Lifecycle Reserve.

Both Part 1 and Part 2 of the Town's Asset Management Plan can be found on the Town's website at www.essex.ca/assetmanagement

"Ensure financial stability of current and new infrastructure"

2019-2022 Corporate Strategic Plan

The Town of Essex is responsible for managing approximately **\$420 million** worth of physical public assets.

Only **Property Tax Supported Assets** are included below as User Rate Supported Assets are subject to a rate and lifecycle study.

To ensure that the comparative data from the two parts of the Town's Asset Management Plan are relevant, the average annual requirement, average annual funding available (budget), and the funding surplus/(gap) have been forecasted to 2021 values using an average inflation rate of 1.75% and a period of 6 years for Part 1: infrastructure Assets (October to October Average 2015 to 2019), and 1.83% and a period of 4 years for Part 2: General Capital assets.

Asset Classification	Average Annual Requirement	Average Annual Funding Available					Funding Surplus / (Gap)
		Tax	Reserve	Grant / Other	Long-Term Debt	Total	
Infrastructure	4,449,006	950,542	2,014,420	530,168	5,146	3,500,276	(948,730)
General Capital	2,668,656	620,091	517,275	88,635	263,803	1,489,804	(1,178,853)
Total - Property Tax Supported	7,117,663	1,570,633	2,531,695	618,803	268,949	4,990,080	(2,127,583)

Average Annual Requirement = The **average annual amount** that the **Town should spend on the replacement of capital assets**

It is important to note that this amount can vary any given year, however the average (over a period of time) should reflect the Average Annual Requirement.

Funding Surplus / (Gap) = Funding **Surplus** is the **amount of spending above** the **Average Annual Requirement**. Funding **(Gap)** is the **amount of spending below** the **Average Annual Requirement**.

Asset Management Implications



The 2021 Capital Budget for Replacement assets and the Replacement portion of Upgraded assets funded through the Asset Management Lifecycle Reserve, excluding carry-forwards are:

Asset Classification	Average Annual Requirement	2021 Capital Budget Revenue Allocation					Funding Surplus / (Gap)
		Tax	Reserve	Grant / Other	Long-Term Debt	Total	
Replacement + Upgrade Lifecycle	7,117,663	-	5,611,978	2,452,415	709,182	8,773,575	1,655,912

In **2021** the Town of **Essex** is **spending \$1.7 million** (2020 \$950 thousand) **more on its capital** lifecycle program **than the average annual requirement** as identified in the Town's Asset Management Plans.

Assets included under the 2021 Capital Budget for New and the New portion of an Upgraded asset are not funded through the Asset Management Lifecycle Reserve. Projects identified as New excluding carry-forwards have the following funding allocation:

Asset Classification	Average Annual Requirement	2021 Capital Budget Revenue Allocation					Funding Surplus / (Gap)
		Tax	Reserve	Grant / Other	Long-Term Debt	Total	
New + Upgrade New	-	-	1,226,147	34,650	-	1,260,797	1,260,797

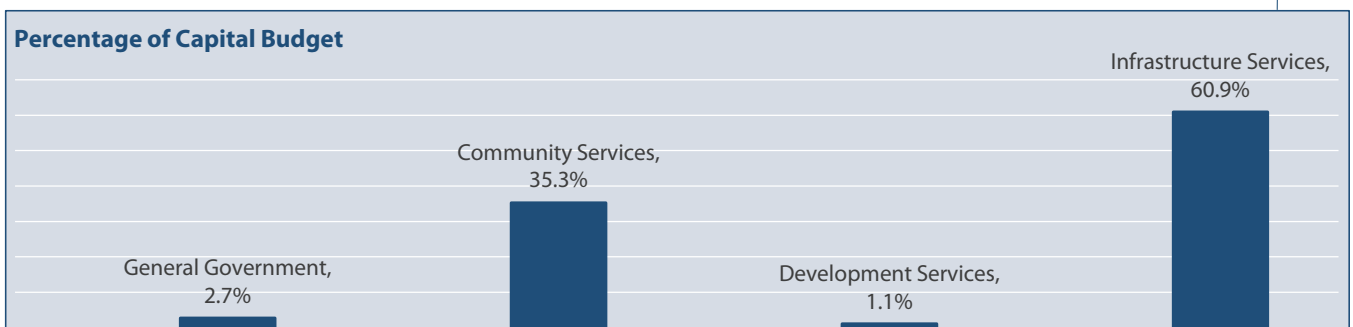
Lifecycle funding implications based on spending **\$1.2 million** (2020 \$3.5 million) on **New** and **Upgrade New** assets indicate that the Town should be putting aside the following amounts to ensure funding for the future replacement of these assets:

Estimated Useful Life	Average Annual Reserve Contribution	Annual Requirement as a Percentage Tax Increase
5	252,159	1.74%
10	126,080	0.87%
20	63,040	0.43%

Average annual reserve contributions for New and the new portion of Upgraded assets is funded in year for the 2021 Budget, but has not been for the 2022 to 2025 Forecast. Future funding considerations will be presented for Council consideration under the Financial Strategy of the Town's next Asset Management Plan.

The **summary of the 2021 Capital Budget** as **compared to the Average Annual Requirement** identified in the Town's Asset Management Plan inflated to 2021 values by Departmental grouping is summarized below. Corporate Services, Council, and Other Contracts are grouped as General Government.

Function / Department	Asset Management Plan	Average Annual Requirement	2021 Capital Budget	Less: 2020 Carry-forwards (cfwd)	2021 Capital Less Cfws	Reallocate Streetscape Project	2021 Capital Budget (Less cfws and reallocation of Streetscape)
General Government	Part 2: General Capital	187,614	6,209,943	(4,450,405)	1,759,538	(1,512,018)	247,520
Community Services	Part 2: General Capital	2,475,690	7,015,812	(3,817,638)	3,198,174	-	3,198,174
Development Services	Part 2: General Capital	5,352	239,650	(142,424)	97,226	-	97,226
Infrastructure Services	Part 1: Infrastructure	4,449,005	10,255,791	(6,244,791)	4,011,000	1,512,018	5,523,018
Total - All	All	7,117,662	23,721,196	(14,655,258)	9,065,938	-	9,065,938



Asset Management Snapshots

Administration Buildings & Assets 1

3 buildings,
17 vehicles,
64 machinery/equipment
\$4.4 million

Roads & Roadside 2

257km of paved roads,
40km unpaved roads,
50km of sidewalk,
1,333 streetlights,
505 street poles,
2,736 street signs
\$66 million

Bridges & Culverts 3

57 bridges,
35 culverts
\$33.1 million

Stormwater 4

89km of mains,
2,464 catch basins,
32km of curbs and gutters,
576 manholes
\$36.7 million

Water 5

302km of mains,
716 hydrants,
1 treatment plant,
1 building,
1 water tower,
4 vehicles,
12,419 machinery/equipment
\$103.8 million

Wastewater 6

3 forcemains,
88km of main,
1,086 manholes
11 pumping stations,
3 treatment plants
14 machinery/equipment,
1 vehicle
\$85.8 million



Management shot



Legend

● **General Capital**
\$93 million total

● **Infrastructure**
\$326 million total

10 Land Improvements

21 units in Community Services,
1 unit in Protection to
Persons and Property
\$2 million

9 Machinery & Equipment

903 in Community Services,
276 in General Government,
4 in Health Health Services
41 in Planning & Development,
1,715 in Protection to
Persons and Property
\$9.5 million

8 Vehicles

12 in Community Services,
17 in Protection to
Persons and Property
\$4.6 million

7 Buildings

16 in Community Services,
1 in General Government,
1 in Health Services
4 in Protection to
Persons and Property
\$55.3 million

Asset Management Lifecycle Reserve Forecast

		Asset Management Lifecycle Reserve Forecast
Description	Note	Beginning Balance
2020 Beginning Balance		5,867,379
Landfill Reserve Contribution	60% of Prior Years Revenue	
Landfill Reserve Contribution Top-Up per Asset Management Financial Strategy	2018 to 2022 - 20% Top-Up	
Capital Levy per Asset Management Financial Strategy	Fixed Amount	
ELK Promissory Note Contribution per Asset Management Financial Strategy	2018 to 2022	
Annual Consolidated Lifecycle Capital Contribution from General Levy	Fixed Amount	
Interest Calculation	Estimated	
Funding for Capital per the 2020 Approved Capital Budget	Committed	
2020 Ending Balance		
2021 Beginning Balance		7,818,577
Landfill Reserve Contribution	60% of Prior Years Revenue	
Landfill Reserve Contribution Top-Up per Asset Management Financial Strategy	2018 to 2022 - 20% Top-Up	
Capital Levy per Asset Management Financial Strategy	Fixed Amount	
ELK Promissory Note Contribution per Asset Management Financial Strategy	2018 to 2022	
Annual Consolidated Lifecycle Capital Contribution from General Levy	Fixed Amount	
Interest Calculation	Estimated	
Funding for Capital	Committed	
2021 Ending Balance		
2022 Beginning Balance		8,382,443
Landfill Reserve Contribution	Based on 60% of Prior Years Revenue	
Landfill Reserve Contribution Top-Up per Asset Management Financial Strategy	2018 to 2022 - 20% Top-Up	
Capital Levy per Asset Management Financial Strategy	Fixed Amount	
ELK Promissory Note Contribution per Asset Management Financial Strategy	2018 to 2022	
Annual Consolidated Lifecycle Capital Contribution from General Levy	Fixed Amount	
Interest Calculation	Estimated	
Funding for Capital (Annual Average)		
2022 Ending Balance		
2023 Beginning Balance		9,428,585
Landfill Reserve Contribution	60% of Prior Years Revenue	
Landfill Reserve Contribution Top-Up per Asset Management Financial Strategy	20% of Prior Years Revenue	
Capital Levy per Asset Management Financial Strategy	Fixed Amount	
NEW - Capital Levy to Cover lifecycle contributions of New/50% Upgraded Assets	1.45% Capital Levy for years 2020/2021	
Annual Consolidated Lifecycle Capital Contribution from General Levy	Fixed Amount	
Interest Calculation	Estimated	
Funding for Capital (Annual Average)		
2023 Ending Balance		
2024 Beginning Balance		10,459,692
Landfill Reserve Contribution	60% of Prior Years Revenue	
Landfill Reserve Contribution Top-Up per Asset Management Financial Strategy	20% of Prior Years Revenue	
Capital Levy per Asset Management Financial Strategy	Fixed Amount	
Capital Levy to Cover lifecycle contributions of New/50% Upgraded Assets	1.45% Capital Levy for years 2020/2021	
Annual Consolidated Lifecycle Capital Contribution from General Levy	Fixed Amount	
Interest Calculation	Estimated	
Funding for Capital (Annual Average)		
2024 Ending Balance		
2025 Beginning Balance		11,534,516
Landfill Reserve Contribution	60% of Prior Years Revenue	
Landfill Reserve Contribution Top-Up per Asset Management Financial Strategy	20% of Prior Years Revenue	
Capital Levy per Asset Management Financial Strategy	Fixed Amount	
Capital Levy to Cover lifecycle contributions of New/50% Upgraded Assets	1.45% Capital Levy for years 2020/2021	
Annual Consolidated Lifecycle Capital Contribution from General Levy	Fixed Amount	
Interest Calculation	Estimated	
Funding for Capital (Annual Average)		
2025 Ending Balance		

Lifecycle Reserve Revenue and Expense Activity								
Revenue						Committed Expenses		Ending Balance
Asset Management Financial Strategy			Reserve Transfers	Operating Lifecycle Reserve Contributions	Interest	Asset Management Status		
Landfill Reserve	Capital Levy	ELK Promissory Note				Replacement	Upgrade	
2,006,382								
668,794								
	277,089							
		282,285						
				900,000				
					96,521			
						(1,947,613)	(332,260)	
								7,818,577
1,610,414								
536,805								
	277,089							
		282,285						
				900,000				
					122,977			
						(2,662,184)	(503,520)	
								8,382,443
1,634,570								
544,857								
	277,089							
		282,285						
				900,000				
					130,130			
						(2,304,898)	(417,890)	
								9,428,585
1,659,088								
553,029								
	277,089							
	225,000							
				900,000				
					139,688			
						(2,304,898)	(417,890)	
								10,459,692
1,683,975								
561,325								
	277,089							
	229,500							
				900,000				
					145,724			
						(2,304,898)	(417,890)	
								11,534,516
1,709,234								
569,745								
	277,089							
	234,090							
				900,000				
					138,414			
						(2,304,898)	(417,890)	
								12,640,300

"Provide every resident with access to parks, recreation, and cultural opportunities and improve quality of life through affordable, inclusive, and accessible programming and recreational facilities"

2019-2022 Corporate Strategic Plan

2021 Capital Budget

2021 Capital Budget

				2021 Capital Budget		
Project Number	Project Name	Project Description	Asset Management Status	Project Cost	Lifecycle Reserve	Other Reserve
Property Tax Supported						
Council						
GG-20-0008	Harrow Streetscaping	In accordance with the design guidelines adopted by Council, the Harrow Streetscape will include road paving, watermain replacement, storm sewer replacement, sidewalk	Upgrade	5,492,018		459,654
GG-21-0002	Council Contingency		New	50,000	-	50,000
GG-21-0001	Essex Streetscaping - Engineering	Essex Streetscaping	Upgrade	460,000		460,000
Total - Council				6,002,018	-	969,654
Division: Office of the CAO						
GG-21-0006	Ductless HVAC for Director, Infrastructure Office		New	4,621	-	4,621
Total - Office of the CAO				4,621	-	4,621
Division: Police						
PD-21-0002	New Dustless Air Conditioning Units for OPP Satellite Office at ECC	Upgrade from window units to new ductless AC	New	10,750		10,750
PD-21-0001	Contingency		Replacement	25,000		14,250
Total - Police				35,750	-	25,000
Division: Cemeteries						
HS-21-0001	Remesh Fence at Erie Cemetery	Remesh Fence at Erie Cemetery	Upgrade	16,790	8,395	8,395
HS-21-0002	Sign Replacement	Replace historic signs	Upgrade	5,000	2,500	2,500
HS-21-0003	Parking at Colchester Memorial	Parking for new columbarium	New	5,000	-	5,000
Total - Cemeteries				26,790	10,895	15,895
Department: Corporate Services						
Division: Information Technology						
GG-21-0004	SAN Upgrade	A SAN (storage area network) is a high-speed storage network that houses the municipalities virtual environment and all of its data.	Upgrade	45,000	22,500	22,500
GG-21-0005	IT Strategic Plan	RFP to obtain consulting services to review and develop overall strategic goals for the Corporate IT Department. This plan will give us action items and strategies to how to obtain those	New	40,000		40,000
GG-21-0007	Microsoft Software Deployment	Software upgrade – Upgrade our office productivity software (Outlook, Word, Excel, Power Point) from Office 2013 to the latest version of MS Office.	Upgrade	39,000	19,500	19,500
CS-19-0021	Wireless Radio Upgrade	Replace radio system within Essex Recreation Complex.	Upgrade	10,405	-	
CS-21-0014	Replace Intercom/PA System at Essex Recreation Complex	Replace Intercom/PA System at Essex Recreation Complex	Replacement	2,386	1,193	
CS-21-0029	Projector Replacement at Essex Centre Sports Complex	Projector Replacement at Essex Centre Sports Complex	Replacement	4,344	4,344	
Total -Information Technology				141,135	47,537	82,000
Division: Human Resources						
GG-21-0008	HRIS System	Implementation of Human Resources Information Software System	New	40,000	-	40,000
Total -Human Resources				40,000	-	40,000
Total - Corporate Services				181,135	47,537	122,000

