



## Regular Council Meeting Agenda

March 1, 2021, 6:00 pm

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

Accessible formats or communication supports are available upon request. Please contact the Clerk's Office at [clerks@essex.ca](mailto: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 this meeting is not currently open to the public for in person attendance.

This meeting can only be viewed by the public electronically via livestream on YouTube at [www.youtube.com/EssexOntario](https://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 March 1, 2021**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the published agenda for the March 1, 2021 Regular Council Meeting be adopted as presented / amended.

6. **Adoption of Minutes**

6.1. **Regular Council Meeting Minutes for February 16, 2021**

1

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the minutes of the Regular Council Meeting held February 16, 2021 be adopted as circulated.

7. **Public Presentations**

7.1. **Kelsey Santarossa, Youth Council Coalition of Canada**

13

RE: The Hour for Hour Challenge to Provide Additional Opportunities for Youth in Essex

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the delegation by Kelsey Santarossa, Youth Council Coalition of Canada regarding the Hour for Hour Challenge be received.

8. **Unfinished Business**

9. **Reports from Administration**

**9.1. Economic Development-2021-04** 23

RE: Building Report and Development Overview January 2021

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** Economic Development-2021-04 entitled Building Report and Development Overview January 2021 as prepared by Nelson Silveira, Economic Development Officer dated March 1, 2021 be received for information.

**9.2. Infrastructure Services-2021-02** 31

RE: Engineering Services for Ward 1 Storm Improvements

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** Infrastructure Services-2021-02 entitled Engineering Services for Ward 1 Storm Improvements prepared by Kevin Girard, Director of Infrastructure Services dated March 1, 2021 be received; and

**That** Council appoint Stantec Consulting Ltd. to provide engineering services in the amount of \$642,919.68 (including non-refundable HST) to design, assist in procurement, and administer project PW-19-0064 – Ward 1 Storm Improvements in accordance with the completed request under Section 22 of the Town of Essex Procurement By-law 1043.

**9.3. Infrastructure Services-2021-05** 39

RE: Ward 1 Water Supply West of Highway 3

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** Infrastructure Services-2021-05 entitled Ward 1 Water Supply West of Highway 3 prepared by Kevin Girard, Director, Infrastructure Services dated March 1, 2021 be received;

**That** Council approve the sole sourcing to Dillon Consulting and Coco Paving Inc., acting as the Design-Build Team for the Ministry of Transportation's Highway 3 Widening Project (Contract 2020-3006), to design and construct a new watermain crossing Highway 3 as described in this report; and

**That** Council authorize the expenditure of \$148,569.60 including applicable taxes from the Town's water reserves to design, construct and administer the installation of the watermain crossing Highway 3 at the 14<sup>th</sup> Concession.

**9.4. Capital Works and Infrastructure-2021-02** 48

RE: Results of Request for Tender - Supply of Three Pick-up Trucks 2021

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** Capital Works and Infrastructure-2021-02 entitled Results of Request for Tender -Supply of Three Pick-up Trucks 2021 prepared by Kevin Girard, Director, Infrastructure Services dated March 1, 2021 be received, and

**That** Council award the Request for Tender - Supply of Three Pick-up

	Trucks 2021 to Ken Knapp Ford Essex in the amount of \$144,619.28 including trade in value and non-refundable harmonized sales tax.	
<b>9.5.</b>	<b>Environmental Services-2021-01</b>	<b>53</b>
	RE: 2021 Water and Wastewater Rates and Financial Plan	
	Moved by _____	
	Seconded by _____	
	<b>That</b> Environmental Services-2021-01 entitled 2021 Water and Wastewater Rates and Financial Plan prepared by Kevin Girard, Director, Infrastructure Services dated March 1, 2021 be received:	
	<b>That</b> Council adopt the 2021 Water Financial Plan as presented by Watson & Associates Economists Ltd. at the Special Meeting of Council on February 16, 2021 and as required by Ontario Regulation 453/07; and	
	<b>That</b> By-Law Number 1992, being a by-law to establish Water and Wastewater Rates and Charges be read a first, second, and third time and be finally passed on March 1, 2021.	
<b>9.5.1.</b>	<b>By-Law 1992</b>	<b>121</b>
	RE: Being a By-Law to establish Water and Sanitary Sewer Rates and Charges	
<b>9.6.</b>	<b>Planning-2021-05</b>	<b>125</b>
	RE: Reduction and Release of Performance Securities for Phase 3C of the Jakana Subdivision Development (Ward 1)	
	Moved by _____	
	Seconded by _____	
	<b>That</b> Planning-2021-05 entitled Reduction and Release of Performance Securities for Phase 3C of the Jakana Subdivision Development (Ward 1) prepared by Corinne Chiasson, Assistant Planner, dated March 1, 2021 be received;	
	<b>That</b> the performance securities for Phase 3C of the Jakana Subdivision Development be reduced by \$197,082.47;	
	<b>That</b> said performance securities in the amount of \$197,082.47 plus if applicable, any interest earned on the deposit up to the day of release for the completion of the installation of services for Phase 3C be returned to the developer, 1552906 Ontario Limited, and	
	<b>That</b> the underground utilities, curbs, and base asphalt be placed on the one year maintenance schedule.	
<b>9.7.</b>	<b>Finance and Business Services-2021-04</b>	<b>133</b>
	RE: Tax Adjustments - Section 357.(1) and Section 358	
	Moved by _____	
	Seconded by _____	
	<b>That</b> Finance and Business Services Report 2021-04 entitled Tax Adjustments – Section 357.(1) and Section 358 prepared by Jeffrey R. Morrison, CPA, CGA dated March 1, 2021 be received, and	

That Council approve the cancellation, reduction or refund of taxes in accordance with the provisions under Section 357.(1) and Section 358 of the Municipal Act, 2001.

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. Association of Municipal Managers, Clerks and Treasures of Ontario (AMCTO) 140

RE: Essential Municipal Services during the COVID-19 Pandemic

12.1.1.2. Ministry of Municipal Affairs and Housing 141

RE: Termination of Declared Emergency and Amendments to Orders under the Emergency Management and Civil Protection Act and Reopening Act

12.1.1.3. Town of Essex COVID-19: Community Update 151

RE: Essex Centre Sports Complex to Re-Open Along with In-Person Programs and Facility Visits

12.1.2. Union Water Supply System Joint Board of Management

12.1.2.1. January 20, 2021 Minutes 153

12.1.2.2. February 17, 2021 Agenda 163

12.1.3. Union Water Supply System 231

RE: Annual Report (2020) Requirement Section 11, Reg. 170/03 and Summary Report (2020) Requirement (Schedule 22, Reg. 170/03) pursuant to the Safe Drinking Water Act, 2002

- Annual and Summary Report Union Area Water Supply System
- Annual Report and Summary Report : Essex Distribution System
- Annual and Summary Report : Harrow-Colchester South Water Treatment Plant



12.1.4.	City of Windsor	267
	RE: Windsor-Essex Regional Community Safety and Well-Being Plan	
12.1.5.	The Corporation of The Town of Amherstburg	268
	RE: Closing of the Ontario Fire College	
12.1.6.	Town of Essex New Climate Change Adaptation Plan	276
	RE: Council Adopts Action Plan and Declares Climate Emergency	
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 13, together with any recommendations to Council noted therein, be received, approved and adopted as circulated.	
13.1.	Essex Climate Adaption Committee Minutes - December 17, 2020	279
13.2.	Police Service Board Minutes - January 7, 2021	282
13.3.	Arts, Culture and Tourism Committee Minutes - February 10, 2021	288
14.	Financial	
14.1.	January 2021 Bank Payment Report	291
	Moved by _____	
	Seconded by _____	
	That the Bank Payment Report, including the January 2021 cheque register, cheque number 52501 to cheque number 52620 and electronic funds transfer (EFT) payment number EFT003828 to EFT004027 inclusive in the amount of \$2,962,701.93; the Preauthorized Payments for the month of January in the amount of \$399,993.53; and Payroll for the month of January in the amount of \$342,804.49, be ratified as submitted.	
15.	New Business	
16.	Notices of Motion	
17.	Reports and Announcements from Council Members	
18.	By-Laws	
18.1.	By-Laws that require a third and final reading	
18.1.1.	By-Law 1989	301
	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.	

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** By-Law 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, be read a third time and finally passed March 1, 2021

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

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

**18.3.1. By-Law 1995**

303

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

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** By-Law 1995 being a by-law to confirm the proceedings of the March 1, 2021, Regular Meeting of Council of The Corporation of the Town of Essex be read a first and a second time and provisionally adopted on March 1, 2021.

**19. Adjournment**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

That the meeting be adjourned at [TIME].

**20. Future Meetings**

**20.1. Tuesday March 9, 2021-3:00-5:00 PM Special Council Meeting**

RE: Infrastructure Council Roundtable Meeting

Location: Electronic meeting via Zoom

Livestream available at [www.youtube.com/EssexOntario](http://www.youtube.com/EssexOntario)

**20.2. Monday, March 15, 2021 - 6:00 - 9:00 PM Regular Council Meeting**

Location: Electronic meeting via Zoom

Livestream available at [www.youtube.com/EssexOntario](http://www.youtube.com/EssexOntario)

**20.3. Monday, March 29, 2021 - 5:00 - 7:00 PM Special Council Meeting**

RE: Zoning By-Law Amendments

- ZBA-01-21 V/L County Rd 50 Essex
- ZBA-02-21 3900 N Malden
- ZBA-03-21 V/L S Talbot Rd

Location: Electronic meeting via Zoom

Livestream available at [www.youtube.com/EssexOntario](http://www.youtube.com/EssexOntario)



**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**

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.

February 16, 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 4 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  
Ehva Hoffman, Youth Council Member

**1. Call to Order**

Mayor Snively called the meeting to order at approximately 6:01 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 16, 2021**

**R21-02-052**

Moved By Councillor Garon

Seconded By Councillor Bjorkman

**That** the published agenda for the February 16, 2021 Regular Council Meeting be adopted with the following three amendments:

1. That the February 1, 2021 Regular Council Meeting Minutes, Agenda Item 13.6 resolution R21-01-039 be amended in order to read that Administration also be directed, to review and report back on the three recommendations noted,
2. That Perry Basden from Friends of the Colchester School House, be added to Agenda Item 7.1.3 as a delegate; and
3. That the Notice of Motion noted in Agenda 16.1.1 be withdrawn at the request of the Mover.

**Carried**

**6. Adoption of Minutes**

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

**R21-02-053**

Moved By Councillor Verbeek

Seconded By Councillor Bowman

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

**Carried**

**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

The Mayor thanked the recipients and spoke to how the awards raise awareness of the importance of heritage preservation to our social and economic development. Rita Jabbour, Manager, Planning Services then introduced each of the following recipients and their accomplishments:

7.1.1.1 Perry Basden

7.1.1.2 Chris Carter

Mr. Carter was not available at this time.

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

Mr. Denonville provided Council with a short demonstration of the Virtual Tours of various heritage distinctions in the Town of Essex that are being offered during Heritage Week.

7.1.3 Perry Basden, Heritage Colchester

RE: Update on Friends of the Colchester School House

Mr. Basden explained that at the Regular Council meeting of January 18th, he was asked to form a group to start or rather be allowed to start restoration on the Colchester School House. He has since formed a group that is now called Heritage Colchester as opposed to Friends of the Colchester School House. This group was incorporated and registered with the Historical Society on February 10, 2021. The group has applied for Non-Profit status and is waiting for registration confirmation from the Province. He has since received donations to cover materials and payment of incorporation fees etc. Subcommittees have been established from email databases to review potential uses of the School House after restoration is complete. Mr. Basden says the plans will fit well with the existing, primary, secondary and new plans such as the Climate Change Adaption Plan. He explained that it also fits well with previous plans such Colchester Landscape Master Plan. Mr. Basden considers that the available options will be beneficial to the Town of Essex and will meet the needs of residents and the Heritage Committee.

Mr. Basden then took and answered questions from Council.

**R21-02-054**

Moved By Councillor Bowman

Seconded By Deputy Mayor Meloche

**That** all of the presentations before Council tonight (agenda Items 7.1.1, 7.1.2 and 7.1.3) be received.

**Carried**

**8. Unfinished Business**

**9. Reports from Administration**

**9.1 Planning-2021-01**

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

- Climate Change Adaption Plan

Lori Chadwick, Director of Development Services provided an overview to the Adaptation Plan and recommended that such plan be adopted together with the recommendation that the Town declare a climate emergency.

**R21-02-055**

Moved By Councillor Verbeek

Seconded By Councillor Bondy

**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;

**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.

A Recorded vote was requested by Councilor Bondy.

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	
<b>Result</b>	<b>7</b>	<b>1</b>

**Carried**

**9.2 Capital Works and Infrastructure-2021-01**

RE: Results of Request for Tender – Harrow Streetscape

**R21-02-056**

Moved By Deputy Mayor Meloche

Seconded By Councillor Bowman

**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.

**Carried**

**9.3 Community Services-2021-01**

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

**R21-02-057**

Moved By Councillor Garon

Seconded By Councillor Bjorkman

**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.

**Carried**

**9.4 Planning 2021-02**

RE: Heritage Listing: Ferriss and Huffman Cemeteries

**R21-02-058**

Moved By Councillor Bowman

Seconded By Councillor Verbeek

**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.

**Carried**

**9.5 Legal and Legislative Services-2021-03**

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

**R21-02-059**

Moved By Councillor Bowman

Seconded By Councillor Garon

**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 13<sup>th</sup> 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 13<sup>th</sup> 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.

**Carried**

**10. Reports from Youth Members**

**11. County Council Update**

**12. Correspondence**

**12.1 Correspondence to be received**



**R21-02-060**

Moved By Councillor Garon  
Seconded By Councillor Bowman

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

**Carried**

- 12.1.1 Correspondence relating to COVID-19 Pandemic
  - 12.1.1.1 Province of Ontario
    - RE: Section 22 Class Order - Self Isolation
  - 12.1.1.2 The Corporation of the Town of Amherstburg
    - RE: COVID-19 Child Care Funding
  - 12.1.1.3 Township of North Glengarry
    - RE: Reopening of Small Businesses
  - 12.1.1.4 Province of Ontario
    - RE: Enhancing Public Health and Workplace Safety Measures in the Province-wide Shutdown January 29, 2021
  - 12.1.1.5 Town of Essex
    - RE: Impacts of COVID-19 Restrictions on Residents and Small Business Owners
- 12.1.2 The Corporation of the Town of Amherstburg
  - 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
  - RE: Vegetation Maintenance 2021
- 12.1.4 Windsor Essex Economic Development Corporation
  - RE: Q4 Business Developments Accomplishments
- 12.1.5 Dillon Consulting Limited
  - RE: Notice of Completion - Contract 1 (Highway 3)
- 12.1.6 The Corporation of The Town of Amherstburg
  - RE: Request for Longer Turn-around Times to Submit Grant Applications
- 12.1.7 Tribunals Ontario
  - RE: Assessment Review Board (ARB) Digital First Approach - Looking Ahead
- 12.1.8 The City of Windsor

RE: Windsor Essex Regional Community Safety and Well-Being Plan  
Public Consultation Launch Update

12.1.9 Town of Essex

RE: Town of Essex Launches Summer Youth Jobs Program

12.1.10 Town of Essex

RE: Town of Essex Seeking Feedback from Farmers, Food  
Producers, and Agricultural Businesses

12.1.11 Town of Essex

RE: Town of Essex Accessibility Resources for Local  
Businesses

**12.2 Correspondence to be considered for receipt and support**

12.2.1 The Corporation of the Township of Baldwin

RE: Closure of the Ontario Fire College located in Gravenhurst, Ontario

**R21-02-061**

Moved By Councillor Bondy

Seconded By Councillor Garon

**That** the correspondence from the Township of Baldwin dated February 1, 2021, requesting that the Province of Ontario to reconsider the decision to close the Ontario Fire College facility in Gravenhurst, Ontario be received and supported and that a letter of support be sent to the Province and the Township of Baldwin.

**Carried**

**13. Committee Meeting Minutes**

**R21-02-062**

Moved By Deputy Mayor Meloche

Seconded By Councillor Bjorkman

**That** the Meeting minutes of the Finance Committee Meeting from January 25, 2021, together with any recommendations to Council noted therein, be received, approved and adopted as circulated.

**Carried**

**13.1 Finance Committee Minutes - January 25th, 2021**

**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

**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.

**This Notice of Motion was withdrawn at request of Mover.**

16.1.2 Councillor Bondy

RE: Ad-Hoc Committee

Moved By Councillor Bondy

Seconded By Deputy Mayor Meloche

**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.

A proposed friendly amendment to the motion asking that the Ad-Hoc Committee investigate and propose changes to Administration in connection with short-term rental policies was accepted by Mover and Second.

Lori Chadwick, Director of Development Services, reported that Administration is already in the process of reviewing short-term rentals together with changes to the zoning by-law that will be brought forward for public consultations.

**The motion was then withdrawn by the Mover with support from the Second.**

**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 Councillor Verbeek

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

Discussion ensued on this motion.

Administration indicated that there are issues to consider and review such as costs/resources, training and volunteer considerations.

**This Notice of Motion was withdrawn with by the Mover with support from the Second.**

**R21-02-063**

Moved By Councillor Bondy

Seconded By Councillor Verbeek

**That** Administration review the posting or uploading of Police Service Board Meetings to YouTube/Town Website and that such review include the associated costs and report back to Council.