Funding Sources				Funding	Funded from Taxation	Operating Impact					
Grant Funding	Long-Term Debt	Other	Prior Year Funding			Cost Centre	2021	2022	2023	2024	2025
242,415		349,949	4,440,000	5,492,018	-			230,000	230,000	230,000	230,000
				50,000	-						
				460,000	-						
242,415	-	349,949	4,440,000	6,002,018	-						
				4,621	-						
-	-	-	-	4,621	-		-	-	-	-	-
				10,750	-						
			10,750	25,000	-						
-	-	-	10,750	35,750	-		-	-	-	-	-
				16,790	-						
				5,000	-						
				5,000	-						
-	-	-	-	26,790	-		-	-	-	-	-
				45,000	-						
				40,000	-						
				39,000	-						
			10,405	10,405	-						
		1,193		2,386	-						
				4,344	-						
-	-	1,193	10,405	141,135	-						
				40,000	-						
-	-	-	-	40,000	-						
-	-	1,193	10,405	181,135	-						

2021 Capital Budget

				2021 Capital Budget		
Project Number	Project Name	Project Description	Asset Management Status	Project Cost		
					Lifecycle Reserve	Other Reserve
Department: Community Services						
Division: Fire						
FD-19-0015	Fire Station 2 Replacement		Upgrade	3,399,031	-	
FD-21-0002	Personal Protective Equipment	Various firefighter PPE equipment including helmets, boots, etc.	Replacement	32,837	32,837	
FD-21-0003	Carbon Monoxide Detector Replacement	Replacement of carbon monoxide detector	Replacement	3,006	3,006	
FD-21-0004	Replace Cutter component of Jaws of Life Station 1	Replace Cutter component of Jaws of Life Station 1	Replacement	18,500	18,500	
FD-21-0007	Hose Replacement Program	24-27 lengths of 50' hose are to be replaced	Replacement	15,150	15,150	
FD-21-0008	Pager Replacement Program	Replacement of 10 pagers per year	Replacement	5,682	5,682	
FD-21-0009	Replace Deputy Fire Chief's Vehicle	Replacement of 2011 Chevy Silverado	Replacement	45,000	45,000	
FD-21-0010	Replace Air Bag Kits at Each Station	Replacement of 1 kit at Station 2 (10 year expiry)	Replacement	16,860	16,860	
FD-21-0013	Replace Portable Generator at Station 1	Replace Portable Generator at Station 1	Replacement	1,064	1,064	
FD-21-0015	Replace Engine 3A for Station 2	Purchase a stock unit, have confirmed pricing as of Aug 20, 2020	Replacement	639,685	639,685	
FD-21-0016	Ice Water Rescue Equipment (PPE for Ice/Water Team)	Includes replacement of suits, ropes, gloves hoods and boots	New	4,200		4,200
Total - Fire				4,181,015	777,784	4,200
Division: Parks						
CS-19-0100	Planters for Heritage Gardens and Sadler's Park (cfwd CS-18-0046)	Add Planters for Heritage Gardens and Sadler's Park	New	5,000		-
CS-19-0101	Hard surface Trails Hard surface Trails (cfwd CS-18-0071/CS-17-0061)	Hard surface Trails within urban centres	Upgrade	18,514	-	
CS-19-0056	Splashpad and Change House in Essex Centre forward CS-18-0049/CS-19-0112)	Update facility to include washrooms, mechanical room, roof repairs and demo side portions of the facility	New	103,494		-
CS-19-0120	Park Signage (Carry forward CS-18-0074/CS-17-0111/CS-16-0039)	Park Signage - add and replace for proper branding	Replacement	8,293	-	
CS-19-0121	Waterfront Access Upgrades (cfwd CS-18-0076/CS-17-0127)	Waterfront Access Upgrades - review of current properties	Upgrade	15,237	-	
CS-19-0124	Beautification Colchester Centre	Beautification Colchester Centre (cfwd CS-18-0083/CS-17-0120/CS-16-0073/CS-15-0076).	New	5,000		-
CS-19-0125	Beautification Harrow Centre	Beautification Harrow Centre (carry forward CS-18-0084/CS-17-0121/CS-16-0073/CS-15-0076).	Upgrade	25,386	-	
CS-20-0042	Essex Tennis Courts	New Tennis Courts in Essex as per Parks and Recs Master Plan	New	240,000		-
CS-20-0066	Fence Around Harrow Tennis Courts	Replacement fence	Replacement	11,300	-	
CS-20-0067	Field Sprayer (Laser) Replacement for Harrow Soccer Complex	Field Sprayer (Laser) Replacement for Harrow Soccer Complex.	Replacement	2,600	-	
CS-20-0070	Replace Rubber Surface at Colchester Playground	Replace Rubber at Colchester Playground	Replacement	140,000	74,500	
CS-20-0104	Aerifier-Verti Quake	Equipment for turf maintenance	Replacement	26,000	-	
CS-21-0016	Replace 4 wheel tractor - 2011 Kioti -859	Replace 4 wheel tractor - 2011 Kioti	Replacement	54,500	54,500	
CS-21-0019	Ball Diamond Rehabilitation (Annual)	Annual rehabilitation of ball fields	Replacement	15,000	15,000	
CS-21-0020	Soccer Park Rehabilitation (Annual)	Annual rehabilitation of soccer fields	Replacement	15,000	15,000	
CS-21-0022	Replacement of Picnic Tables for Parks	Replacement of 12 Picnic Tables for Parks	Replacement	15,000	15,000	
CS-21-0043	New Public Washrooms/Change Room at Harrow Splash pad	Addition of public washrooms on to mechanic building	New	150,000		150,000
CS-21-0046	Parks Equipment and Tools Contingency	Contingency that may be required for unanticipated replacements	Replacement	58,130	58,130	
CS-21-0088	Move Tot Park to Essex Splashpad area	Move Tot Park to Essex Splashpad location	New	100,000		100,000
CS-21-0089	Drainage at Liberto Park	Install drainage at Liberto Park	New	10,000		10,000
CS-21-0065	Hunter Park Replace Playground Equipment	Replacement of equipment at hunter park	Replacement	200,000	200,000	
CS-21-0066	Replacement of Harrow Park Fence along Walnut St	Replacement of Harrow Park Fence along Walnut St Not in Citywide	Replacement	25,000	25,000	
CS-21-0067	Replace 1984 John Deere 955 Tractor #879	Replace 1984 John Deere 955 Tractor #879	Replacement	35,000	35,000	
CS-21-0069	Replacement of Leaf and Turf Vacuum for Parks Maintenance	Replacement of Leaf and Turf Vacuum for Parks Maintenance	Replacement	29,300	29,300	
CS-21-0070	Replacement of Cedar Shingles Train Station Shed	Replacement of Cedar Shingles Train Station Shed Not in Citywide	Replacement	7,000	7,000	
CS-21-0071	Install of new sidewalk to playset at Hunter Park	Install of new sidewalk to playset at Hunter Park	New	15,000		15,000
CS-21-0081	Dugouts at Harrow Diamonds	Addition of dugs outs Pollard #5 Diamond	New	15,000		15,000
CS-21-0083	Upgrade/replacement of community garbage disposals in Parks	Standardize community garbage cans	Replacement	14,878	14,878	
CS-21-0090	Remove recirculation equipment from Harrow and Colchester Splash Pads	Remove pumps and filters in splash pads	New	20,000		20,000
CS-21-0091	Drainage improvements at Townsview Park	Improvements to drainage between the play set and road.	New	7,500		7,500
CS-21-0092	Replace Sidewalks in Sadlers Park	Continue to replace asphalt walks, deteriorating	Replacement	35,000	35,000	
CS-21-0093	Replace Unit 857 Ford F350 Water Truck	Replace Unit 857 Ford F350 Water Truck	Replacement	54,000	54,000	
CS-21-0094	New Snow Push Box	New snow push box attachment for new tractor to push snow from Parking Lots, Town Hall, Fire and ERC	Replacement	4,000	4,000	-
CS-21-0102	Replacement Snowplow for Kioti Tractor	Replacement Snowplow for Kioti Tractor	Replacement	9,000	9,000	
CS-21-0103	Drop Salter for UTV in Harrow	Drop Salter for UTV in Harrow	New	4,500		4,500
CS-21-0107	Co-An Park Capital Contribution	Annual capital contributions requested by Co-An Park Board (split with Amherstburg)	New	15,000		15,000
Total - Parks				1,508,632	645,308	322,000

Page 339 of 380

Funding Sources				Funding	Funded from Taxation	Operating Impact					
Grant Funding	Long-Term Debt	Other	Prior Year Funding			Cost Centre	2021	2022	2023	2024	2025
	709,182		2,689,849	3,399,031	-						
				32,837	-						
				3,006	-						
				18,500	-						
				15,150	-						
				5,682	-						
				45,000	-						
				16,860	-						
				1,064	-						
	-			639,685	-						
				4,200	-						
-	709,182	-	2,689,849	4,181,015	-						
			5,000	5,000	-						
			18,514	18,514	-						
			103,494	103,494	-						
			8,293	8,293	-						
			15,237	15,237	-						
			5,000	5,000	-						
			25,386	25,386	-						
			240,000	240,000	-						
			11,300	11,300	-						
			2,600	2,600	-						
			65,500	140,000	-						
			26,000	26,000	-						
				54,500	-						
				15,000	-						
				15,000	-						
			-	150,000	-						
				58,130	-						
			-	100,000	-						
			-	10,000	-						
				200,000	-						
				25,000	-						
				35,000	-						
				29,300	-				400	400	400
				7,000	-						
				15,000	-						
				15,000	-						
				14,878	-						
				20,000	-						
				7,500	-						
				35,000	-						
				54,000	-						
				4,000	-						
				9,000	-						
				4,500	-						
				15,000	-						
-	-	-	526,324	1,493,632	-	-	-	-	400	400	400

2021 Capital Budget

				2021 Capital Budget		
Project Number	Project Name	Project Description	Asset Management Status	Project Cost		
					Lifecycle Reserve	Other Reserve
Division:	Miscellaneous Recreation Programs					
CS-19-0032	Colchester Community Centre Upgrades	Colchester Community Centre upgrades.	Replacement	23,469	-	
CS-19-0082	New A/C Furnaces at Colchester Community Centre	New A/C Furnaces at Colchester Community Centre	Replacement	24,000	-	
CS-19-0097	Washroom Upgrades at Lions Hall	Washroom upgrades at Lion's Hall	Upgrade	20,000	-	
CS-19-0109	Heritage Garden Development	Heritage Garden Development (carry forward CS-18-0082/17-0119/16-0050).	New	13,620		-
CS-19-0111	Parks, Recreation and Culture Master Plan	Development of plans from Master Plan recommendations (carry forward)	New	8,912		-
CS-19-0122	Colchester Community Garden	Colchester Community Garden - work with Schoolhouse committee (carry forward CS-18-0077/CS-17-0114/CS-16-0067/CS-15-0075).	Upgrade	3,296	-	
CS-20-0051	Painting, Interior Essex Community Centre	Painting, Interior Essex Community Centre.	New	10,000		-
CS-20-0053	Dog Agility Items	Dog Agility Items	New	8,840		-
CS-20-0055	Flag Poles McGregor	Funds have to be increased. \$6,000 will not cover the cost of 2 poles	New	10,500		4,500
CS-20-0056	Heritage Train Station landscaping	Continue to develop grounds around Essex Train station.	New	8,000		-
CS-20-0075	Heritage Train Station Caboose	moved from 2020. The funds are not sufficient. The caboose is in very poor condition	Upgrade	14,339	-	
CS-21-0073	New Ductless Air Conditioning Units for Three Program Room	Upgrade from window units to new ductless AC	Upgrade	32,250	16,125	16,125
CS-21-0074	Paint Interior McGregor Community Center	Paint Interior McGregor Community Center	Replacement	10,000	10,000	
CS-21-0075	New Ceiling Lights in Four Program Rooms, and Halls ECC	New Ceiling Lights in Four Program Rooms, and Halls ECC	Upgrade	20,000	10,000	10,000
Total - Miscellaneous Recreation Programs				207,226	36,125	30,625
Division:	Arena					
CS-20-0038	Ice Resurfacer at Harrow Centre Sports Complex	Replacement of Harrow Olympia. Takes 1 year to have made.	Replacement	90,900	-	
CS-20-0083	Replace Ice Resurfacer 850-00 at Essex Centre Sports Complex	Replace Ice Resurfacer 850-00	Replacement	92,000	-	
CS-20-0086	Shower/Dressing Room Updates-Harrow Arena	Reconfiguration of dressing rooms for addition	Upgrade	40,000	5,000	5,000
CS-21-0042	Ice Maintenance Level Laser	Replacement of Level Laser at Harrow Arena.	Replacement	12,000	12,000	
CS-21-0044	Replace Rubber Tiles in two dressing rooms and the Main Hall of Libro Rink	Replace Rubber Tiles in Two dressing rooms and the Main Hall of Libro Rink	Replacement	66,700	66,700	
CS-21-0057	Two New Screw Compressor and Motor for the Compressor Room in Twin Pad Arenas	Two New Screw Compressor and Motor for the Compressor Room in Twin Pad Arenas	Replacement	86,000	86,000	
CS-21-0095	Replace the Condenser Holding Tank in Compressor Room	The existing unit is made of poly. The poly has cracked at the discharge and water supply connections. It has been welded previously and it was not effective	Replacement	21,000	21,000	
CS-21-0035	Automatic Door Replacement at Essex Centre Sports Complex	Exterior doors being converted from manual opening to automatic	Upgrade	50,000	25,000	25,000
CS-21-0096	Replacement of Kick Board - Dashers at Libro Rink	Replacement of Kick Board - Dashers at Libro Rink	Replacement	21,940	21,940	
CS-21-0097	Ice Resurfacer Hot Water Boilers (2)	Replacement of hot water boilers at Essex Arena	Replacement	58,000	58,000	
CS-21-0098	Mortar Block Repairs for Essex Centre Sports Complex	Lack of funds did not allow the west side to be completed in 2020	Replacement	4,900	4,900	
CS-21-0099	Replacement of Fuel Makers to fill Olympias	Replace existing with FM4 Units at Libro rink.	Replacement	12,000	12,000	
CS-21-0100	Baffle Ceiling Essex Centre Sports Complex	To minimize noise clutter in Shaheen room.	New	15,000		15,000
CS-21-0101	Replace the Douglas Control Lighting dialogue System	Replacement of master light control unit.	Replacement	13,740	13,740	
Total - Arenas				584,180	326,280	45,000
Division:	Essex Recreation Complex					
CS-19-0115	LED Lights at Aquatics Centre		Upgrade	15,445	-	
CS-21-0106	HVAC Replacement ay Essex Recreation Complex	HVAC Replacement ay Essex Recreation Complex	Upgrade	175,000	-	87,500
CS-21-0104	Essex Pool Office	Additional office added to accommodate staffing on site	Upgrade	30,000	15,000	
CS-20-0108	NEW - Cameras for ERC	Cameras were removed with construction of new High School	New	28,500		-
CS-21-0013	Replace Pump for lap pool at Essex Recreation Complex	Replace Pump for lap pool	Replacement	3,049	1,525	
Total - Essex Recreation Complex				251,994	16,525	87,500