**Carried**

**17. Reports and Announcements from Council Members**

The Council Members were provided with an opportunity to discuss their recent news and events.

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

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

Both Deputy Mayor Meloche and Councillor Verbeek provided a summary of their recent attendance at this 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**

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

**R21-02-064**

Moved By Councillor Bowman

Seconded By Councillor Garon

**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.

**Carried**

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

**18.2.1 By-Law 1991**

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

**R21-02-065**

Moved By Deputy Mayor Meloche

Seconded By Councillor Bjorkman

**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.

**Carried**

18.2.2 By-Law 1990

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

**R21-02-066**

Moved By Councillor Garon  
Seconded By Councillor Vander Doelen

**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.

**Carried**

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

18.3.1 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

**R21-02-067**

Moved By Councillor Bowman  
Seconded By Councillor Verbeek

**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.

**Carried**

**19. Adjournment**

**R21-02-068**

Moved By Deputy Mayor Meloche  
Seconded By Councillor Bjorkman

That the meeting be adjourned at 8:20 PM.

**Carried**

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Mayor

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Youth Council Coalition of Canada  
Coalition des conseils jeunesse du Canada  
yccofcanada.com  
(519) 995-3223  
Ontario, Canada



## **THE HOUR FOR HOUR CHALLENGE**

The Youth Council Coalition of Canada / Coalition des conseils jeunesse du Canada (YCC/CCJ) has launched a challenge to Canadian municipalities.

The "Hour for Hour Challenge" encourages municipalities to formally establish a mechanism to provide volunteer hour compensation for students who engage in civic activities in all forms: surveys, open houses/forums, town halls, viewing or participating in council meetings, and watching relevant webinars.

### **BACKGROUND**

The YCC is a non-profit organization based in Ontario that supports the development, success and influence of Canadian youth councils. They are committed to providing tailored resources, professional development opportunities, and a peer networking platform specific to youth councils.

The YCC recognizes the looming retirements that municipalities are facing in the coming years, and the need for new talent to consider positions in the public sector. They also recognize that, due to COVID-19, many volunteer opportunities for youth who need 40 hours of community service to graduate have been cancelled.

This has created the perfect opportunity for municipalities and other organizations to leverage their social media platforms and ongoing activities to drive interest in the municipal sector and provide community service compensation for youth.

### **METHODOLOGY**

Municipalities and elected officials have several ways that they can participate, all of which require little to no overhead spending and a low burden on your administrative and communication teams. This challenge is designed to be sustainable and to continue well past COVID-19.

Here are some of the options that you may want to consider:

- Dedicate a page on your website for upcoming opportunities for volunteer hours and choose a scheduled day of the week to publish opportunities on your social media pages (Pro Tip: Your organization should be on Instagram if you're looking to attract high school aged youth)
- Track participants for public open houses and stakeholder engagement and ask any participants wanting volunteer hours to please share their contact information
- Encourage youth to watch council meetings or pre-recorded videos that highlight work and initiatives in your community, then viewers can answer general questions related to the meeting/video via survey link

Ongoing maintenance:

- Survey links should be linked to a dedicated and easy-to-find page online and can ask questions such as what excited viewers during the meeting, what they didn't understand, or to relay 10 things that occurred during the meeting.
- Confirm participation and the number of hours gained by survey confirmation or email following the activity or event. Students should keep this for their records and present it for proof with their log sheets upon signing.
- Designate a location or individual who may sign off on log sheets. Be prepared to have this information readily available on your dedicated webpage so that students know where they can go and what they need to bring to confirm their active participation.

The YCC will support municipalities and organizations that join The Hour-for-Hour Challenge by:

- Offering bi-weekly webinars for coalition members\* to support their youth education and engagement that begin in January 2021
- Offering a ready-made social media package for participating organizations to promote their participation
- Promoting participating organizations and independent opportunities on social media platforms and our website

\* Coalition members are those organizations that formally join the Youth Council Coalition of Canada and pay the applicable membership dues.

Administrators are encouraged to visit [yccofcanada.com](http://yccofcanada.com) for more information on the challenge and upcoming webinars.

## **QUOTES:**

"The Hour-for-Hour Challenge provides youth with an opportunity to learn more about local government structures, practices and policies and provides local governments with an



opportunity to inform, engage and inspire young and future generations. The YCC recognizes that leveraging digital volunteer opportunities is the best way to adapt to COVID-19 and we hope that this provides a lasting impact on youth and the organizations that serve them.”

- Kelsey Santarossa, YCC Founder & President

“The Hour-for-Hour Challenge creates a space for Canadian youth to gain socio-political empowerment and see themselves represented in politics.” -Samantha C. Dalo, *Youth Civic Engagement Specialist*

## **MORE ABOUT YCC MEMBERSHIP BENEFITS:**

**The Government Membership provides one year of access to all protected resources and information on the website.**

- Manage your organization’s profile and information highlighted on our member map
  - This includes your website, contact information, recruitment window, youth member policies and committee focus
- Connect with a peer audience working towards youth inclusion and engagement
- Discuss posts, pages and resources with coalition members
- Access resources and tools not yet available
- Receive insights on youth council trends, best practices and data through conducted member surveys
- Share your good news stories to be highlighted on the website and on social media
- Request custom supports to help you develop a youth engagement strategy specific to your community

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## **THE HOUR FOR HOUR CHALLENGE**

The Youth Council Coalition of Canada / Coalition des conseils jeunesse du Canada (YCC/CCJ) has launched a challenge to Canadian municipalities.

The "Hour for Hour Challenge" encourages municipalities to formally establish a mechanism to provide volunteer hour compensation for students who engage in civic activities in all forms: surveys, open houses/forums, town halls, viewing or participating in council meetings, and watching relevant webinars.

The Town of Essex has taken on the challenge and is seeking support to share this exciting news within your school board so that more students are aware of the opportunities and benefits that await them should they choose to participate.

### **BACKGROUND**

The YCC is a non-profit organization based in Ontario that supports the development, success and influence of Canadian youth councils. They are non-partisan and are committed to providing tailored resources, professional development opportunities, and a peer networking platform specific to youth councils.

The YCC recognizes the looming retirements that municipalities are facing in the coming years, and the need for new talent to consider positions in the public sector. They also recognize that, due to COVID-19, many volunteer opportunities for youth, who need 40 hours of community service to graduate, have been cancelled.

This has created the perfect opportunity for municipalities and other organizations to leverage their social media platforms and ongoing activities to drive youth engagement in the municipal sector and provide community service compensation.

### **METHODOLOGY**

Municipalities and elected officials have several ways that they can participate, all of which require little to no overhead spending and a low burden on your administrative and communication teams. This challenge is designed to be sustainable and to continue well past COVID-19.

The YCC encourages school boards to work with their local government bodies in order to promote these opportunities for students residing or studying in participating municipalities. This can be a collaborative effort between student body governments, guidance offices, teachers or students themselves. In all cases, however, the YCC recognizes the importance of promoting these opportunities in schools.

#### **QUOTES:**

“The Hour-for-Hour Challenge provides youth with an opportunity to learn more about local government structures, practices and policies and provides local governments with an opportunity to inform, engage and inspire young and future generations. The YCC recognizes that leveraging digital volunteer opportunities is the best way to adapt to COVID-19 and we hope that this provides a lasting impact on youth and the organizations that serve them.”

- Kelsey Santarossa, YCC Founder & President

“The Hour-for-Hour Challenge creates a space for Canadian youth to gain socio-political empowerment and see themselves represented in politics.” -Samantha C. Dalo, *Youth Civic Engagement Specialist*

# Delegation Request Form

This form must be completed and submitted to the Clerk of the Town of Essex by all persons wishing to address Council at a scheduled meeting of Council. Delegation requests must be submitted by 2:00 p.m. on the Tuesday prior to the scheduled meeting.

Any person who wishes to appear before Council as a Delegation on a matter that relates specifically to a matter contained in the Regular Council Meeting Agenda shall submit a Delegation Request Form no later than 4:30 PM on the Friday immediately preceding the date of the Regular Council Meeting. The Clerk shall have the sole authority to determine if the subject matter does in fact relate specifically to a matter contained in the Regular Council Meeting Agenda for purposes of allowing or denying the Delegation and the Clerk will introduce such Delegation Request Form(s) at the time of adopting the Published Agenda.

Presentations to Council are limited to 5 minutes per person to a maximum of 10 minutes for a group of two persons or more.

Personal information that you provide on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Please note that this form, if approved, will appear in the published Council Agenda and may be included in the Council Meeting minutes, both of which become part of the public record and are posted on our municipal website.

Name \*

Kelsey Santarossa

Date of Request \*

3/1/2021

Are you representing a group? \*

☒ Yes

☐ No

Name of Group (if applicable)

The Youth Council Coalition of Canada

**Provide details on the issue(s) you wish to present to Council and any actions you will be asking Council to take. \***

I have been speaking to Alex Denonville over the past several weeks in preparation for a presentation requesting that Council take on the Hour-for-Hour Challenge and join the Youth Council Coalition of Canada to provide additional opportunities for youth in Essex.

The Hour-for-Hour Challenge has been issued to municipalities, asking them to provide community service hour compensation for high school students who participate in civic engagement. Further, the Youth Council Coalition of Canada is the only organization of its kind nationally working to establish a network of youth councils and advisory bodies to create a virtual environment and ecosystem of support for youth and their administrative allies.

**Have you consulted with Town staff on this issue? \***

☒ Yes

☐ No

**If you've consulted with Town staff, please provide the names of staff members you've talked to and the details of those discussions.**

I have been speaking to Alex Denonville over the past several weeks in preparation for a presentation requesting that Council take on the Hour-for-Hour Challenge and join the Youth Council Coalition of Canada to provide additional opportunities for youth in Essex.

**If this is a property matter, are you an owner?**

☐ Yes

☐ No

☒ Not applicable

**Have you appeared before Council in the past regarding this issue? \***

☐ Yes

☒ No

If you've appeared before Council in the past on this issue, please tell us the year in which you appeared.

Will you have written or printed materials to distribute? If so, please submit 12 copies of printed materials to the Clerk before the meeting. \*

☒ Yes

☐ No

Will you be delivering an electronic presentation that requires access to a computer and software? If so, please submit your presentation on CD, DVD or flash drive by noon on the Friday before the Council meeting. \*

☒ Yes

☐ No

Please describe any special needs you may have for your presentation.

I was intending on developing a quick slide deck with some speaking points. Please advise if you still require printed copies before the meeting, or if electronic will suffice.

Your Address or Group Contact Address (full mailing address including postal code) \*

Your Phone Numbers

**Home**

[REDACTED]

**Work**

519-995-3223

**Cell**

519-995-3223

**Email Address**

kelsey@yccofcanada.com

**Name and address of all representatives attending, including their positions \***

Kelsey Santarossa, YCC Founder and Chair of Board of Directors  
[REDACTED]  
[REDACTED]  
[REDACTED]

# Thank you!

Thank you for completing the Delegation Request Form.

The Clerk's Office will contact you in the near future to review your request.

**Robert Auger, LL.B.**

**Manager of Legislative Services and Clerk**

**Town of Essex**

**33 Talbot Street South, Essex, Ontario N8M 1A8**

**519-776-7336, extension 1132**





## Report to Council

Department: Development Services

Division: Economic Development

Date: March 1, 2021

Prepared by: Nelson Silveira, Economic Development Officer

Report Number: Economic Development-2021-04

Subject: Building Report and Development Overview January 2021

Number of Pages: 2

### Recommendation(s)

**That** Economic Development -2021-04 entitled Building Report and Development Overview January 2021 prepared by Nelson Silveira, Economic Development Officer dated March 1, 2021 be received for information.

### Purpose

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

### Background and Discussion

Please refer to attached Building Report and Development Overview.

## Link to Strategic Priorities

- ☐ 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:	Building Report and Development Overview January 2021 - Economic Development-2021-01.docx
Attachments:	<ul style="list-style-type: none"><li>- Building 2021-01.pdf</li><li>- Development Overview - Januray 2021 (1).pdf</li></ul>
Final Approval Date:	Feb 23, 2021

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



**Lori Chadwick, Director, Development Services - Feb 22, 2021 - 12:29 PM**



**Chris Nepszy, Chief Administrative Officer - Feb 23, 2021 - 10:40 AM**

Report Number: Building 2021-01  
Date: February 4, 2021  
Subject: January 2021 Building Report

Number of Permits and Construction Value

Permit Type	Permits Issued	Prior Months	Year Total	Cancelled Permits	Monthly Construction Value	Prior Months Construction Value	Less Cancelled Construction Values	January 2021 Construction Values	January 2020 Construction Values
Single Family Residence									
Ward 1	6	0	6	\$	3,499,250.00	\$ -	\$ -	\$ 3,499,250.00	\$ 4,459,000.00
Ward 2	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Ward 3	2	0	2	\$	1,764,750.00	\$ -	\$ -	\$ 1,764,750.00	\$ -
Ward 4	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Multiple Residential	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Addition/Sunrooms	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ 145,000.00
Garages/Carports	2	0	2	\$	125,000.00	\$ -	\$ -	\$ 125,000.00	\$ 100,000.00
Decks/Porches	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Fences/Pools	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Demolition	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ 25,000.00
House Raising	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Pole Barns	2	0	2	\$	188,000.00	\$ -	\$ -	\$ 188,000.00	\$ -
Commercial/Industrial	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Miscellaneous	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Shed	1	0	1	\$	9,700.00	\$ -	\$ -	\$ 9,700.00	\$ 35,000.00
Roof	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Septic System	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Sign	1	0	1	\$	1,000.00	\$ -	\$ -	\$ 1,000.00	\$ -
Green Houses/Winery	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Renovations	2	0	2	\$	191,000.00	\$ -	\$ -	\$ 191,000.00	\$ -
Additions/Renovation-Commercial/Industrial/Insti	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ 3,570,000.00
Plumbing only	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ 15,000.00
Demolition Out Buildings	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Total Permits/Construction Value	16	0	16	0	\$ 5,778,700.00	\$ -	\$ -	\$ 5,778,700.00	\$ 8,349,000.00

Permit Fee Totals		Development Charges		Monthly Totals	Year To Date
		Charged - SFR		\$ 91,853.00	\$ 91,853.00
Monthly Total	\$ 35,295.74	Charged - Com/Ind/Inst		\$ -	\$ -
Yearly Total	\$ 35,295.74	Waived - SFR		\$ -	\$ -
Previous Year Total	\$ 44,728.75	Waived - Com/Ind/Inst		\$ -	\$ -

Monthly Building Permit Totals

Permit Categories	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled Permits	Year Total
Single Family Residence															
Ward 1	6	0	0	0	0	0	0	0	0	0	0	0	0	6	6
Ward 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ward 3	2	0	0	0	0	0	0	0	0	0	0	0	0	2	2
Ward 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Multiple Residential	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Addition/Sunrooms	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Garages/Carports	2	0	0	0	0	0	0	0	0	0	0	0	0	2	2
Decks/Porches	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fences/Pools	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demolition	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
House Raising	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pole Barns	2	0	0	0	0	0	0	0	0	0	0	0	0	2	2
Commercial/Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Shed	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Roof	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Septic System	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sign	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Green Houses/Winery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Renovations	2	0	0	0	0	0	0	0	0	0	0	0	0	2	2
Additions/Renovation-Commercial/Industrial/Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Plumbing only	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Demolition Out Buildings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	16	0	0	0	0	0	0	0	0	0	0	0	0	16	0