Funding Sources				Funding	Funded from Taxation	Operating Impact					
Grant Funding	Long-Term Debt	Other	Prior Year Funding			Cost Centre	2021	2022	2023	2024	2025
			23,469	23,469	-						
			24,000	24,000	-						
			20,000	20,000	-						
			13,620	13,620	-						
			8,912	8,912	-						
			3,296	3,296	-						
			10,000	10,000	-						
			8,840	8,840	-						
			6,000	10,500	-						
			8,000	8,000	-						
			14,339	14,339	-						
				32,250	-						
				10,000	-						
				20,000	-					300	300
-	-	-	140,476	207,226	-		-	-	-	300	300
			90,900	90,900	-						
			92,000	92,000	-						
			30,000	40,000	-						
				12,000	-						
				66,700	-						
				86,000	-						
				21,000	-						
				50,000	-						
				21,940	-						
				58,000	-						
				4,900	-						
				12,000	-						
				15,000	-						
				13,740	-						
-	-	-	212,900	584,180	-		-	-	-	-	
			15,445	15,445	-						
		87,500		175,000	-						
		15,000		30,000	-						
			28,500	28,500	-						
		1,525		3,049	-						
-	-	104,025	43,945	251,994	-		-	-	-	-	

2021 Capital Budget

				2021 Capital Budget		
Project Number	Project Name	Project Description	Asset Management Status	Project Cost	Lifecycle Reserve	Other Reserve
Division: Harbour						
CS-19-0106	Dock B Power Upgrade	Need to finish work in 2020 with new docks.	Upgrade	5,335	-	
CS-20-0007	Float B - 30 Finger Docks Replacement	Replacement of B docks and fingers to provide full service	Replacement	178,059	-	
CS-21-0086	Install Gates and FOBS at each Colchester Dock Entrance	Install Gates and FOBS	New	40,000		40,000
CS-21-0105	Public Washroom Upgrades Colchester Harbour	New Sinks and Epoxy Floors	Upgrade	9,000	4,500	4,500
Total - Harbour				232,394	4,500	44,500
Division: Arts, Culture and Tourism						
CS-19-0064	Mural/Sculpture		New	10,000		-
Total - Arts, Culture and Tourism				10,000	-	-
Total - Community Services				6,975,441	1,806,522	548,825
Department - Development Services						
Division: Planning						
PZ-19-0007	New Development Standards Manual Update	Procurement of services to create an updated Development Standards Manual including design standards for municipal assets and new developments	New	79,576	-	12,576
PZ-20-0002	Official Plan Review - Phase 1	Mandated under the PPS to be initiated in 2020, however start date has been impacted by County OP initiation delays	New	50,424	-	
PZ-21-0002	CWATS	Bike Racks	New	4,650	-	-
PZ-21-0003	Amendment to DC By-Law and Background Study	Procurement of Consultant Services to undergo the DC process to incorporate mandatory changes as per legislation	New	35,000	-	35,000
Total - Planning				169,650	-	47,576
Division: Building						
BD-21-0001	Field Software & Tablets	Building Permit software to move to electronic permit processing, tracking, and reporting. To also assist field staff with efficiencies to input inspection and site visit information and approvals while in the fields. Estimated cost for 3 tablets and annual system fee.	New	15,000		15,000
Total - Building				15,000	-	15,000
Division: Economic Development						
ED-21-0001	Agri-Tourism Strategy	As approved by Council, \$25,000 is to be transferred from Tourism Marketing Operating Budget (114) into a 2021 Capital Project under Economic Development (116)	New	55,000	-	-
Total - Economic Development				55,000	-	-
Total - Development Services				239,650	-	62,576

Funding Sources				Funding	Funded from Taxation	Operating Impact					
Grant Funding	Long-Term Debt	Other	Prior Year Funding			Cost Centre	2021	2022	2023	2024	2025
			5,335	5,335	-						
			178,059	178,059	-						
				40,000	-						
				9,000	-						
-	-	-	183,394	232,394	-		-	-	-	-	-
			10,000	10,000	-						
-	-	-	10,000	10,000	-		-	-	-	-	-
-	709,182	104,025	3,806,888	6,975,441	-	-	-	-	400	700	700
			67,000	79,576	-						
			50,424	50,424	-						
4,650				4,650	-						
				35,000	-						
4,650	-	-	117,424	169,650	-	-	-	-	-	-	-
				15,000	-		32,000	32,000	32,000	32,000	32,000
-	-	-	-	15,000	-	-	32,000	32,000	32,000	32,000	32,000
30,000			25,000	55,000	-						
30,000	-	-	25,000	55,000	-		-	-	-	-	-
34,650	-	-	142,424	239,650	-	-	32,000	32,000	32,000	32,000	32,000

2021 Capital Budget

				2021 Capital Budget		
Project Number	Project Name	Project Description	Asset Management Status	Project Cost		
					Lifecycle Reserve	Other Reserve
Department - Public Works						
Division: Equipment						
PW-20-0001	15-ton Dump/Plow Unit #532	Carry Forward. Unit #532 is past its useful life and needs to be replaced.	Replacement	280,000	-	
PW-21-0041	5-ton Roll-off/Plow	Current Unit is past its useful life and requires replacement. The 3-ton (Unit #531) is proposed to be upgraded with a 5-ton to accommodate growth for snow removal and public works maintenance	Upgrade	280,000	140,000	140,000
PW-20-0038	Essex Operations Yard (Capital Equipment Stock)	To ensure more effective and efficient level of service, stocking the Essex Operations Yard with the necessary equipment will allow us to respond and operate better.	Replacement	7,458	-	
PW-20-0039	Building Expansion and Washroom Upgrade	Due to level of service and growth the existing facility no longer meets operational requirements. Building expansion will allow more effective and efficient operations, as well as protection of valuable assets.	New	495,241		-
PW-21-0036	Pickup Truck	Unit 533 is at its useful life expectancy and requires replacement.	Replacement	45,000	45,000	
PW-21-0002	Minor Equipment	This consists of yearly required minor equipment that exceeds the procurement threshold for capital equipment and falls outside small tools.	Replacement	15,000	15,000	
PW-21-0003	Annual Door Replacement Program	Annual replacement of a single overhead door ensures proper maintenance of these facility doors. Furthermore, we utilize adequate panels from old doors to improve any existing damaged doors to assist in extending the useful life of these assets.	Replacement	10,000	10,000	
PW-21-0005	Grader Unit 505	Grader has exceeded its useful life which has caused significant increases in maintenance costs. Replacement of grader (Unit #505) is required.	Replacement	450,000	450,000	
PW-21-0001	Pickup Truck	New Vehicle required due to full staff complement in the Drainage Department	New	45,000		45,000
Total - Equipment and Administration				1,627,699	660,000	185,000
Division: Roads and Roadside						
PW-19-0036	LED Conversion of Streetlights	Conversion of streetlights to more energy efficient LED streetlights.	Upgrade	368,013	-	
PW-19-0066	Development Partnerships	Capital Infrastructure improvements for development partnerships	Upgrade	10,800	-	
PW-21-0007	Sidewalks/Trails	Yearly renewal of various sidewalks within the municipality.	Replacement	50,000	50,000	
PW-21-0013	Overlay 6km (Approximately \$25,000/km) (Maintenance)	Yearly maintenance overlay on select rural tar & chip roads to ensure the asset meets their useful life.	Replacement	150,000	150,000	
PW-21-0033	Victor (from Victoria to Laird)	Reconstruction of Victor Street from Victoria to Laird following the construction of apartment building.	Replacement	445,000	-	
PW-21-0037	Maidstone-Arthur-Gosfield Intersection Improvements	Interim solution to improve intersection configuration and safety while extending the useful life of the road.	Upgrade	450,000	-	
PW-21-0006	Old Malden Road (14th Conc to 12th Conc)	Base stone was installed several years ago with the anticipation of tar and chip. Based on Council direction this has not happened. Estimate includes a top-up of base stone and two lifts of tar and chip.	Upgrade	220,000	110,000	
PW-21-0038	4th Concession- surface treatment	Final lift of surface treatment on the 4th concession.	Upgrade	95,000	47,500	
PW-21-0035	Gore Rd- surface treatment	Final lift of surface treatment on Gore Rd.	Upgrade	80,000	40,000	
PW-21-0039	8th Concession- surface treatment	Final lift of surface treatment on the 8th concession.	Upgrade	75,000	37,500	
PW-21-0042	3rd Concession Sidewalk	As requested by Council, a sidewalk will be installed on the south side of the 3rd concession between Queen Street and Sellick Drive.	New	120,000		120,000
PW-21-0043	Viscount Parkway Resurfacing	A requested by Council, Viscount Parkway roadway will be resurfaced from Victoria to Viscount Estates property limit.	Replacement	200,000		
Total - Roads and Roadside				2,263,813	435,000	120,000

Funding Sources				Funding	Funded from Taxation	Operating Impact					
Grant Funding	Long-Term Debt	Other	Prior Year Funding			Cost Centre	2021	2022	2023	2024	2025
			280,000	280,000	-						
				280,000	-						
			7,458	7,458	-						
			495,241	495,241	-						
				45,000	-						
				15,000	-						
				10,000	-						
				450,000	-						
				45,000	-						
-	-	-	782,699	1,627,699	-		-	-	-	-	-
			368,013	368,013	-			105,068	105,067	105,068	105,068
			10,800	10,800	-						
				50,000	-						
				150,000	-						
445,000				445,000	-						
450,000				450,000	-						
110,000				220,000	-						
47,500				95,000	-						
40,000				80,000	-						
37,500				75,000	-						
				120,000							
200,000				200,000							
1,330,000	-	-	378,813	2,263,813	-		-	105,068	105,067	105,068	105,068

2021 Capital Budget

				2021 Capital Budget		
Project Number	Project Name	Project Description	Asset Management Status	Project Cost		
					Lifecycle Reserve	Other Reserve
Division: Stormwater Management						
PW-19-0048	Stormwater Partnership Improvements-Main	Storm water partnership improvements that occur as a result of development.	Upgrade	197,995	-	
PW-19-0050	Rain Gauges in Partnership with ERCA	Purchase and installation of a stormwater gauge for improvement in regional tracking and monitoring and enabling improved design.	New	11,000		3,000
PW-19-0064	Ward 1 Stormwater Improvements	Carry Forward (contingent on NDMP funding extension)	Replacement	4,559,912	-	
PW-20-0021	Engineering for Various Bridges and Culverts	Carry Forward - Increase total budget to \$50,372 as approved by Council in Capital Works and Infrastructure Report 2020-07	Replacement	50,372	-	
PW-20-0034	Richmond Drain Bank Stabilization	The existing Municipal drain has been experiencing slumping failure along the north bank causing the edge of the gravel adjacent to the 5th Concession Road to displace down the side slopes. Tendered in 2020 with work to be completed in 2021.	Upgrade	275,000	-	
PW-21-0011	Engineering for Various Bridges and Culverts	In order to be prepared for construction, engineering of select bridges and culverts are done a year in advance.	Replacement	50,000	50,000	
PW-21-0018	3rd Concession and County Road 23 Bridge 200204	Bridge Rehabilitation works	Replacement	30,000	30,000	
PW-21-0025	South Malden Rd and Mole Sideroad Bridge 103904	Bridge Rehabilitation works	Replacement	305,000	-	
PW-21-0026	Walker Sideroad/North Malden 106101	Culvert Rehabilitation work	Replacement	225,000	-	
PW-21-0028	Rizzo Nicola Rd. Guiderail	Existing Guardrail requires replacement.	Replacement	35,000	35,000	
PW-21-0034	Victor (from Victoria to Laird) Storm Sewers	Reconstruction of Victor Street from Victoria to Laird following the construction of apartment building	Replacement	275,000	90,750	184,250
PW-21-0040	Victoria/South Talbot Culvert Replacement	In conjunction with MTO's Highway 3 Widening Project	Replacement	350,000	-	
Total - Stormwater Management				6,364,279	205,750	187,250
Total - Public Works				10,255,791	1,300,750	492,250
Total - Property Tax Supported				23,721,196	3,165,704	2,240,821

Funding Sources				Funding	Funded from Taxation	Operating Impact					
Grant Funding	Long-Term Debt	Other	Prior Year Funding			Cost Centre	2021	2022	2023	2024	2025
			197,995	197,995	-						
		8,000	-	11,000	-						
			4,559,912	4,559,912	-						
			50,372	50,372	-						
			275,000	275,000	-						
				50,000	-						
				30,000	-						
305,000				305,000	-						
225,000				225,000	-						
				35,000	-						
				275,000	-						
350,000				350,000	-						
880,000	-	8,000	5,083,279	6,364,279	-		-	-	-	-	-
2,210,000	-	8,000	6,244,791	10,255,791	-	-	-	105,068	105,067	105,068	105,068
2,487,065	709,182	463,167	14,655,258	23,721,196	-	-	32,000	367,068	367,467	367,768	367,768