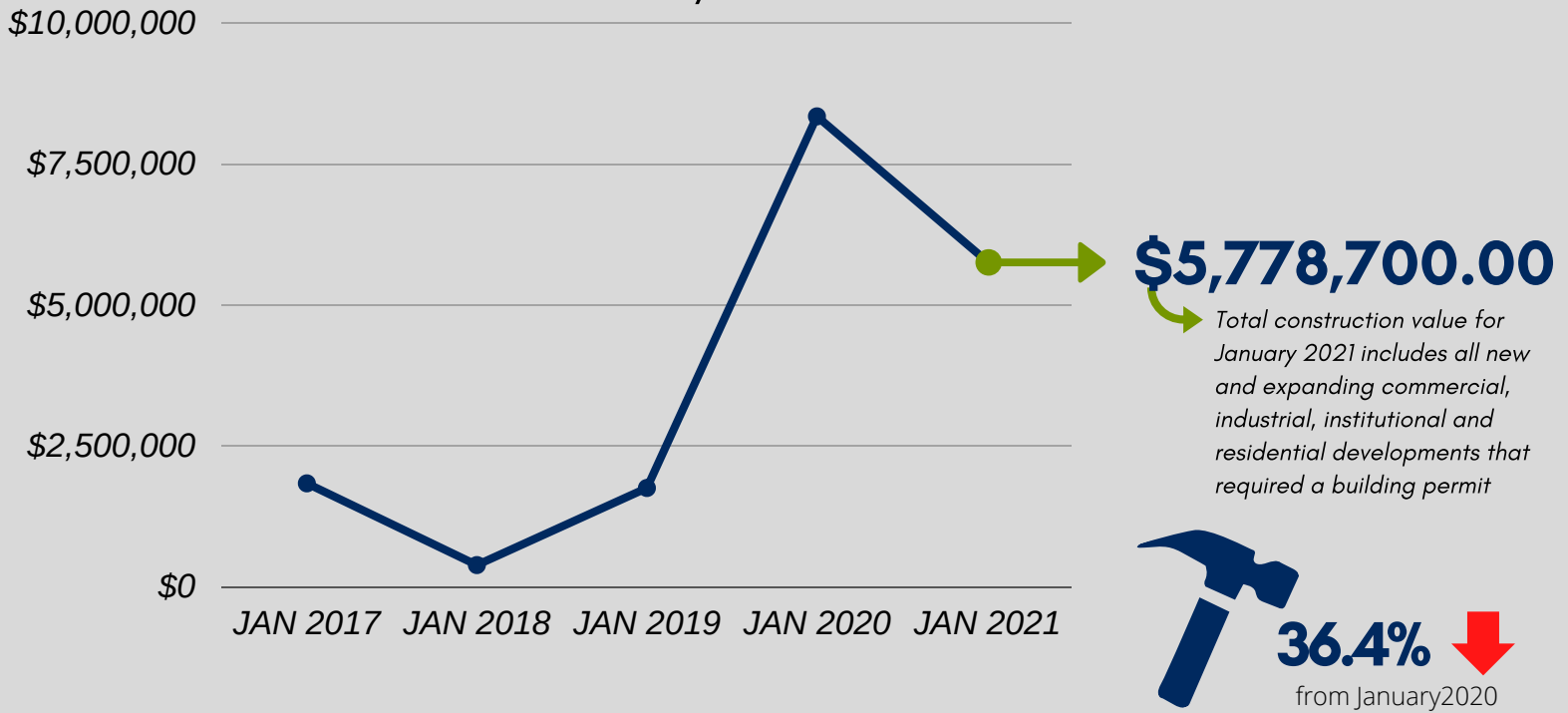
Monthly Permit Fee Totals

Permit Categories													Cancelled		
	January	February	March	April	May	June	July	August	September	October	November	December	Total	Permits	Year Total
Single Family Residence	\$ 26,462.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,462.60	\$ -	\$ 26,462.60
Single Family Residence-Plumbing	\$ 4,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,950.00	\$ -	\$ 4,950.00
Single Family Residence-Septic	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700.00	\$ -	\$ 700.00
Multiple Residential	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additions/Sunrooms	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Garages/Carports	\$ 228.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 228.50	\$ -	\$ 228.50
Decks/Porches	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fences/Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
House Raising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pole Barns	\$ 1,504.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,504.00	\$ -	\$ 1,504.00
Commercial/Industrial	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shed	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
Roof	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Septic System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sign	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
Green Houses/Winery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations	\$ 1,250.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250.64	\$ -	\$ 1,250.64
Additions/Renovation-Commercial/Industrial/Institutional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plumbing only	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition Out Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 35,295.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,295.74	\$ -	\$ 35,295.74

Monthly Construction Value Total

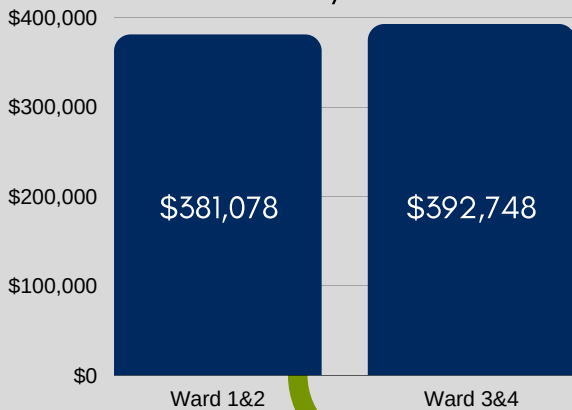
Permit Categories	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled Permits	Year Total
Single Family Residence															
Ward 1	\$ 3,499,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,499,250.00	\$ -	\$ 3,499,250.00
Ward 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ward 3	\$ 1,764,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,764,750.00	\$ -	\$ 1,764,750.00
Ward 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Multiple Residential	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additions/Sunrooms	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Garages/Carports	\$ 125,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000.00	\$ -	\$ 125,000.00
Decks/Porches	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fences/Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
House Raising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pole Barns	\$ 188,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,000.00	\$ -	\$ 188,000.00
Commercial/Industrial	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shed	\$ 9,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,700.00	\$ -	\$ 9,700.00
Roof	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Septic System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sign	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Green Houses/Winery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations	\$ 191,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 191,000.00	\$ -	\$ 191,000.00
Additions/Renovation-Commercial/Industrial/Institutional	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plumbing only	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition Out Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,778,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,778,700.00	\$ -	\$ 5,778,700.00

## Total Yearly Construction Value

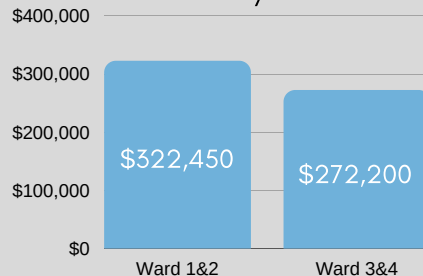


## Real Estate

### Average Sale Price January 2021



### Average Sale Price January 2020



### Total Single Family Dwellings Sold January 2021



### Total Single Family Home Permits January 2021







## Report to Council

Department: Infrastructure Services

Division: Infrastructure Services

Date: March 1, 2021

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

Report Number: Infrastructure Services-2021-02

Subject: Engineering Services for Ward 1 Storm Improvements

Number of Pages: 5 (plus 2 appended)

### Recommendation(s)

**That** Infrastructure Services – 2021-02 entitled, “Engineering Services for Ward 1 Storm Improvements” prepared by Kevin Girard, Director of Infrastructure Services dated March 1, 2021 be received, and

**That** Council appoint Stantec Consulting Ltd. to provide engineering services in the amount of \$642,919.68 (including non-refundable HST) to design, assist in procurement, and administer project PW-19-0064 – Ward 1 Storm Improvements in accordance with the completed request under Section 22 of the Town of Essex Procurement By-law 1043.

### Purpose

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

## Background and Discussion

In coordination with the adoption of the Ward 1 Southwest Area Stormwater Improvements Environmental Assessment (EA) and the Infrastructure Services – 2021-03 Council report, this report is to initiate the works under Phase 1 of the EA, the reconstruction of the Brien Avenue West Storm Trunk Sewer.

In 2018, the Town was successful in obtaining funding from the National Disaster Mitigation Program (NDMP) Intake 4 to complete the Southwest Area Stormwater EA along with Phase 1 of the proposed study. The original grant application required that all projects were to be completed by March 2020, but due to the COVID-19 pandemic, project completion was extended to March 2022. Table 1 shows the funding structure for the construction phase of the project that was approved under the NDMP extension in December 2020.

As displayed in Table 1, the Town's portion of the project is \$3,500,000.00 and the Federal portion from Public Safety Canada is in the amount of \$1,458,149.37.

**Table 1: NDMP Project Funding**

Expense Description	Expenses Remaining (As of December 2020)		
	Public Safety Canada Funding (NDMP)	Town of Essex Funding	Total
Consultant Fees	\$ 300,000.00	\$300,000.00	\$ 600,000.00
Construction	\$ 1,158,149.37	\$ 3,200,000.00	\$ 4,358,149.37
<b>Total</b>	<b>\$ 1,458,149.37</b>	<b>\$ 3,500,000.00</b>	<b>\$ 4,958,149.37</b>

## **Engineering Services**

Considering the tight timing of the funding, needing completion by March 2022, and the large scope of Phase 1, it is recommended that the engineering services be sole sourced to Stantec Consulting in accordance with section 22.02 of the Town's procurement by-law as appended.

Since amalgamation, Stantec Consulting has been the Town's consultant for sanitary and stormwater sewer models and studies in Essex Centre. These studies have aided the Town to address hydraulic capacity issues related to climate change, while also addressing development pressures and community growth. Since the Ward 1 Storm Improvement project includes the replacement of the storm trunk sewer, the flow monitoring, field investigations, and stormwater model completed by Stantec through the Environmental Assessment process will be very useful in completing the detailed design of the Ward 1 Improvements.

In addition, with Stantec being the engineer of record for the Southwest Area Stormwater Improvements Environmental Assessment project, much of preliminary work has already been completed and will be replicated in the Ward 1 Improvements project. Therefore, Stantec already has extensive background knowledge of the requirements and scope of the Environmental Assessment that would otherwise take time and additional effort for another consultant to acquire. Further, their experience and preliminary design work with the Environmental Assessment project will allow Stantec to competently manage this project effectively and efficiently, both creating savings and ensuring the tight funding timelines are met.