2021 Capital Budget

				2021 Capital Budget		
Project Number	Project Name	Project Description	Asset Management Status	Project Cost		
					Lifecycle Reserve	Other Reserve
User Rated Supported						
Department: Environmental Services						
Division: Water						
WW-20-0013	Victor Watermain (Ward 1)	Carry Forward. Replacement of the watermain on Victor between Victoria and Laird in conjunction with road reconstruction.	Replacement	165,000		25,000
WW-21-0001	Equipment Contingency Wards 1 and 2 Distribution and Transmission (50%)	Replacement of equipment, maintenance, issues, and design investigations with respect to water distribution systems.	New	8,500		8,500
WW-21-0002	Equipment Contingency Wards 3 and 4 Distribution and Transmission (50%)	Replacement of equipment, maintenance, issues, and design investigations with respect to water distribution systems.	New	8,500		8,500
WW-21-0003	Harrow Colchester South Water Treatment Plant Contingency Wards 3 and 4	Replacement of equipment, maintenance, issues, and design investigations with respect to Harrow-Colchester South Water Treatment Plant.	New	177,500		177,500
WW-21-0005	Backflow Prevention and Monitoring Program Wards 1/2 (Maintenance)	To help ensure the delivery of safe and clean drinking water to our residents, this program regulates how property owners connect to the Town's water supply. It ensures that backflow prevention devices are installed to prevent possible contamination of the Town's drinking water system.	Replacement	10,000		10,000
WW-21-0006	Backflow Prevention and Monitoring Program Wards 3/4 (Maintenance)	To help ensure the delivery of safe and clean drinking water to our residents, this program regulates how property owners connect to the Town's water supply. It ensures that backflow prevention devices are installed to prevent possible contamination of the Town's drinking water system.	Replacement	10,000		10,000
WW-21-0008	Meter Reading Software	Existing meter reading software and equipment is obsolete. In order to complete water meter reading, new equipment is required.	Replacement	34,000		34,000
WW-21-0007	OWCA Capital Recommendations	OCWA Recommended capital improvements to Harrow-Colchester South Water Treatment Plant.	Upgrade	442,000		442,000
WW-21-0009	Viscount Watermain Replacement	Replacement of existing cast iron water main	Replacement	160,000		160,000
Total - Water				1,015,500	-	875,500

Funding Sources				Funding	Funded from Taxation	Operating Impact					
Grant Funding	Long-Term Debt	Other	Prior Year Funding			Cost Centre	2021	2022	2023	2024	2025
			140,000	165,000	-						
				8,500	-						
				8,500	-						
				177,500	-						
				10,000	-						
				10,000	-						
				34,000	-						
				442,000	-						
				160,000	-						
-	-	-	140,000	855,500	-		-	-	-	-	-

2021 Capital Budget

				2021 Capital Budget		
Project Number	Project Name	Project Description	Asset Management Status	Project Cost		
					Lifecycle Reserve	Other Reserve
Division:	Sanitary Sewer					
SS-21-0001	Treatment - Ward 1 Contingency	Equipment, process, facility replacements and improvements for the Essex Pollution Control Plant and Northeast Lagoons.	New	77,500		77,500
SS-19-0004	Treatment - Ward 4 Cell Treatment		Replacement	500,000		
SS-19-0008	Sanitary Sewer Masterplan Ward 3		Replacement	79,518		
SS-19-0012	Harrow Sanitary Optimization Study (cfwd SS-18-0010)		New	43,046		
SS-19-0013	Treatment - Ward 4 Cell Treatment (cfwd SS-18-0017/SS-17-0007)		Replacement	500,000		
SS-21-0002	Treatment - Ward 3 Contingency	Equipment, process, facility replacements and improvements for the Colchester Lagoons.	New	42,500		42,500
SS-21-0003	Treatment - Ward 4 Contingency	Equipment, process, facility replacements and improvements for the Harrow Lagoons.	New	42,500		42,500
SS-21-0004	Collection and Conveyance - Ward 1	Replacement of equipment, maintenance, issues, design investigations with respect to the ward 1 service area.	Replacement	40,000		40,000
SS-21-0005	Collection and Conveyance - Ward 3	Replacement of equipment, maintenance, issues, design investigations with respect to the ward 3 service area.	Replacement	42,500		42,500
SS-21-0008	Collection and Conveyance - Ward 4	Replacement of equipment, maintenance, issues, design investigations with respect to the ward 4 service area.	Replacement	37,500		37,500
SS-21-0009	OWCA Capital Recommendations - Ward 1	OCWA Recommended capital improvements to Essex Pollution Control Plant and Northeast Lagoons.	Replacement	138,000		138,000
SS-21-0010	OWCA Capital Recommendations - Ward 3	OCWA Recommended capital improvements to the Colchester Lagoons.	Replacement	96,000		96,000
SS-21-0011	OWCA Capital Recommendations - Ward 4	OCWA Recommended capital improvements to the Harrow Lagoons.	Replacement	39,600		39,600
Total - Sanitary Sewer				1,678,664	-	556,100
Total - Environmental Services				2,694,164	-	1,431,600
Total - User Rate Supported				2,694,164	-	1,431,600
TOTAL - Property Tax and User Rate Supported				26,415,360	3,165,704	3,672,421

Funding Sources				Funding	Funded from Taxation	Operating Impact					
Grant Funding	Long-Term Debt	Other	Prior Year Funding			Cost Centre	2021	2022	2023	2024	2025
				77,500	-						
			500,000	500,000	-						
			79,518	79,518	-						
			43,046	43,046	-						
			500,000	500,000	-						
				42,500	-						
				42,500	-						
				40,000	-						
				42,500	-						
				37,500	-						
				138,000	-						
				96,000	-						
				39,600	-						
-	-	-	1,122,564	1,678,664	-		-	-	-	-	-
-	-	-	1,262,564	2,694,164	-	-	-	-	-	-	-
-	-	-	1,262,564	2,694,164	-	-	-	-	-	-	-
2,487,065	709,182	463,167	15,917,822	26,415,360	-	-	32,000	367,068	367,467	367,768	367,768

"Provide fiscal stewardship and value for tax dollars to ensure the long-term financial health of the municipality."

2019-2022 Corporate Strategic Plan

Council and Administration Capital Budget Requests Outside of 2021 Budget

Council Requested Projects Outside of 2021 Budget

				2021 Capital Budget		
Project Number	Project Name	Project Description	Asset Management Status	Project Cost	Lifecycle Reserve	Other Reserve
Administration Approved Projects Removed from Budget						
AP-20-0001	Document Archiving Project		New	50,000		
AP-20-0002	Colchester Building Upper Parking Lot	Refurbish lot next to Colchester CC.	Replacement	200,000		
AP-20-0003	NEW- Pay and Display Parking Metre Systems	Add metres at 2 public lots in Colchester.	New	32,000		
AP-20-0004	Washrooms in Heritage Park	Washrooms in Heritage Park.	New	300,000		
AP-20-0005	Colchester Parking Along Jackson New area Along Fence	Pave current angle parking along Jackson Street in Colchester.	New	120,000		
AP-20-0006	Colchester Splash Pad Lot		Replacement	105,000		
AP-20-0007	Shave/Pave road- Top of Hill to Lower Level - Colchester		Replacement	75,000		
AP-20-0008	Caboose repairs to stop water only. Unit out Front	Heritage Essex caboose needs repairs to be sustainable.	New	10,000		
AP-20-0009	Harrow Arena Cameras	Add camera system to Harrow Arena.	New	25,000		
AP-20-0011	Victoria Street (Oxley Area)	Continuation of reconstruction of beach roads.	New	45,000		
AP-20-0012	Asphalt Mill and Pave (approx. 6km)	Program to mill and asphalt approximately 6 km of roadway.	Replacement	150,000		
AP-20-0013	County Road 8/County Road 34 Signalized Intersection	Engineering design for intersection improvements.	New	1,200,000		
AP-20-0014	Richmond Bank Stabilization Phase 2	Continuation of the bank stabilization in the Richmond Drain along 5th Concession	Upgrade	325,000		
AP-20-0015	North Malden Road between Walker Sideroad and County Road 11	Continuation of full depth reconstruction of North Malden Road.	Replacement	600,000	-	
Total				3,237,000	-	-
Council Approved Projects Not Included in Budget						
CP-17-0001	Heritage Park Water Feature	Addition of passive water fountain.	New	250,000		
CP-17-0002	Outdoor Gym Equipment in Colchester	Outdoor fitness equipment.	New	75,000		
CP-17-0005	Accessible Paths in Heritage Park		New	60,000		
CP-17-0006	New Pylon Sign at Co-An Park	50% Split with Amherstburg. Replace current sign at Co-An Park.	Upgrade	30,000		
CP-17-0007	New Land for Soccer at Co-An Park	50% Split with Amherstburg	New	300,000		
CP-17-0008	Pave Co-An Park Parking Lot	50% Split with Amherstburg	New	440,000		
CP-17-0009	Playground Structure at Co-An Park	50% Split with Amherstburg	Replacement	200,000		
CP-17-0010	Pave Old Car Wash Parking Lot in Harrow	Harrow.	Upgrade	204,445		
CP-20-0002	General Replacement at Co-An Park	50% Split with Amherstburg	Replacement	56,250		
CP-20-0003	Land Purchase/ Splash Pad at Co-An Park	50% Split with Amherstburg	New	300,000		
CP-20-0004	Sidewalk/Trail on Irwin between County Road 34 and Gosfield Townline	Previous Council request to place a sidewalk/trail on Irwin between CR34 and Gosfield Townline.	New	120,000		
CP-20-0007	Water Access at Bell Park		Replacement	20,000		
CP-20-0009	Victoria Ave (Day St to Hwy #3)	Removal and replacement of asphalt surface, regrade and compact existing base.	Replacement	675,000		
CP-20-0010	Harrow Arena Parking Lot Refurbished		Replacement	630,000		
CP-20-0011	Co-An Park New Playground, Parking Lot, Soccer Field	50% Split with Amherstburg	New	615,000		
CP-20-0012	Co-an Park new Playground / Soccer Fields	50% Split with Amherstburg	New	175,000		
CP-20-0013	Co-An Park Soccer fields/ Splash pad	50% Split with Amherstburg	New	100,000		
CP-20-0014	Irwin St (Arthur to Gosfield)		Replacement	2,000,000		
CP-20-0015	Viscount Parkway (Victoria to Viscount Comm Centre)	Removal and replacement of asphalt surface, regrade and compact existing base. Enhance sub-drain and catch basin.	Upgrade	110,000		
CP-20-0016	Intersection (Maidstone-Townline-Arthur-Gosfield)	Reconstruction of intersection based on initial preferred solution of round-about. Dependent on property acquisition, etc. Currently investigating reduced scope options with the County Traffic Engineer.	Upgrade	4,000,000		
CP-20-0017	Walkway on Maidstone from Talbot to Tim Hortons	Active Transportation link between Talbot Street and South Talbot Street.	New	600,000		
CP-20-0018	3rd Concession paved sidewalk	Active Transportation link between Queen Street (CR11) and Sellick Drive.	New	120,000		
CP-20-0020	Gesto Sidewalk along County Road 12	Sidewalk construction from Colchester North School to Gesto Sideroad	New	70,000		
CP-20-0021	McGregor Pathway		New	500,000		
CP-20-0019	Sidewalks (Thomas and Bell)	Continuation of Sidewalks on Thomas and Bell.	New	50,000		
Total				11,700,695	-	-

Funding Sources											
Funding Sources				Funding	Funded from Taxation	Operating Impact					
Grant Funding	Long-Term Debt	Other	Prior Year Funding			Cost Centre	2021	2022	2023	2024	2025
				-	50,000						
				-	200,000						
				-	32,000			20,000	20,000	20,000	20,000
				-	300,000						
				-	120,000						
				-	105,000						
				-	75,000						
				-	10,000						
				-	25,000						
				-	45,000						
				-	150,000						
			6,989	6,989	1,193,011						
				-	325,000						
				-	600,000						
-	-	-	6,989	6,989	3,230,011	-	-	20,000	20,000	20,000	20,000
				-	250,000						
				-	75,000						
				-	60,000						
		15,000		15,000	15,000						
		150,000		150,000	150,000						
		220,000		220,000	220,000						
		100,000		100,000	100,000						
				-	204,445						
		28,125		28,125	28,125						
		150,000		150,000	150,000						
				-	120,000						
				-	20,000						
				-	675,000						
				-	630,000						
		307,500		307,500	307,500						
		87,500		87,500	87,500						
		50,000		50,000	50,000						
				-	2,000,000						
				-	110,000						
				-	4,000,000						
				-	600,000						
				-	120,000						
				-	70,000						
				-	500,000						
				-	50,000						
-	-	1,108,125	-	1,108,125	10,592,570	-	-	-	-	-	-

"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."

2019-2022 Corporate Strategic Plan

Draft

2022 to 2025 Capital Forecast

2019 and 2020 Approved Budget + 2021 Approved Budget + 2022 to 2025 Capital Forecast

Project Number	Project Name	Project Description
Property Tax Supported		
Council		
2019	Council	
2020	Council	
GG-20-0008	Harrow Streetscaping	
GG-21-0002	Council Contingency	
GG-21-0001	Essex Streetscaping - Engineering	Essex Streetscaping
GG-22-0001	Contingency (Council)	
GG-23-0001	Contingency- Council	
GG-24-0002	Contingency- Council	
Total - Council		
Office of the CAO		
2019	Office of the CAO	
2020	Office of the CAO	
GG-21-0006	Ductless HVAC for Director, Infrastructure Office	
Total - Office of the CAO		
Division: Police		
2019	Police	
2020	Police	
PD-21-0002	New Dustless Air Conditioning Units for OPP Satellite Office at ECC	Upgrade from window units to new ductless AC
PD-21-0001	Contingency	
PD-22-0001	Contingency	
PD-23-0001	Police Contingency	
PD-24-0001	Police Contingency	
PD-25-0001	Police Contingency	
Total - Police		
Division: Cemeteries		
2019	Cemeteries	
2020	Cemeteries	
HS-21-0001	Remesh Fence at Erie Cemetery	
HS-21-0002	Sign Replacement	Replace historic signs
HS-21-0003	Parking at Colchester Memorial	Parking for new columbarium
Total - Cemeteries		
Department: Corporate Services		
Division: Information Technology		
2019	Information Technology	
2020	Information Technology	
GG-21-0004	SAN Upgrade	A SAN (storage area network) is a high-speed storage network that houses the m RFP to obtain consulting services to review and develop overall strategic goals for the Corporate IT Department. This plan will give us action items and strategies to how to obtain those goals.
GG-21-0005	IT Strategic Plan	
GG-21-0007	Microsoft Software Deployment	Software upgrade – Upgrade our office productivity software (Outlook, Word, Excel, Power Point) from Office 2013 to the latest version of MS Office.
CS-19-0021	Wireless Radio Upgrade	Replace radio system within Essex Recreation Complex.
CS-21-0014	Replace Intercom/PA System at Essex Recreation Complex	Replace Intercom/PA System at Essex Recreation Complex
CS-21-0029	Projector Replacement at Essex Centre Sports Complex	Projector Replacement at Essex Centre Sports Complex
GG-19-0019	Video Surveillance Town Hall \ Gesto	
Total - Information Technology		
Division: Human Resources		
2018	Human Resources	
2019	Human Resources	
GG-21-0008	HRIS System	Implementation of Human Resources Information Software System
Total - Human Resources		
Division: Corporate Services		
2019	Corporate Services	
2020	Corporate Services	
GG-22-0002	Widen the sidewalk on the west and east front areas at the Municipal Bldg	
GG-25-0001	Fees and Charges Review	moved from 2022
Total - Corporate Services		
Total - Corporate Services		

Asset Management	Approved		Approved	Forecast			
	2019 Project Costs	2020 Project Costs	2021 Project Costs	2022 Project Costs	2023 Project Costs	2024 Project Costs	2025 Project Costs
-	50,000						
-		4,640,170					
Upgrade			5,492,018				
New			50,000				
Upgrade			460,000				
New				50,000			
New					50,000		
New						50,000	
	50,000	4,640,170	6,002,018	50,000	50,000	50,000	-
-	-						
-		-					
New			4,621				
	-	-	4,621	-	-	-	-
-							
-	25,000						
-		56,593					
New			10,750				
Replacement			25,000				
Replacement				25,000			
Replacement					25,000		
Replacement						25,000	
Replacement							25,000
	25,000	56,593	35,750	25,000	25,000	25,000	25,000
-							
-	10,600						
-		62,325					
Upgrade			16,790				
Upgrade			5,000				
New			5,000				
	10,600	62,325	26,790	-	-	-	-
-							
-	27,000						
-		359,828					
Upgrade			45,000				
New			40,000				
Upgrade			39,000				
Upgrade			10,405				
Replacement			2,386				
Replacement			4,344				
New					4,500		
	27,000	359,828	141,135	-	4,500	-	-
-	-						
-		-					
New			40,000				
	-	-	40,000	-	-	-	-
-							
-	222,000						
-		-					
Upgrade				10,000			
New							36,700
	222,000	-	-	10,000	-	-	36,700
	249,000	359,828	181,135	10,000	4,500	-	36,700

2019 and 2020 Approved Budget + 2021 Approved Budget + 2022 to 2025 Capital Forecast

Project Number	Project Name	Project Description
Department: Community Services		
Division: Fire		
2019	Fire	
2020	Fire	
FD-19-0015	Fire Station 2 Replacement	
FD-21-0002	Personal Protective Equipment	Various firefighter PPE equipment including helmets, boots, etc.
FD-21-0003	Carbon Monoxide Detector Replacement	Replacement of carbon monoxide detector
FD-21-0004	Replace Cutter component of Jaws of Life Station 1	Replace Cutter component of Jaws of Life Station 1
FD-21-0007	Hose Replacement Program	24-27 lengths of 50' hose are to be replaced
FD-21-0008	Pager Replacement Program	Replacement of 10 pagers per year
FD-21-0009	Replace Deputy Fire Chief's Vehicle	Replacement of 2011 Chevy Silverado
FD-21-0010	Replace Air Bag Kits at Each Station	Replacement of 1 kit at Station 2 (10 year expiry)
FD-21-0013	Replace Portable Generator at Station 1	Replace Portable Generator at Station 1
FD-21-0015	Replace Engine 3A for Station 2	Purchase a stock unit, have confirmed pricing as of Aug 20, 2020
FD-21-0016	Ice Water Rescue Equipment (PPE for Ice/Water Team)	Includes replacement of suits, ropes, gloves hoods and boots
FD-22-0011	Replace Fire Chief's Vehicle	
FD-22-0002	Personal Protective Equipment	
FD-22-0004	Hose Replacement Program	
FD-22-0006	Replace Trucks 1 and 3 and Position New Truck at Station 2	
FD-22-0007	Fire Station 3 Upgrades (Training and Washrooms)	
FD-22-0008	Pager Replacement Program	
FD-22-0009	Replace Rams Jaws of Life Station 2	
FD-22-0010	Ice Water Rescue Equipment (RIT Basket & PPE for Ice/Water Team)	
FD-23-0002	Personal Protective Equipment	
FD-23-0004	Hose Replacement Program	
FD-23-0005	Pager Replacement Program	
FD-23-0007	Replace Three (3) Notebook Computers	
FD-23-0008	Replace Support 3 with a Squad (Pickup)	
FD-23-0009	Fire Station 3 Upgrades (Training and Washrooms)	
FD-23-0010	Ice Water Rescue Equipment Replacement Program	
FD-23-0011	Radio System Upgrade	Require a upgrade to existing radio system by 2023
FD-24-0002	Personal Protective Equipment	
FD-24-0011	Helmet Replacement Program	
FD-24-0005	Pager Replacement Program	
FD-24-0006	Ice Water Rescue Equipment Replacement Program	
FD-24-0007	Firefighter Recruitment (5)	
FD-24-0008	Replace Thermal Imaging Camera's at Station's 1,2,& 3	
FD-24-0009	Emergency Management Training and Full Scale Exercise	
FD-24-0010	Station 3 Replacement	
FD-25-0001	Personal Protective Equipment	
FD-25-0002	Helmet Replacement Program	
FD-25-0003	Pager Replacement Program	
FD-25-0004	Ice Water Rescue Equipment Replacement Program	
Total - Fire		
Division: Parks		
2019	Community Services	All Community Services as it was all grouped prior to 2020 Budget.
2020	Community Services	All Community Services as it was all grouped prior to 2020 Budget.
CS-19-0100	Planters for Heritage Gardens and Sadler's Park (cfwd CS-18-0046)	Add Planters for Heritage Gardens and Sadler's Park
CS-19-0101	Hard surface Trails Hard surface Trails (cfwd CS-18-0071/CS-17-0061)	Hard surface Trails within urban centres
CS-19-0056	Splashpad and Change House in Essex Centre forward CS-18-0049/CS-19-0112)	Updates to washrooms, mechanical room, roof and demo of side portions.
CS-19-0120	Park Signage (Carry forward CS-18-0074/CS-17-0111/CS-16-0039)	Park Signage - add and replace for proper branding
CS-19-0121	Waterfront Access Upgrades (cfwd CS-18-0076/CS-17-0127)	Waterfront Access Upgrades - review of current properties
CS-20-0042	Essex Tennis Courts	New Tennis Courts in Essex as per Parks and Recs Master Plan
CS-20-0066	Fence Around Harrow Tennis Courts	Replacement fence
CS-20-0067	Field Sprayer (Laser) Replacement for Harrow Soccer Complex	Field Sprayer (Laser) Replacement for Harrow Soccer Complex.
CS-20-0070	Replace Rubber Surface at Colchester Playground	Replace Rubber at Colchester Playground
CS-20-0104	Aerifier-Verti Quake	Equipment for turf maintenance
CS-21-0016	Replace 4 wheel tractor - 2011 Kioti -859	Replace 4 wheel tractor - 2011 Kioti
CS-21-0019	Ball Diamond Rehabilitation (Annual)	Annual rehabilitation of ball fields
CS-21-0020	Soccer Park Rehabilitation (Annual)	Annual rehabilitation of soccer fields
CS-21-0022	Replacement of Picnic Tables for Parks	Replacement of 12 Picnic Tables for Parks
CS-21-0043	New Public Washrooms/Change Room at Harrow Splash pad	Addition of public washrooms on to mechanic building
CS-21-0046	Parks Equipment and Tools Contingency	Contingency that may be required for unanticipated replacements
CS-21-0088	Move Tot Park to Essex Splashpad area	Move Tot Park to Essex Splashpad location
CS-21-0089	Drainage at Liberto Park	Install drainage at Liberto Park
CS-21-0065	Hunter Park Replace Playground Equipment	Replacement of equipment at hunter park
CS-21-0066	Replacement of Harrow Park Fence along Walnut St	Replacement of Harrow Park Fence along Walnut St Not in Citywide
CS-21-0067	Replace 1984 John Deere 955 Tractor #879	Replace 1984 John Deere 955 Tractor #879
CS-21-0069	Replacement of Leaf and Turf Vacuum for Parks Maintenance	Replacement of Leaf and Turf Vacuum for Parks Maintenance
CS-21-0070	Replacement of Cedar Shingles Train Station Shed	Replacement of Cedar Shingles Train Station Shed Not in Citywide
CS-21-0071	Install of new sidewalk to playset at Hunter Park	Install of new sidewalk to playset at Hunter Park

Asset Management	Approved		Approved	Forecast			
	2019 Project Costs	2020 Project Costs	2021 Project Costs	2022 Project Costs	2023 Project Costs	2024 Project Costs	2025 Project Costs
-	1,895,027						
-		3,154,301					
Upgrade			3,399,031				
Replacement			32,837				
Replacement			3,006				
Replacement			18,500				
Replacement			15,150				
Replacement			5,682				
Replacement			45,000				
Replacement			16,860				
Replacement			1,064				
Replacement			639,685				
New			4,200				
Replacement				45,000			
Replacement				32,837			
Replacement				15,302			
Replacement				1,500,000			
Upgrade				125,000			
Replacement				5,738			
Replacement				18,500			
New				9,400			
Replacement					32,837		
Replacement					15,302		
Replacement					5,738		
Replacement					10,000		
Replacement					110,000		
Upgrade					125,000		
New					4,500		
Upgrade					500,000		
Replacement						29,624	
Replacement						3,213	
Replacement						5,738	
Replacement						4,500	
Replacement						45,000	
Replacement						6,000	
New						13,000	
Upgrade							5,000,000
Replacement							29,624
Replacement							3,213
Replacement							5,738
Replacement							4,500
	1,895,027	3,154,301	4,181,015	1,751,777	803,377	107,075	5,043,075
-	1,922,027						
-		3,089,686					
New			5,000				
Upgrade			18,514				
New			103,494				
Replacement			8,293				
Upgrade			15,237				
New			240,000				
Replacement			11,300				
Replacement			2,600				
Replacement			140,000				
Replacement			26,000				
Replacement			54,500				
Replacement			15,000				
Replacement			15,000				
Replacement			15,000				
New			150,000				
Replacement			58,130				
New			100,000				
New			10,000				
Replacement			200,000				
Replacement			25,000				
Replacement			35,000				
Replacement			29,300				
Replacement			7,000				
New			15,000				

2019 and 2020 Approved Budget + 2021 Approved Budget + 2022 to 2025 Capital Forecast

Project Number	Project Name	Project Description
CS-21-0081	Dugouts at Harrow Diamonds	Addition of dug outs Pollard #5 Diamond
CS-21-0083	Upgrade/replacement of community garbage disposals in Parks	Standardize community garbage cans
CS-21-0090	Remove recirculation equipment from Harrow and Colchester Splash Pads	Remove pumps and filters in splash pads
CS-21-0091	Drainage improvements at Townsview Park	Improvements to drainage between the play set and road.
CS-21-0092	Replace Sidewalks in Sadlers Park	Continue to replace asphalt walks, deteriorating
CS-21-0093	Replace Unit 857 Ford F350 Water Truck	Replace Unit 857 Ford F350 Water Truck
CS-21-0102	Replacement Snowplow for Kioti Tractor	Replacement Snowplow for Kioti Tractor
CS-21-0103	Drop Salter for UTV in Harrow	Drop Salter for UTV in Harrow
CS-21-0107	Co-An Park Capital Contribution	Budget request from Co-An Park Board for upcoming capital projects.
CS-22-0012	New garbage enclosures across municipality (1 per year at min)	
CS-22-0016	Ball Diamond Rehabilitation (Annual) in Essex and Harrow	
CS-22-0017	Soccer Field Upgrades in Essex and Harrow	
CS-22-0023	Tennis Court Rehabilitation in Harrow Centre	
CS-22-0025	Paved Driveway at Co-An Park	Storm Water Plan and Engineering Only
CS-22-0026	Irrigation at Tot Park and Town Hall	Town Hall only
CS-22-0027	Parking Lot Upgrades at Sadler's Park	Cement curbs, ashalt and drainage(being done in 2021)
CS-22-0028	Replace 2 sets of Socceer Goals Essex	deteriorating
CS-22-0032	New Screw Compressor and Motor	Moved from 2020
CS-22-0051	Replace the Eco Chill Main Control Panel	Outdated no longer have parts avilable for repairs. Ew Unit .Moved from 2021
CS-22-0052	Pickup Truck	moved from 2021
CS-22-0053	Upgrade Outdoor Washrooms at Fieldhouse (Accessible)	moved from 2021
CS-22-0035	Park Signage	Add or Replace Park Signage
CS-22-0036	Harrow Soccer Complex Outdoor Sign	No signage at complex
CS-22-0037	Heritage Park Washrooms	Washrooms in Heritage Park
CS-22-0038	field Software & Tablets	Required for parks inspections of playgrounds per legislations
CS-22-0054	Skateboard Ramp Replacement in Harrow	
CS-22-0055	Skateboard Ramp Replacement in Essex	
CS-22-0056	Lights on Towers at Co-An Park	need new lights but need approval from Amherstburg for 1/2
CS-22-0057	Replace Beach Groomer Colchester Beach	
CS-22-0058	Water Feature at Heritage Park	
CS-22-0039	Amphitheatre in Heritage Park	
CS-22-0059	Roof Restoration at Fieldhouse	Not in Citywide
CS-22-0060	Colchester Parking Town Lot Phase 2 of 2 (Dunn and Cty Rd 50)	
CS-22-0040	Basketball Surface at Sparky's Park	(541) Existing surface settling in areas and uneven
CS-22-0048	Drop Salter for UTV	
GG-22-0003	Roof Replacement at Town Hall	
CS-22-0041	Diamond Groomer replacement for Harrow and Essex Parks	Diamond Groomer replacement for Harrow and Essex Parks
CS-22-0042	Signage for Harrow Soccer Complex	New identity sign for town facility
CS-22-0061	Electrical to Heritage Gardens	Addition of power to park grounds to accommodate special events
CS-23-0003	Pavilion at Colchester Park	
CS-23-0004	Ball Diamond Rehabilitation (Annual) in Essex and Harrow	
CS-23-0005	Replace Pick-up 867	add Tommy Gate
CS-23-0014	New Fencing Fairview Ave Max Miller Way West	
CS-23-0018	New garbage Enclosures	
CS-23-0019	Replace Bleachers Sports Field Essex	
CS-23-0020	Soccer Field Upgrades in Essex and Harrow	
CS-23-0022	Replace Fencing in Parks	
CS-23-0027	Replace Lights at Essex Diamond 1	
CS-23-0028	Relocate Pavilion at Sadler's Park	replace with new
CS-23-0029	Repace Kubota ATV with plough, sweeper and salter	replacing unit 878
CS-23-0030	Replace Furnace Train Station	life cycle
CS-23-0031	New Playset Stanton Park	upgrade required.
CS-23-0032	Cement Walkway into Stanton park	
CS-23-0033	Sadler's Park Power Pedestals	increase to allow for mechanical engineer for requirment to ELK and design
CS-23-0035	Co An Park Parkinglot Asphalt	New base asphalt and catchbasins.
CS-23-0040	Irrigation Heritage Gardens Train Station	moved from 2021
CS-24-0002	Ball Diamond Rehabilitation (Annual) in Essex and Harrow	annual
CS-24-0001	NEW - Replace Pirate Ship Playground Equipment Colchester Park	
CS-24-0003	Soccer Field Upgrades in Essex and Harrow	annual
CS-24-0004	Upgrade Warning Track Diamond #1	warning track upgrades
CS-24-0008	Park Signage	Add or Replace Park Signage
CS-25-0001	Replace Roof Top Unit at Town Hall #3. Swich BAS to the new unit	15 years old
CS-25-0002	2 New Lights on Path from McKeown to Sadler's Park	moved from 2022
CS-25-0003	Ball Diamond Rehabilitation (Annual) in Essex and Harrow	annual
CS-25-0004	Soccer Field Upgrades in Essex and Harrow	annual
CS-25-0008	Pirate Ship and Play Area Replacement at Colchester Splash Pad	Replacement
CS-25-0009	Tractor w/Loader Replacement	Replacement
CS-25-0010	Bobcat - 876 Replacement	Replacement
CS-25-0011	3/4 Ton Pickup	Replacement
CS-25-0012	Electric Golf Cart	Replacement