## **Financial Impact**

Stantec's total estimate of fees for engineering services for PW-19-0064 – Ward 1 Storm Improvements is \$642,919.68 (including applicable taxes). Of this, \$262,113.41 is for design and tendering services, and \$380,806.27 is for construction and administration services. In the 2021

approved capital budget, the Town included \$4,559,912.00 for design, contract administration, and construction. Therefore, it is recommended that the design and tendering costs as well as the construction and administration costs of \$642,919.68 (including applicable taxes) is awarded to Stantec Consulting. A report is anticipated to be brought to Council in the summer for the award of the construction contract.

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

## **Consultations**

Jackson Tang, Assistant Manager, Business Services

Richard Beausoleil, Manager, Capital Works and Infrastructure

Jeffrey Morrison, Director, Corporate Services/Treasurer

## Link to Strategic Priorities

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

## Report Approval Details

Document Title:	Engineering Services for Ward 1 Storm Improvements - Infrastructure Services-2021-02.docx
Attachments:	- Procurement Section 22 - Ward 1 Storm.pdf
Final Approval Date:	Feb 24, 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 24, 2021 - 11:14 AM**



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

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

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

### 1. REASON FOR REQUEST

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

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

### 2. NAME AND TYPE OF CONSULTING OR PROFESSIONAL SERVICE

Name of Professional Service: Stantec Consulting Ltd

Type of Professional Service (*select one*):

- |  |   |  |                                    |
|--|---|--|------------------------------------|
| <input checked="" type="checkbox"/> Engineer | <input type="checkbox"/> Architect                      | <input type="checkbox"/> Surveyor          | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Planner             | <input type="checkbox"/> Lawyer                         | <input type="checkbox"/> Real Estate Agent | <input type="checkbox"/> IT        |
| <input type="checkbox"/> Appraiser           | <input type="checkbox"/> Other ( <i>specify</i> ) _____ |  |                                    |

### 3. EXPLANATION OF REQUEST

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

Since amalgamation, Stantec Consulting has been the Town's consultant for sanitary and stormwater sewer models and studies in Essex Centre. These studies have aided the Town to address hydraulic capacity issues related to climate change, while also addressing development pressures and community growth. Since the Ward 1 Storm Improvement project includes a review of underground infrastructure, including storm sewers, within the scope, the flow monitoring, field investigations, and stormwater model completed by Stantec will be very useful in completing the design of the Ward 1 Improvements.

In addition, with Stantec being the engineer of record for the Southwest Area Stormwater Improvements Environmental Assessment project, much of preliminary work has already been completed and will be replicated in the Ward 1 Improvements project. Therefore, Stantec already has extensive background knowledge of the requirements and scope of the Environmental Assessment that would otherwise take time and additional effort for another consultant to acquire. Further, their experience and preliminary design work with the Environmental Assessment project will allow Stantec to competently manage this project effectively and efficiently, both creating savings and ensuring the tight funding timelines are met.



**Request to Council to Waive Requirement  
for Proposals, Tenders and Quotations  
(Continued)**

**4. REQUESTING DEPARTMENT INFORMATION**

Name of Department Head: Kevin Girard

Department Name: Infrastructure Services

Date of Request: March 1, 2021

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

☐

**Request Approved**

☐

**Request Not Approved**

Date Approved/Not Approved: \_\_\_\_\_

Mayor's Signature: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_





## Report to Council

Department: Infrastructure Services  
Division: Infrastructure Services  
Date: March 1, 2021  
Prepared by: Kevin Girard, P.Eng., MBA  
Director, Infrastructure Services  
Report Number: Infrastructure Services-2021-05  
Subject: Ward 1 Water Supply West of Highway 3  
Number of Pages: 6 (plus 2 appended)

### Recommendation(s)

**That** Infrastructure Services – 2021 – 05 entitled, “Ward 1 Water Supply West of Highway 3” prepared by Kevin Girard, Director of Infrastructure Services dated March 1, 2021 be received, and

**That** Council approve the sole sourcing to Dillon Consulting and Coco Paving Inc., acting as the Design-Build Team for the Ministry of Transportation’s Highway 3 Widening Project (Contract 2020-3006), to design and construct a new watermain crossing Highway 3 as described in this report.

**That** Council authorize the expenditure of \$148,569.60 including applicable taxes from the Town’s Water Reserves to design, construct and administer the installation of the watermain crossing Highway 3 at the 14<sup>th</sup> Concession.

## Purpose

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

## Background and Discussion

With the completion and previously received Transportation Environmental Study Report (TESR) in November of 2016 completed by the Ministry of Transportation (MTO), the framework has been established for the widening of Highway 3 from 0.8km west of Ellis Side Road easterly to 2.2 km east of Essex County Road 23. This project (Ministry Contract No. 2020-3006) has been awarded by the MTO as a Design-Build project to the joint team comprised of Dillon Consulting and Coco Paving Inc.

The Town has been working in close partnership with the MTO and the Design-Build Team to complete the Highway 3 widening project. Through this partnership, it was proposed by Town administration that an opportunity existed to take advantage of economies of scale to install a new watermain crossing to service the industrial lands, as designated in the Town's Official Plan, west of Highway 3 to promote growth in this sector. It was agreed upon by the MTO that this work could be included as part of the Highway widening contract and paid for directly by the Town.

Installation of this watermain is a direct initiative from the Town's Strategic Plan to develop an industrial and commercial development plan for the Highway 3 Corridor. Servicing the lands west of Highway 3 is anticipated to improve the marketability of the lands and incentivize development. This opportunity will also be completed in conjunction with the previously received Council report titled, "Sanitary Service Area Amendment - Infrastructure Report-2020-13" to develop a servicing plan for both water and wastewater for the lands identified in Figure 1.



***Figure 1: Industrial Lands Identified in Official Plan***

The Town has received a quotation from the Highway 3 Widening design-build team to design and install a watermain crossing as generally shown in Figure 2. The watermain is required to meet MTO standards and requirements to be installed through their property. Therefore, this watermain is required to be installed in a 450mm diameter casing. The quotation provided to design this watermain is \$15,264 including applicable taxes, where the cost for construction is \$133,305.60 including applicable taxes. In review of this cost with other past crossings, the Town's Infrastructure Services Department believes this price to be reasonable.

Should Council decide to not construct this watermain crossing at this time, additional costs will be incurred to complete this work at a later date including, but not limited to:

- Additional construction and material costs from inflation
- Loss of opportunity through economies of scale
- Additional MTO permitting and reviews
- Costs for mobilization of Town procured Contractor

- Costs for additional engineering

For the reasons stated above, it is recommended that Council approve the installation of this watermain in conjunction with the MTO Highway 3 Widening Project. In addition, that Council approve the sole-sourcing to the design-build team in accordance with Procurement By-Law #1043 and the attached Procurement Section 22 request.



***Figure 2: Proposed Watermain Crossing***

## **Financial Impact**

The total cost to install the watermain crossing as generally shown in Figure 1 is \$148,569.60 including applicable taxes. The approved 2021 Budget does not include any allocation of funds for this project. Therefore, It is proposed that the immediate costs for the installation be funded by Water Reserves.

It is administrations intention to research potential cost recovery strategies for the full cost to install this watermain. Following this research, administration intends to bring a future

report to Council for consideration on the feasibility and potential options to recover these costs.

## **Consultations**

Jeffrey Morrison, Director, Corporate Services/Treasurer

Jackson Tang, Assistant Manager, Business Services

Robert Auger, Town Solicitor, Legal and Legislative Service/Clerk

Lori Chadwick, Director, Development Services

## Link to Strategic Priorities

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

## Report Approval Details

Document Title:	Ward 1 Water Supply West of Highway 3 - Infrastructure Services-2021-05.docx
Attachments:	- Procurement Section 22 - Hwy3 watermain.pdf
Final Approval Date:	Feb 23, 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".

**Chris Nepszy, Chief Administrative Officer - Feb 23, 2021 - 5:25 PM**



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

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

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

### 1. REASON FOR REQUEST

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

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

### 2. NAME AND TYPE OF CONSULTING OR PROFESSIONAL SERVICE

Name of Professional Service: Dillon Consulting and Coco Paving Inc.

Type of Professional Service (*select one*):

- |  |  |  |                                    |
|--|--|--|------------------------------------|
| <input checked="" type="checkbox"/> Engineer | <input type="checkbox"/> Architect   | <input type="checkbox"/> Surveyor          | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Planner             | <input type="checkbox"/> Lawyer  | <input type="checkbox"/> Real Estate Agent | <input type="checkbox"/> IT        |
| <input type="checkbox"/> Appraiser           | <input checked="" type="checkbox"/> Other ( <i>specify</i> ) <u>Contractor (Design-Build Team)</u> |  |                                    |

### 3. EXPLANATION OF REQUEST

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

The Town has been working in close partnership with the MTO and the Design-Build Team to keep the Town's and the Ministry's best interests at the forefront of the Highway 3 Widening Project (MTO Contract 2020-3006). Through this partnership, it was proposed by Town administration that an opportunity existed to take advantage of economies of scale to install a new watermain crossing to service the industrial lands south of Highway 3 to promote growth in this sector. It was agreed upon by the MTO that this work could be included as part of the Highway widening contract and paid for directly by the Town to take advantage of economies of scale related to other similar works already being completed in the area.