Total - Parks

Asset Management	Approved		Approved	Forecast			
	2019 Project Costs	2020 Project Costs	2021 Project Costs	2022 Project Costs	2023 Project Costs	2024 Project Costs	2025 Project Costs
New			15,000				
Replacement			14,878				
New			20,000				
New			7,500				
Replacement			35,000				
Replacement			54,000				
Replacement			9,000				
New			4,500				
New			15,000				
New				4,478			
Replacement				15,000			
Replacement				15,000			
Replacement				97,080			
Upgrade				43,796			
New				15,000			
New				100,000			
Replacement				9,000			
Replacement				48,000			
Replacement				57,000			
Replacement				45,000			
Upgrade				40,000			
New				10,000			
New				15,000			
New				300,000			
Replacement				5,500			
Replacement				43,781			
Replacement				43,511			
Replacement				60,000			
Replacement				50,000			
New				120,000			
New				250,000			
Upgrade				50,300			
New				215,000			
New				9,500			
New				4,500			
Replacement				63,000			
Replacement				33,000			
New				7,500			
New				92,100			
New					350,000		
Replacement					15,000		
Replacement					55,000		
Replacement					58,000		
New					4,478		
Replacement					16,000		
Replacement					15,000		
Replacement					10,000		
Replacement					325,700		
Upgrade					35,000		
Replacement					38,000		
Replacement					9,000		
Upgrade					225,000		
New					31,000		
New					80,000		
Replacement					266,857		
New					20,000		
Replacement						15,000	
Replacement						300,000	
Replacement						15,000	
Replacement						41,000	
New						10,000	
Replacement							25,000
New							30,000
Replacement							15,000
Replacement							15,000
Replacement							250,000
Replacement							10,000
Replacement							70,000
Replacement							37,000
Replacement							5,000
	1,922,027	3,089,686	1,474,246	1,862,046	1,554,035	381,000	457,000

2019 and 2020 Approved Budget + 2021 Approved Budget + 2022 to 2025 Capital Forecast

Project Number	Project Name	Project Description
Division: Miscellaneous Recreation Programs		
CS-19-0032	Colchester Community Centre Upgrades	Colchester Community Centre upgrades.
CS-19-0082	New A/C Furnaces at Colchester Community Centre	New A/C Furnaces at Colchester Community Centre
CS-19-0097	Washroom Upgrades at Lions Hall	Washroom upgrades at Lion's Hall
CS-19-0109	Heritage Garden Development	Heritage Garden Development (carry forward CS-18-0082/17-0119/16-0050).
CS-19-0111	Parks, Recreation and Culture Master Plan	Development of plans from Master Plan recommendations (carry forward)
CS-19-0122	Colchester Community Garden	Colchester Community Garden - work with Schoolhouse committee (carry forward CS-18- 0077/CS-17-0114/CS-16-0067/CS-15-0075).
CS-19-0124	Beautification Colchester Centre	Beautification Colchester Centre (cfwd CS-18- 0083/CS-17-0120/CS-16-0073/CS-15-0076).
CS-19-0125	Beautification Harrow Centre	Beautification Harrow Centre (carry forward CS-18-0084/CS-17-0121/CS-16-0073/CS-15- 0076).
CS-20-0051	Painting, Interior Essex Community Centre	Painting, Interior Essex Community Centre.
CS-20-0053	Dog Agility Items	Dog Agility Items
CS-20-0055	Flag Poles McGregor	Funds have to be increased. \$6,000 will not cover the cost of 2 poles
CS-20-0056	Heritage Train Station landscaping	Continue to develop grounds around Essex Train station.
CS-20-0075	Heritage Train Station Caboose	moved from 2020. The funds are not sufficient. The caboose is in very poor condition
CS-20-0108	NEW - Cameras for ERC	Cameras were removed with construction of new High School
CS-21-0073	New Ductless Air Conditioning Units for Three Program Room	Upgrade from window units to new ductless AC
CS-21-0074	Paint Interior McGregor Community Center	Paint Interior McGregor Community Center
CS-21-0075	New Ceiling Lights in Four Program Rooms, and Halls ECC	New Ceiling Lights in Four Program Rooms, and Halls ECC
CS-21-0094	New Snow Push Box	New snow push box attachment for new tractor to push snow from Parking Lots, Town Hall, Fire and ERC
CS-22-0009	Ventilation in Mechanical Room at McGregor Community Centre	
CS-22-0031	Painting Various Programs Rooms at the Maedel Community Centre	program rooms and halls
CS-22-0049	Replace Dishwasher at McGregor Community Centre	Not in Citywide
CS-22-0043	Heritage Train Station Caboose	moved from 2020. The funds are not sufficient. The caboose is in very poor cond
CS-23-0037	Mid Roof Replacement at the Essex Community Centre	Required
CS-23-0038	Paint Gym Essex Community Centre	Upgrade scissor lift required
CS-24-0006	New Windows at ECC	Upgrade windows in program rooms required engineers specs
Total - Miscellaneous Recreation Programs		
Division: Arenas		
CS-20-0038	Ice Resurfacer at Harrow Centre Sports Complex	Replacement of Harrow Olympia. Takes 1 year to have made.
CS-20-0083	Replace Ice Resurfacer 850-00 at Essex Centre Sports Complex	Replace Ice Resurfacer 850-00
CS-20-0086	Shower/Dressing Room Updates-Harrow Arena	Reconfiguration of dressing rooms for addition of private showers.
CS-21-0042	Ice Maintenance Level Laser	Replacement of Level Laser at Harrow Arena.
CS-21-0044	Replace Rubber Tiles in two dressing rooms and the Main Hall of Libro Rink	Replace Rubber Tiles in Two dressing rooms and the Main Hall of Libro Rink
CS-21-0057	Two New Screw Compressor and Motor for the Compressor Room in Twin Pad Arenas	Two New Screw Compressor and Motor for the Compressor Room in Twin Pad Arenas
CS-21-0095	Replace the Condenser Holding Tank in Compressor Room	The existing unit is made of poly. The poly has cracked at the discharge and water
CS-21-0035	Automatic Door Replacement at Essex Centre Sports Complex	Exterior doors being converted from manual opening to automatic
CS-21-0096	Replacement of Kick Board - Dashers at Libro Rink	Replacement of Kick Board - Dashers at Libro Rink
CS-21-0097	Ice Resurfacer Hot Water Boilers (2)	Replacement of hot water boilers at Essex Arena
CS-21-0098	Mortar Block Repairs for Essex Centre Sports Complex	Lack of funds did not allow the west side to be completed in 2020
CS-21-0099	Replacement of Fuel Makers to fill Olympias	Replace existing with FM4 Units at Libro rink.
CS-21-0100	Baffle Ceiling Essex Centre Sports Complex	To minimize noise clutter in Shaheen room.
CS-21-0101	Replace the Douglas Control Lighting dialogue System	Replacement of master light control unit.
CS-19-0103	Harrow Arena Spectator Netting	
CS-22-0002	Dressing Room Floor Upgrade (2 Rooms) at Essex Centre Sports Complex	
CS-22-0004	Replace the Main burners and heat wheels in both de humidifier units at the Twin Pad	
CS-22-0007	Roof Upgrades at Essex Centre Sports Complex	
CS-22-0011	Puck Boards & Dasher Boards	Kick board Shaheen Rink
CS-22-0013	Canteen Equipment Upgrades	
CS-22-0018	Painting Essex Centre Sports Complex, Interior	
CS-22-0019	Replace the walking track mat	
CS-22-0021	Replace the Rubber Floor in dressing rooms	
CS-22-0022	Replace the Pakinglot Lights at the Essex Center Sports Complex to LED	Inflation
CS-22-0033	Replace the stall partitons in the dressing rooms at the Essex Centre Sports Complex	moved from 2021
CS-22-0044	New Roof Top Unit Shaheen Room Essex Centre Sports Complex	New unit wil be samller and more eficent . This wil also assist to elliminate the noi
CS-22-0062	Condenser Replacement at Harrow Arena	
CS-22-0063	Fencing at Back of the Essex Centre Sports Complex	Addition of secure compound at back of essex
CS-22-0064	Replace Skate Sharpener at Harrow Centre Sports Complex	
CS-21-0021	Painting ceiling in dressing rooms and , high wall areas at Essex Centre Sports Complex	Painting ceiling in dressing rooms and , high wall areas at Essex Centre Sports Cor
CS-22-0050	Harrow Arena Spectator Netting	Replace netting around rink as per legislation.
CS-22-0066	Replace Rink Netting at Essex Centre Sports Complex	Replace netting around rink as per legislation.
CS-22-0045	Harrow Arena Outdoor Pylon Sign	Outdoor pylon sign
CS-23-0006	Stand on Floor Scrubber	
CS-23-0008	Replace Domestic Hot Water Tank	
CS-23-0009	Puck Board on Shaheen Rink	Kick Boards
CS-23-0010	Replace the Washroom Stall Partitions at ECSC	

Asset Management	Approved		Approved	Forecast			
	2019 Project Costs	2020 Project Costs	2021 Project Costs	2022 Project Costs	2023 Project Costs	2024 Project Costs	2025 Project Costs
Replacement			23,469				
Replacement			24,000				
Upgrade			20,000				
New			13,620				
New			8,912				
Upgrade			3,296				
New			5,000				
Upgrade			25,386				
New			10,000				
New			8,840				
New			10,500				
New			8,000				
Upgrade			14,339				
New			28,500				
Upgrade			32,250				
Replacement			10,000				
Upgrade			20,000				
Replacement			4,000				
Upgrade				3,500			
Upgrade				25,000			
Replacement				3,640			
Upgrade				7,500			
Replacement					160,000		
Upgrade					15,000		
Upgrade						65,000	
	-	-	270,112	39,640	175,000	65,000	-
Replacement			90,900				
Replacement			92,000				
Upgrade			40,000				
Replacement			12,000				
Replacement			66,700				
Replacement			86,000				
Replacement			21,000				
Upgrade			50,000				
Replacement			21,940				
Replacement			58,000				
Replacement			4,900				
Replacement			12,000				
New			15,000				
Replacement			13,740				
Replacement				16,500			
Replacement				48,000			
Upgrade				37,100			
Upgrade				10,000			
Replacement				23,000			
Upgrade				20,000			
Replacement				15,000			
Replacement				50,000			
Replacement				60,000			
Replacement				22,000			
Replacement				17,951			
Replacement				38,500			
Replacement				57,792			
New				10,000			
Upgrade				10,875			
Replacement				15,000			
Replacement				16,500			
Replacement				35,000			
New				60,000			
Replacement					9,000		
Replacement					8,500		
Replacement					22,000		
Replacement					27,247		

2019 and 2020 Approved Budget + 2021 Approved Budget + 2022 to 2025 Capital Forecast