Should Council decide to not construct this watermain crossing at this time, additional costs will be incurred to complete this work at a later date including, but not limited to:

- Additional construction and material costs from inflation
- Loss of opportunity through economies of scale
- Additional MTO permitting and reviews
- Costs for mobilization of Town procured Contractor
- Costs for additional engineering





**Request to Council to Waive Requirement  
for Proposals, Tenders and Quotations  
(Continued)**

**4. REQUESTING DEPARTMENT INFORMATION**

Name of Department Head: Kevin Girard

Department Name: Infrastructure Services

Date of Request: February 1, 2021

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

☐

**Request Approved**

☐

**Request Not Approved**

Date Approved/Not Approved: \_\_\_\_\_

Mayor's Signature: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_



## Report to Council

Department: Infrastructure Services

Division: Capital Works and Infrastructure

Date: March 1, 2021

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

Report Number: Capital Works and Infrastructure-2021-02

Subject: Results of Request for Tender - Supply of Three Pick-up Trucks 2021

Number of Pages: 5

### Recommendation(s)

**That** Capital Works and Infrastructure 2021-02 entitled, "Results of Request for Tender -Supply of Three Pick-up Trucks 2021" prepared by Kevin Girard, Director, Infrastructure Services dated March 1, 2021 be received, and

**That** Council award the Request for Tender - Supply of Three Pick-up Trucks 2021 to Ken Knapp Ford Essex in the amount of \$144,619.28 including trade in value and 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. This report is to seek Council's approval to appoint a qualified supplier to provide the Town with three different pick-up trucks.

## Background and Discussion

The Town of Essex is updating and adding to its vehicle fleet. As a result, the Town has to purchase three different pick-up trucks to be utilized by Community Services, Operations, and Drainage.

A Request for Tender, following the guidelines as set out in the Town's Procurement By-Law Number 1043 was posted both on the Town's website and Merx, and closed on February 10, 2021 at 3:00:00 pm.

Upon Closing, only one tender from Ken Knapp Ford was received. The tender was received and reviewed for arithmetic errors, completeness, legibility, revisions and irregularities. In addition, there were no apparent unbalanced prices in the Schedule of Items and Prices. The results of the submitted tender prices including applicable taxes are noted in the table below:

Project Code	Pickup Truck Description	Total Tender Price (excl. HST)	Trade-in Value	Total Tender price including Trade in Value and non-refundable Harmonized Sales Tax (1.76%)
CS-21-0093	¾ Ton Regular Cab Flat Bed Truck	\$ 59,810.00	\$ 3,500.00	\$ 57,301.06
PW-21-0001	½ Ton Extended Cab Pick-up Truck	\$ 45,354.00	N/A	\$ 46,152.23
PW-21-0036	½ Ton Extended Cab Pick-up Truck	\$ 45,704.00	\$ 5,250.00	\$ 41,165.99
<b>Total</b>		<b>\$ 150,868.00</b>	<b>\$ 8,750.00</b>	<b>\$ 144,619.28</b>

## Financial Impact

As approved in the 2021 Capital Budget, the tender values compared to the budget totals are shown in the following table.

Project Code	Total Tender price including Trade in Value and non-refundable Harmonized Sales Tax (1.76%)	Approved 2021 Budget	Surplus/(Deficit)
CS-21-0093	\$ 57,301.06	\$ 54,000.00	\$ (3,301.06)
PW-21-0001	\$ 46,152.23	\$ 45,000.00	\$ (1,152.23)
PW-21-0036	\$ 41,165.99	\$ 45,000.00	\$ 3,834.01
<b>Total</b>	<b>\$ 144,619.28</b>	<b>\$ 144,000.00</b>	<b>\$ (619.28)</b>

As per the 2021 approved capital budget, a combined total of \$144,000 has been allocated towards these projects. The total for the purchase of all three pick-up trucks is \$144,619.28 including the trade in value of \$8,750.00 and non-refundable Harmonized Sales Tax (1.76%) which is \$619.28 above the approved 2021 capital budget. The Trade in value of \$8,750.00 will be transferred back to the Lifecycle Asset Management Reserve. Overages in replacement vehicles will be funded by the Asset Management Lifecycle Reserve. The overage of \$1,152.23 for PW-21-0001 will be funded by the Public Works Equipment Reserve.

In addition to the costs above, each pickup truck also requires oil spray and ancillary equipment which will be procured by other types of suppliers outside of this tender in accordance with the Town's Procurement By-Law and will be funded through the Operations Budget.

## Consultation

Jackson Tang, Assistant Manager, Business Services

Richard Beausoleil, Manager, Capital Works and Infrastructure

Jake Morassut, Manager, Parks & Facilities

## 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:	Results of Request for Tender - Supply of Three Pickup Trucks 2021 - Capital Works and Infrastructure-2021-02.docx
Attachments:	
Final Approval Date:	Feb 23, 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".

**Chris Nepszy, Chief Administrative Officer - Feb 23, 2021 - 5:22 PM**



## Report to Council

Department: Infrastructure Services  
Division: Environmental Services  
Date: March 1, 2021  
Prepared by: Kevin Girard, P.Eng., MBA  
Director, Infrastructure Services  
Report Number: Environmental Services-2021-01  
Subject: 2021 Water/Wastewater Rates and Financial Plan  
Number of Pages: 5 (plus 63 attached)

### Recommendation(s)

**That** Environmental Services – 2021 – 01 entitled, “2021 Water and Wastewater Rates and Financial Plan” prepared by Kevin Girard, Director, Infrastructure Services dated March 1, 2021 be received, and

**That** Council approve By-Law Number 1992, being a by-law to establish Water and Wastewater Rates and Charges to be read a first, second, and third time at the Regular Council Meeting on March 1, 2021, and

**That** Council adopt the 2021 Water Financial Plan as presented by Watson & Associates Economists Ltd. at the Special Meeting of Council on February 16, 2021 and as required by Ontario Regulation 453/07.

### Purpose

A By-Law to establish rates and charges must be adopted by Council. In addition, Council adoption of the Water Financial Plan is required under O.Reg 453/07.

## Background and Discussion

On February 16, 2021, Council received a presentation for the completion of a rate study from Watson & Associates Economists Ltd. that determined the rates required for 2021 to 2030. These rates are identified in the attached.

As appended to this report, the 2021 rates are shown in comparison to the current 2020 rates. The proposed rates include a 2% adjustment to the base rate for all wards in both water and wastewater. Whereas the volume rate for Ward 1 & 2 is proposed to be increased by 0.7% and Ward 3 & 4 is proposed to be increased by 1.2%. The volume rate for wastewater also have proposed increases in the individual wards – 2.1% in Ward 1, 3.2% in Ward 3, and 3.1% in Ward 4. It should be noted, that Ward 2 wastewater services and rates are provided directly through the Town of Amherstburg.

The proposed water and wastewater rates shown in the following table:

	2020		2021	
	Base Rate	Volume Rate	Base Rate	Volume Rate
<b>Water Rates</b>				
Ward 1 & 2	\$ 19.69	\$ 1.45	\$ 20.08	\$ 1.46
Ward 3 & 4	\$ 19.69	\$ 1.63	\$ 20.08	\$ 1.65
<b>Wastewater Rates</b>				
Ward 1	\$ 20.68	\$ 1.44	\$ 21.09	\$ 1.47
Ward 3	\$ 21.71	\$ 2.20	\$ 22.14	\$ 2.27
Ward 4	\$ 20.68	\$ 1.93	\$ 21.09	\$ 1.99

## 2021 Financial Plan

In 2007, the Ministry of Environment released regulation 453/07 requiring all municipalities to complete a Financial Plan for their drinking water system as “a key step in the long-term stability



for municipal residential drinking water systems". The Town engaged Watson and Associates Economists Limited to assist in the completion of the Water and Wastewater Financial Plan as presented at the February 16, 2021 Special Meeting of Council. A summary of the key elements required of all financial plans is as follows:

1. All municipal drinking water systems are required to prepare and submit financial plans in order to prove financial viability. The regulations set out the minimum required content but allow municipalities to vary their approach to preparing their plans to suit local needs while also achieve full cost recovery.
2. Financial plans must be developed for a minimum six-year period and must contain details of the financial position, financial operations and cash flow. The plans are required to be approved by a resolution of municipal council.
3. The financial plans are required as a condition of the system's drinking water license and must exhibit the ability to provide safe drinking water in the short term and long term.
4. The financial plans must be made available to users of the water system and updated in conjunction with every application to renew a system's drinking water license.