Project Number	Project Name	Project Description
CS-23-0011	New Lights Drop ceiling Shaheen Rink	Mech Eng specs required to change duct work, speakers, new lights etc.
CS-23-0012	New LED Lights Shaeen Rink	
CS-23-0015	New HVAC units at Essex Centre Sports Complex	Inflation
CS-23-0016	Upgrades to heat Recovery Unit	Upgrade major components only
CS-23-0017	Exhaust Fan Unit Canteen	
CS-23-0025	New tables and Chairs for Shaheen Room	
CS-23-0026	Replace the Rubber Floor in dressing rooms	
CS-23-0039	New Screw Compressor and Motor for the Compressor Room	
CS-23-0041	Replace HVAC unit 4- office	This unit runs 12 months of the year. BAS is part of the replacement Moved from :
CS-24-0010	Upgrade Lights to LED on Libro Rink at Essex Centre Sports Complex	Move to 2024
CS-24-0007	Painting Ceiling Both Rinks	paint beams
CS-24-0009	New Condenser Unit at the Essex centre Sprots Complex	
CS-25-0005	Parking Lot Upgrades at Essex Centre Sports Complex	moved from 2022
CS-25-0006	Regasket Plate and Frame Chiller	Upgrade
CS-25-0016	Floor Scrubber Replacement	
CS-25-0025	Furnace Replacement at Harrow Arena	
Total - Arenas		
Division: Essex Recreation Complex		
CS-19-0115	LED Lights at Aquatics Centre	
CS-21-0106	HVAC Replacement ay Essex Recreation Complex	HVAC Replacement ay Essex Recreation Complex
CS-21-0104	Essex Pool Office	Additional office added to accommodate staffing on site
CS-21-0013	Replace Pump for lap pool at Essex Recreation Complex	Replace Pump for lap pool
CS-22-0001	Replace Fence in All-Purpose Room at Essex Recreation Complex	
CS-22-0067	Dehumidifier Replacement at Essex Recreation Complex	actual replacement cost comparisons
CS-22-0069	Renovations to storage understafe and ERC	
CS-23-0036	Exterior Signage at Essex Recreation Complex	Moved from 2021
CS-24-0005	Stainless Steel Railing Replacement at Essex Recreation Complex	Moved from 2020
CS-25-0013	All purpose room renovation	Upgrade
CS-25-0014	Power Washer Replacement	Replacement
Total - Essex Recreation Complex		
Division: Harbour		
CS-19-0106	Dock B Power Upgrade	Need to finish work in 2020 with new docks.
CS-20-0007	Float B - 30 Finger Docks Replacement	Replacement of B docks and fingers to provide full service
CS-21-0086	Install Gates and FOBS at each Colchester Dock Entrance	Install Gates and FOBS
CS-21-0105	Public Washroom Upgrades Colchester Harbour	New Sinks and Epoxy Floors
CS-22-0008	Dock Scrubber Replacement	
CS-22-0029	Repairs to Boat Launch - Concrete Pad	
CS-22-0030	2 Lane Turnaround at bottom of Hill	
CS-22-0068	Replace Gas Pump at Harbour	
CS-22-0046	Replacement of Ramp at Colchester harbour	
CS-22-0047	Pave Parking Lot B- Colchester Harbour	Upgrade form current gravel parking lot to asphalt.
CS-23-0002	C-Dock Replacement	
Total - Harbour		
Division: Arts, Culture and Tourism		
CS-19-0064	Mural/Sculpture	
CS-22-0010	Mural/Sculpture	
CS-23-0001	Mural/Sculpture	
Total - Arts, Culture and Tourism		
Total - Community Services		

Asset Management	Approved		Approved	Forecast			
	2019 Project Costs	2020 Project Costs	2021 Project Costs	2022 Project Costs	2023 Project Costs	2024 Project Costs	2025 Project Costs
Upgrade					60,589		
New					68,000		
Replacement					146,000		
Upgrade					55,000		
Replacement					8,000		
New					10,000		
Replacement					60,000		
Replacement					48,000		
Replacement					23,000		
Upgrade						66,000	
Upgrade						60,000	
Replacement						160,000	
Upgrade							60,000
Upgrade							25,000
Replacement							16,500
Replacement							6,500
	-	-	584,180	563,218	545,336	286,000	108,000
Upgrade			15,445				
Upgrade			175,000				
Upgrade			30,000				
Replacement			3,049				
Replacement				1,759			
Replacement				400,000			
Upgrade				10,000			
Replacement					3,829		
Replacement						4,826	
Upgrade							40,000
Replacement							5,500
	-	-	223,494	411,759	3,829	4,826	45,500
Upgrade			5,335				
Replacement			178,059				
New			40,000				
Upgrade			9,000				
Replacement				2,355			
Upgrade				50,000			
Upgrade				250,000			
Replacement				8,884			
Upgrade				38,533			
New				160,000			
Replacement					30,000		
	-	-	232,394	509,772	30,000	-	-
New			10,000				
New				10,000			
New					10,000		
	-	-	10,000	10,000	10,000	-	-
	3,817,054	6,243,987	6,975,441	5,148,212	3,121,577	843,901	5,653,575

2019 and 2020 Approved Budget + 2021 Approved Budget + 2022 to 2025 Capital Forecast

Project Number	Project Name	Project Description
Department - Development Services		
Division:	Planning	
2019	Planning	
2020	Planning	
PZ-19-0007	New Development Standards Manual Update	Procurement of services to create an updated Development Standards Manual including design standards for municipal assets and new developments
PZ-20-0002	Official Plan Review - Phase 1	Mandated under the PPS to be initiated in 2020, however start date has been impacted by County OP initiation delays
PZ-21-0002	CWATS	Bike Racks
PZ-21-0003	Amendment to DC By-Law and Background Study	Procurement of Consultant Services to undergo the DC process to incorporate mandatory changes as per legislation
PZ-22-0005	Official Plan Review - Phase 2	Study to be completed in 2020 following in-house Zoning Amendments, related to OP review
PZ-22-0003	Cultural Master Plan	Consultant to prepare a master plan for the management of the Town's cultural resources such as heritage-designated sites, organizations, artifacts, etc.
PZ-23-0001	Specialty Crop Area Study	Study to be completed in 2021 following County OP Update
PZ-24-0001	Archaeological Master Plan	Mandated under the PPS, related to the OP Review, to map out our potential archaeologically significant sites
PZ-24-0002	Development Charges Background Study	DC By-law expires in 2024, therefore a DC Background Study must be undertaken.
Total - Planning		
Division:	Building	
2019	Building	
2020	Building	
BD-21-0001	Field Software & Tablets	Building Permit software to move to electronic permit processing, tracking, and reporting. To also assist field staff with efficiencies to input inspection and site visit information and approvals while in the fields. Estimated cost for 3 tablets and annual system fee.
BD-22-0001	2014 Dodge Ram Pick Up Replacement*	
BD-22-0002	Building Division Document Archiving Project	Consultant to convert decades of documents and plans into electronic format and/or archive and/or destroy.
BD-25-0001	2017 Dodge Journey Replacement	
Total - Building		
Division:	Economic Development	
2019	Economic Development	
2020	Economic Development	
ED-21-0001	Agri-Tourism Strategy	As approved by Council, \$25,000 is to be transferred from Tourism Marketing Operating Budget (114) into a 2021 Capital Project under Economic Development (116)
ED-22-0004	Business Retention & Expansion Program	Consultant to develop a small business retention and expansion program as identified in the Strategic Plan
Total - Economic Development		
Total - Development Services		

Asset Management	Approved		Approved	Forecast			
	2019 Project Costs	2020 Project Costs	2021 Project Costs	2022 Project Costs	2023 Project Costs	2024 Project Costs	2025 Project Costs
-	-						
-		165,000					
New			79,576				
New			50,424				
New			4,650				
New			35,000				
New				29,576			
New				50,000			
New					60,000		
New						50,000	
New						60,000	
	-	165,000	169,650	79,576	60,000	110,000	-
-	-						
		42,500					
New							
		-	15,000				
Replacement				44,217			
New				10,000			
Replacement							50,000
	-	42,500	15,000	54,217	-	-	50,000
	-						
		36,361					
New			55,000				
New				55,000			
	-	36,361	55,000	55,000	-	-	-
	-	243,861	239,650	188,793	60,000	110,000	50,000

2019 and 2020 Approved Budget + 2021 Approved Budget + 2022 to 2025 Capital Forecast

Project Number	Project Name	Project Description
Department - Public Works		
Division:	Equipment	
2019	Equipment	
2020	Equipment	
PW-20-0001	15-ton Dump/Plow Unit #532	Carry Forward. Unit #532 is past its useful life and needs to be replaced.
PW-21-0041	5-ton Roll-off/Plow	Current Unit is past its useful life and requires replacement. The 3-ton (Unit #531) is proposed to be upgraded with a 5-ton to accommodate growth for snow removal and public works maintenance
PW-20-0038	Essex Operations Yard (Capital Equipment Stock)	To ensure more effective and efficient level of service, stocking the Essex Operations Yard with the necessary equipment will allow us to respond and operate better.
PW-20-0039	Building Expansion and Washroom Upgrade	Due to level of service and growth the existing facility no longer meets operation
PW-21-0036	Pickup Truck	Unit 533 is at its useful life expectancy and requires replacement.
PW-21-0002	Minor Equipment	This consists of yearly required minor equipment that exceeds the procurement threshold for capital equipment and falls outside small tools.
PW-21-0003	Annual Door Replacement Program	Annual replacement of a single overhead door ensures proper maintenance of these facility doors. Furthermore, we utilize adequate panels from old doors to improve any existing damaged doors to assist in extending the useful life of these assets. Not in Citywide
PW-21-0005	Grader Unit 505	Grader has exceeded its useful life which has caused significant increases in maintenance costs. Replacement of grader (Unit #505) is required.
PW-21-0001	Pickup Truck	New Vehicle required due to full staff complement in the Drainage Department
PW-22-0005	Backhoe	Replace Backhoe Unit #512
PW-22-0015	Road Widener	
PW-22-0016	Sweeper Broom	
PW-22-0017	5 Ton Dump Unit 508	
PW-22-0018	Minor Equipment	
PW-22-0024	Batwing Mower	
PW-22-0019	Annual Door Replacement	
PW-23-0006	Backhoe	Replace Backhoe Unit #538
PW-23-0007	Wood Chipper	Replace the Vermeer Wood Chipper
PW-23-0008	3-ton Truck	Replace Unit #534 with 5-ton. Increased service levels
PW-23-0009	Pick-Up 4x4 Unit 536	
PW-23-0014	Minor Equipment	
PW-23-0015	Annual Door Replacement	
PW-24-0001	Replace 15ton Dump/Plow - Unit 535	
PW-24-0007	25-ton Float Trailer	
PW-24-0008	10-ton Excavator	
PW-25-0001	Misc Equipment	
Total - Equipment		
Division:	Roads and Roadside	
2019	Roads and Roadside	
2020	Roads and Roadside	
PW-19-0036	LED Conversion of Streetlights	Conversion of streetlights to more energy efficient LED streetlights.
PW-19-0066	Development Partnerships	Capital Infrastructure improvements for development partnerships
PW-21-0007	Sidewalks/Trails	Yearly renewal of various sidewalks within the municipality.
PW-21-0013	Overlay 6km (Approximately \$25,000/km) (Maintenance)	Yearly maintenance overlay on select rural tar & chip roads to ensure the asset meets their useful life.
PW-21-0033	Victor (from Victoria to Laird)	Reconstruction of Victor Street from Victoria to Laird following the construction of apartment building.
PW-21-0037	Maidstone-Arthur-Gosfield Intersection Improvements	Interim solution to improve intersection configuration and safety while extending
PW-21-0006	Old Malden Road (14th Conc to 12th Conc)	Base stone was installed several years ago with the anticipation of tar and chip. B
PW-21-0038	4th Concession- surface treatment	Final lift of surface treatment on the 4th concession.
PW-21-0035	Gore Rd- surface treatment	Final lift of surface treatment on Gore Rd.
PW-21-0039	8th Concession- surface treatment	Final lift of surface treatment on the 8th concession.
PW-21-0042	3rd Concession Sidewalk	As requested by Council, a sidewalk will be installed on the south side of the 3rd concession between Queen Street and Sellick Drive.

Asset Management	Approved		Approved	Forecast			
	2019 Project Costs	2020 Project Costs	2021 Project Costs	2022 Project Costs	2023 Project Costs	2024 Project Costs	2025 Project Costs
-	551,500						
-		1,040,889					
Replacement			280,000				
Upgrade			280,000				
Replacement			7,458				
New			495,241				
Replacement			45,000				
Replacement			15,000				
Replacement			10,000				
Replacement New			450,000				
Replacement			45,000				
Replacement				220,000			
Replacement				65,000			
Replacement				10,000			
Replacement				250,000			
Replacement				20,000			
Replacement				30,000			
Replacement				12,000			
Replacement					220,000		
Replacement					80,000		
Upgrade					265,000		
Replacement					45,000		
Replacement					20,000		
Replacement					12,000		
Replacement						315,000	
New						30,000	
New						200,000	
Replacement							650,000
	551,500	1,040,889	1,627,699	607,000	642,000	545,000	650,000
-	3,596,500						
-		2,851,948					
Upgrade			368,013				
Upgrade			10,800				
Replacement			50,000				
Replacement			150,000				
Replacement			445,000				
Upgrade			450,000				
Upgrade			220,000				
Upgrade			95,000				
Upgrade			80,000				
Upgrade			75,000				
New			120,000				

2019 and 2020 Approved Budget + 2021 Approved Budget + 2022 to 2025 Capital Forecast

Project Number	Project Name	Project Description
PW-21-0043	Viscount Parkway Resurfacing	A requested by Council, Viscount Parkway roadway will be resurfaced from Victoria to Viscount Estates property limit.
PW-22-0025	North Malden Road between County Road 15 and Walker Sideroad.	
PW-22-0006	Overlay 6km (Approximately \$25,000/km) (Maintenance)	
PW-22-0008	Shave and Pave Miscellaneous Road (Maintenance)	
PW-22-0009	Miscellaneous Roadwork (Maintenance)	
PW-22-0023	Annual Sidewalk Maintenance	
PW-22-0011	Annual Sidewalks/Trails Maintenance	
PW-23-0010	Various Roads Projects	
PW-23-0011	Various Trails Projects	
PW-23-0012	Shave and Pave Misc. Roads	
PW-23-0017	LAS Roads Assessment Update	
PW-23-0018	Annual Sidewalk Maintenance	
PW-23-0013	Overlay 6km (Approx. \$30,000/km)	
PW-24-0002	Various Roads Projects	
PW-24-0003	Various Trails Projects	
PW-24-0004	Shave and Pave Misc. Roads	
PW-24-0009	Annual Sidewalk Maintenance	
PW-24-0005	Overlay 6km (Approx. \$30,000/km)	
PW-25-0002	Various Roads Projects	
PW-25-0003	Various Trails Projects	
PW-25-0004	Shave and Pave Misc. Roads	
PW-25-0005	Annual Sidewalk Maintenance	
PW-25-0006	Overlay 6km (Approx. \$30,000/km)	
Total - Roads and Roadside		
Division:	Storm water Management	
2019	Storm water Management	\$4.5million Ward 1 Storm Improvements.
2020	Storm water Management	
PW-19-0048	Stormwater Partnership Improvements-Main	Storm water partnership improvements that occur as a result of development.
PW-19-0050	Rain Gauges in Partnership with ERCA	Purchase and installation of a stormwater gauge for improvement in regional tracking and monitoring and enabling improved design.
PW-19-0064	Ward 1 Stormwater Improvements	Carry Forward (contingent on NDMP funding extension)
PW-20-0021	Engineering for Various Bridges and Culverts	Carry Forward - Increase total budget to \$50,372 as approved by Council in Capital Works and Infrastructure Report 2020-07
PW-20-0034	Richmond Drain Bank Stabilization	The existing Municipal drain has been experiencing slumping failure along the north bank causing the edge of the gravel adjacent to the 5th Concession Road to displace down the side slopes. Tendered in 2020 with work to be completed in 2021.
PW-21-0011	Engineering for Various Bridges and Culverts	In order to be prepared for construction, engineering of select bridges and culverts are done a year in advance.
PW-21-0018	3rd Concession and County Road 23 Bridge 200204	Bridge Rehabilitation works
PW-21-0025	South Malden Rd and Mole Sideroad Bridge 103904	Bridge Rehabilitation works
PW-21-0026	Walker Sideroad/North Malden 106101	Culvert Rehabilitation work
PW-21-0028	Rizzo Nicola Rd. Guiderail	Existing Guardrail requires replacement.
PW-21-0034	Victor (from Victoria to Laird) Storm Sewers	Reconstruction of Victor Street from Victoria to Laird following the construction of apartment building
PW-21-0040	Victoria/South Talbot Culvert Replacement	In conjunction with MTO's Highway 3 Widening Project
PW-22-0001	4th Concession and McLean Bridge 200303	
PW-22-0003	Engineering for Various Bridges and Culverts	
PW-22-0013	South Malden Rd/County Road 11 103901	
PW-22-0014	Ferris Sideroad/4th Concession 200404	
PW-22-0022	Stormwater Improvements	
PW-23-0001	3rd Concession/Roseborough Road 200201	
PW-23-0002	5th Concession/McComick Sideroad 200403	
PW-23-0003	12th Concession/County Road 11 100302	
PW-23-0004	Engineering for Various Bridges and Culverts	
PW-23-0016	Stormwater Improvements	
PW-24-0006	Misc Projects	
PW-25-0007	Misc Projects	
Total - Storm water Management		
Total - Public Works		
Total - Property Tax Supported		

Asset Management	Approved		Approved	Forecast			
	2019 Project Costs	2020 Project Costs	2021 Project Costs	2022 Project Costs	2023 Project Costs	2024 Project Costs	2025 Project Costs
Replacement			200,000				
Replacement				600,000			
Replacement				150,000			
Replacement				200,000			
Replacement				1,190,000			
Replacement				60,000			
Upgrade				450,000			
Replacement					2,090,000		
Upgrade					475,334		
Replacement					250,000		
Replacement					70,000		
Replacement					70,000		
Replacement					180,000		
Replacement						2,090,000	
Upgrade						475,334	
Replacement						250,000	
Replacement						80,000	
Replacement						180,000	
Replacement							2,090,000
Upgrade							475,334
Replacement							250,000
Replacement							90,000
Replacement							180,000
	3,596,500	2,851,948	2,263,813	2,650,000	3,135,334	3,075,334	3,085,334
-	778,000						
-		5,960,707					
Upgrade			197,995				
New			11,000				
Replacement			4,559,912				
Replacement			50,372				
Upgrade			275,000				
Replacement			50,000				
Replacement			30,000				
Replacement			305,000				
Replacement			225,000				
Replacement			35,000				
Replacement			275,000				
Replacement			350,000				
Replacement				300,000			
Replacement				50,000			
Replacement				55,000			
Replacement				205,000			
Replacement				250,000			
Replacement					185,000		
Replacement					320,000		
Replacement					50,000		
Replacement					55,000		
Replacement					250,000		
Replacement						860,000	-
Replacement							860,000
	778,000	5,960,707	6,364,279	860,000	860,000	860,000	860,000
	4,926,000	9,853,544	10,255,791	4,117,000	4,637,334	4,480,334	4,595,334
	9,077,654	21,460,308	23,721,196	9,539,005	7,898,411	5,509,235	10,360,609

2019 Budget + 2020 Budget + 2021 Budget + 2022 to 2025 Capital Forecast

Project Number	Project Name	Project Description
User Rate Supported		
Department:	Environmental Services	
Division:	Water	
2019	Water	
2020	Water	
WW-20-0013	Victor Watermain (Ward 1)	Carry Forward. Replacement of the watermain on Victor between Victoria and Laird in conjunction with road reconstruction.
WW-21-0001	Equipment Contingency Wards 1 and 2 Distribution and Transmission (50%)	Replacement of equipment, maintenance, issues, and design investigations with respect to water distribution systems.
WW-21-0002	Equipment Contingency Wards 3 and 4 Distribution and Transmission (50%)	Replacement of equipment, maintenance, issues, and design investigations with respect to water distribution systems.
WW-21-0003	Harrow Colchester South Water Treatment Plant Contingency Wards 3 and 4	Replacement of equipment, maintenance, issues, and design investigations with respect to Harrow-Colchester South Water Treatment Plant.
WW-21-0005	Backflow Prevention and Monitoring Program Wards 1/2 (Maintenance)	To help ensure the delivery of safe and clean drinking water to our residents, this program regulates how property owners connect to the Town's water supply. It ensures that backflow prevention devices are installed to prevent possible contamination of the Town's drinking water system.
WW-21-0006	Backflow Prevention and Monitoring Program Wards 3/4 (Maintenance)	To help ensure the delivery of safe and clean drinking water to our residents, this program regulates how property owners connect to the Town's water supply. It ensures that backflow prevention devices are installed to prevent possible contamination of the Town's drinking water system.
WW-21-0008	Meter Reading Software	Existing meter reading software and equipment is obsolete. In order to complete water meter reading, new equipment is required.
WW-21-0007	OWCA Capital Recommendations	OCWA Recommended capital improvements to Harrow-Colchester South Water Treatment Plant.
WW-21-0009	Viscount Watermain Replacement	Replacement of existing cast iron water main
WW-22-0001	Backflow Prevention and Monitoring Program Wards 1/2 (Maintenance)	
WW-22-0002	Backflow Prevention and Monitoring Program Wards 3/4 (Maintenance)	
WW-22-0003	Equipment Contingency Wards 1 and 2	
WW-22-0004	Equipment Contingency Wards 3 and 4	
WW-22-0005	Harrow Colchester South Water Treatment Plant Contingency Wards 3 and 4	
WW-22-0006	Replace Truck	
WW-22-0008	Cast Iron Watermain Replacement	
WW-22-0007	OWCA Capital Recommendations	
WW-23-0007	Cast Iron Watermain Replacement	
WW-23-0001	Backflow Prevention and Monitoring Program Wards 1/2 (Maintenance)	
WW-23-0002	Backflow Prevention and Monitoring Program Wards 3/4 (Maintenance)	
WW-23-0003	Equipment Contingency Wards 1 and 2	
WW-23-0004	Equipment Contingency Wards 3 and 4	
WW-23-0005	Harrow Colchester South Water Treatment Plant Contingency Wards 3 and 4	
WW-23-0006	OWCA Capital Recommendations	
WW-24-0007	Cast Iron Watermain Replacement	
WW-24-0001	Backflow Prevention and Monitoring Program Wards 1/2 (Maintenance)	
WW-24-0002	Backflow Prevention and Monitoring Program Wards 3/4 (Maintenance)	
WW-24-0003	Equipment Contingency Wards 1 and 2	
WW-24-0004	Equipment Contingency Wards 3 and 4	
WW-24-0005	Harrow Colchester South Water Treatment Plant Contingency Wards 3 and 4	
WW-24-0006	OWCA Capital Recommendations	
WW-24-0008	Replace Truck	
WW-25-0001	Cast Iron Watermain Replacement	
WW-25-0002	Equipment Contingency Wards 1 and 2	
WW-25-0003	Equipment Contingency Wards 3 and 4	
WW-25-0004	Harrow Colchester South Water Treatment Plant Contingency Wards 3 and 4	
WW-25-0005	OWCA Capital Recommendations	
Total - Water		

Asset Management Status	Approved		Approved	Forecast			
	2019 Project Costs	2020 Project Costs	2021 Project Costs	2022 Project Costs	2023 Project Costs	2024 Project Costs	2025 Project Costs
-	467,100						
-		3,445,464					
Replacement			165,000				
New			8,500				
New			8,500				
New			177,500				
Replacement			10,000				
Replacement			10,000				
Replacement			34,000				
Upgrade			442,000				
Replacement			160,000				
Replacement				10,000			
Replacement				10,000			
New				10,000			
New				10,000			
New				195,000			
Replacement				47,500			
Replacement				175,000			
Upgrade				431,000			
Replacement					270,000		
Replacement					5,000		
Replacement					5,000		
Replacement					10,000		
Replacement					10,000		
New					205,000		
Upgrade					387,000		
Replacement						415,000	
Replacement						5,000	
Replacement						5,000	
Replacement						10,000	
Replacement						10,000	
New						205,000	
Upgrade						120,000	
Replacement						45,000	
Replacement							655,000
Replacement							10,000
Replacement							10,000
New							205,000
Upgrade							10,000
	467,100	3,445,464	1,015,500	888,500	892,000	815,000	890,000

2019 Budget + 2020 Budget + 2021 Budget + 2022 to 2025 Capital Forecast

Project Number	Project Name	Project Description
Division: Sanitary Sewer		
2019	Sanitary Sewer	
2020	Sanitary Sewer	
SS-21-0001	Treatment - Ward 1 Contingency	Equipment, process, facility replacements and improvements for the Essex Pollution Control Plant and Northeast Lagoons.
SS-19-0004	Treatment - Ward 4 Cell Treatment	
SS-19-0008	Sanitary Sewer Masterplan Ward 3	
SS-19-0012	Harrow Sanitary Optimization Study (cfwd SS-18-0010)	
SS-19-0013	Treatment - Ward 4 Cell Treatment (cfwd SS-18-0017/SS-17-0007)	
SS-21-0002	Treatment - Ward 3 Contingency	Equipment, process, facility replacements and improvements for the Colchester Lagoons.
SS-21-0003	Treatment - Ward 4 Contingency	Equipment, process, facility replacements and improvements for the Harrow
SS-21-0004	Collection and Conveyance - Ward 1	Replacement of equipment, maintenance, issues, design investigations with respect to the ward 1 service area.
SS-21-0005	Collection and Conveyance - Ward 3	Replacement of equipment, maintenance, issues, design investigations with respect to the ward 3 service area.
SS-21-0008	Collection and Conveyance - Ward 4	Replacement of equipment, maintenance, issues, design investigations with respect to the ward 4 service area.
SS-21-0009	OWCA Capital Recommendations - Ward 1	OCWA Recommended capital improvements to Essex Pollution Control Plant and Northeast Lagoons.
SS-21-0010	OWCA Capital Recommendations - Ward 3	OCWA Recommended capital improvements to the Colchester Lagoons.
SS-21-0011	OWCA Capital Recommendations - Ward 4	OCWA Recommended capital improvements to the Harrow Lagoons.
SS-22-0001	Treatment - Ward 1 Contingency	
SS-22-0002	Treatment - Ward 3 Contingency	
SS-22-0003	Treatment - Ward 4 Contingency	
SS-22-0004	Collection and Conveyance - Ward 1	
SS-22-0005	Collection and Conveyance - Ward 3	
SS-22-0006	Collection and Conveyance - Ward 4	
SS-22-0007	OWCA Capital Recommendations - Ward 1	
SS-22-0008	OWCA Capital Recommendations - Ward 3	
SS-22-0009	OWCA Capital Recommendations - Ward 4	
SS-23-0001	Treatment - Ward 1 Contingency	
SS-23-0002	Treatment - Ward 3 Contingency	
SS-23-0003	Treatment - Ward 4 Contingency	
SS-23-0004	Collection and Conveyance - Ward 1	
SS-23-0005	Collection and Conveyance - Ward 3	
SS-23-0006	Collection and Conveyance - Ward 4	
SS-23-0007	OWCA Capital Recommendations - Ward 1	
SS-23-0008	OWCA Capital Recommendations - Ward 3	
SS-24-0001	Treatment - Ward 1 Contingency	
SS-24-0002	Treatment - Ward 3 Contingency	
SS-24-0003	Treatment - Ward 4 Contingency	
SS-24-0004	Collection and Conveyance - Ward 1	
SS-24-0005	Collection and Conveyance - Ward 3	
SS-24-0006	Collection and Conveyance - Ward 4	
SS-24-0007	OWCA Capital Recommendations - Ward 1	
SS-24-0009	OWCA Capital Recommendations - Ward 3	
SS-24-0008	OWCA Capital Recommendations - Ward 4	
SS-25-0001	Treatment - Ward 1 Contingency	
SS-25-0002	Treatment - Ward 3 Contingency	
SS-25-0003	Treatment - Ward 4 Contingency	
SS-25-0004	Collection and Conveyance - Ward 1	
SS-25-0005	Collection and Conveyance - Ward 3	
SS-25-0006	Collection and Conveyance - Ward 4	
SS-25-0007	OWCA Capital Recommendations - Ward 1	
SS-25-0008	OWCA Capital Recommendations - Ward 3	
SS-25-0009	OWCA Capital Recommendations - Ward 4	
Total - Wastewater		
Total - Environmental Services		
Total - User Rate Supported		
Total - Property Tax and User Rate Supported		

Asset Management Status	Approved		Approved	Forecast			
	2019 Project Costs	2020 Project Costs	2021 Project Costs	2022 Project Costs	2023 Project Costs	2024 Project Costs	2025 Project Costs
-	853,000						
-		2,723,216					
New			77,500				
Replacement			500,000				
Replacement			79,518				
New			43,046				
Replacement			500,000				
New			42,500				
New			42,500				
Replacement			40,000				
Replacement			42,500				
Replacement			37,500				
Replacement			138,000				
Replacement			96,000				
Replacement			39,600				
New				87,500			
New				52,500			
New				52,500			
Replacement				50,000			
Replacement				52,500			
Replacement				47,500			
New				137,000			
New				148,000			
Replacement				8,000			
New					90,000		
New					55,000		
New					55,000		
Replacement					60,000		
Replacement					62,500		
Replacement					57,500		
New					207,000		
New					152,000		
New						90,000	
New						55,000	
New						55,000	
Replacement						60,000	
Replacement						62,500	
Replacement						57,500	
Replacement						87,000	
Replacement						68,000	
Replacement						10,000	
New							90,000
New							55,000
New							55,000
Replacement							60,000
Replacement							62,500
Replacement							57,500
Replacement							7,000
Replacement							72,000
Replacement							1,000,000
	853,000	2,723,216	1,678,664	635,500	739,000	545,000	1,459,000
	1,320,100	6,168,680	2,694,164	1,524,000	1,631,000	1,360,000	2,349,000
	1,320,100	6,168,680	2,694,164	1,524,000	1,631,000	1,360,000	2,349,000
	10,397,754	27,628,988	26,415,360	11,063,005	9,529,411	6,869,235	12,709,609

The Corporation of the Town of Essex

By-Law Number 1989

Being a by-law to confirm the proceedings of the February 16, 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 16, 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 16, 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 16, 2021.

Mayor

Clerk

Read a third time and finally adopted on March 1, 2021.

Mayor

Clerk