Appended to this report, is the Water Financial Plan previously received and completed in accordance with Ontario Regulation 453/07. It is recommended that Council adopt this plan in order for the Environmental Services division to renew the Town's Drinking Water License.

## **Financial Impact**

Increases in water and wastewater rates have the effect of offsetting increases in expenses resulting from increases in the Consumer Price Index and providing for the required lifecycle reserves.

## **Consultations**

Jeffrey Morrison, Director, Corporate Services/Treasurer

Andy Graf, Manager, Environmental Services

Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk

## **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:	2021 Water and Wastewater Rates and Financial Plan - Environmental Services-2021-01.docx
Attachments:	<ul style="list-style-type: none"><li>- New Rates.pdf</li><li>- Essex Water Financial Plan Report_Final.pdf</li></ul>
Final Approval Date:	Feb 23, 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".

**Chris Nepszy, Chief Administrative Officer - Feb 23, 2021 - 10:43 AM**



Table ES-1  
Town of Essex  
Water Rate Summary – Wards 1 & 2  
Annual Customer Water Bill – Based on 180 m<sup>3</sup> of Volume

Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Monthly Base Rate	\$19.69	\$20.08	\$20.49	\$20.90	\$21.31	\$21.74	\$22.17	\$22.62	\$23.07	\$23.53	\$24.00
Constant Rate	\$1.45	\$1.46	\$1.47	\$1.48	\$1.49	\$1.50	\$1.52	\$1.54	\$1.56	\$1.58	\$1.60
<b>Annual Base Rate Bill</b>	<b>\$236.28</b>	<b>\$241.01</b>	<b>\$245.83</b>	<b>\$250.74</b>	<b>\$255.76</b>	<b>\$260.87</b>	<b>\$266.09</b>	<b>\$271.41</b>	<b>\$276.84</b>	<b>\$282.38</b>	<b>\$288.02</b>
Volume	180	180	180	180	180	180	180	180	180	180	180
<b>Annual Volume Bill</b>	<b>\$261.00</b>	<b>\$262.80</b>	<b>\$264.60</b>	<b>\$266.40</b>	<b>\$268.20</b>	<b>\$270.00</b>	<b>\$273.60</b>	<b>\$277.20</b>	<b>\$280.80</b>	<b>\$284.40</b>	<b>\$288.00</b>
<b>Total Annual Bill</b>	<b>\$497.28</b>	<b>\$503.81</b>	<b>\$510.43</b>	<b>\$517.14</b>	<b>\$523.96</b>	<b>\$530.87</b>	<b>\$539.69</b>	<b>\$548.61</b>	<b>\$557.64</b>	<b>\$566.78</b>	<b>\$576.02</b>
%Increase - Base Rate		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
%Increase - Volume Rate		0.7%	0.7%	0.7%	0.7%	0.7%	1.3%	1.3%	1.3%	1.3%	1.3%
%Increase - Total Annual Bill		1.3%	1.3%	1.3%	1.3%	1.3%	1.7%	1.7%	1.6%	1.6%	1.6%

Table ES-2  
Town of Essex  
Water Rate Summary – Wards 3 & 4  
Annual Customer Water Bill – Based on 145 m<sup>3</sup> of Volume

Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Monthly Base Rate	\$19.69	\$20.08	\$20.49	\$20.90	\$21.31	\$21.74	\$22.17	\$22.62	\$23.07	\$23.53	\$24.00
Constant Rate	\$1.63	\$1.65	\$1.67	\$1.69	\$1.71	\$1.73	\$1.75	\$1.77	\$1.79	\$1.81	\$1.83
<b>Annual Base Rate Bill</b>	<b>\$236.28</b>	<b>\$241.01</b>	<b>\$245.83</b>	<b>\$250.74</b>	<b>\$255.76</b>	<b>\$260.87</b>	<b>\$266.09</b>	<b>\$271.41</b>	<b>\$276.84</b>	<b>\$282.38</b>	<b>\$288.02</b>
Volume	145	145	145	145	145	145	145	145	145	145	145
<b>Annual Volume Bill</b>	<b>\$236.35</b>	<b>\$239.25</b>	<b>\$242.15</b>	<b>\$245.05</b>	<b>\$247.95</b>	<b>\$250.85</b>	<b>\$253.75</b>	<b>\$256.65</b>	<b>\$259.55</b>	<b>\$262.45</b>	<b>\$265.35</b>
<b>Total Annual Bill</b>	<b>\$472.63</b>	<b>\$480.26</b>	<b>\$487.98</b>	<b>\$495.79</b>	<b>\$503.71</b>	<b>\$511.72</b>	<b>\$519.84</b>	<b>\$528.06</b>	<b>\$536.39</b>	<b>\$544.83</b>	<b>\$553.37</b>
%Increase - Base Rate		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
%Increase - Volume Rate		1.2%	1.2%	1.2%	1.2%	1.2%	1.2%	1.1%	1.1%	1.1%	1.1%
%Increase - Total Annual Bill		1.6%	1.6%	1.6%	1.6%	1.6%	1.6%	1.6%	1.6%	1.6%	1.6%



Table ES-3  
Town of Essex  
Wastewater Rate Summary – Ward 1  
Annual Customer Wastewater Bill – Based on 180 m<sup>3</sup> of Volume

Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Monthly Base Rate	\$20.68	\$21.09	\$21.52	\$21.95	\$22.38	\$22.83	\$23.29	\$23.75	\$24.23	\$24.71	\$25.21
Constant Rate	\$1.44	\$1.47	\$1.50	\$1.53	\$1.56	\$1.59	\$1.62	\$1.65	\$1.68	\$1.71	\$1.74
<b>Annual Base Rate Bill</b>	<b>\$248.16</b>	<b>\$253.12</b>	<b>\$258.19</b>	<b>\$263.35</b>	<b>\$268.62</b>	<b>\$273.99</b>	<b>\$279.47</b>	<b>\$285.06</b>	<b>\$290.76</b>	<b>\$296.57</b>	<b>\$302.51</b>
Volume	180	180	180	180	180	180	180	180	180	180	180
<b>Annual Volume Bill</b>	<b>\$259.20</b>	<b>\$264.60</b>	<b>\$270.00</b>	<b>\$275.40</b>	<b>\$280.80</b>	<b>\$286.20</b>	<b>\$291.60</b>	<b>\$297.00</b>	<b>\$302.40</b>	<b>\$307.80</b>	<b>\$313.20</b>
<b>Total Annual Bill</b>	<b>\$507.36</b>	<b>\$517.72</b>	<b>\$528.19</b>	<b>\$538.75</b>	<b>\$549.42</b>	<b>\$560.19</b>	<b>\$571.07</b>	<b>\$582.06</b>	<b>\$593.16</b>	<b>\$604.37</b>	<b>\$615.71</b>
%Increase - Base Rate		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
%Increase - Volume Rate		2.1%	2.0%	2.0%	2.0%	1.9%	1.9%	1.9%	1.8%	1.8%	1.8%
%Increase - Total Annual Bill		2.0%	2.0%	2.0%	2.0%	2.0%	1.9%	1.9%	1.9%	1.9%	1.9%

Table ES-4  
Town of Essex  
Wastewater Rate Summary – Ward 3  
Annual Customer Wastewater Bill – Based on 130 m<sup>3</sup>. of Volume

Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Monthly Base Rate	\$21.71	\$22.14	\$22.59	\$23.04	\$23.50	\$23.97	\$24.45	\$24.94	\$25.44	\$25.95	\$26.46
Constant Rate	\$2.20	\$2.27	\$2.34	\$2.41	\$2.48	\$2.55	\$2.60	\$2.65	\$2.70	\$2.75	\$2.81
<b>Annual Base Rate Bill</b>	<b>\$260.52</b>	<b>\$265.73</b>	<b>\$271.05</b>	<b>\$276.47</b>	<b>\$282.00</b>	<b>\$287.64</b>	<b>\$293.39</b>	<b>\$299.26</b>	<b>\$305.24</b>	<b>\$311.35</b>	<b>\$317.57</b>
Volume	130	130	130	130	130	130	130	130	130	130	130
<b>Annual Volume Bill</b>	<b>\$286.00</b>	<b>\$295.10</b>	<b>\$304.20</b>	<b>\$313.30</b>	<b>\$322.40</b>	<b>\$331.50</b>	<b>\$338.00</b>	<b>\$344.50</b>	<b>\$351.00</b>	<b>\$357.50</b>	<b>\$365.30</b>
<b>Total Annual Bill</b>	<b>\$546.52</b>	<b>\$560.83</b>	<b>\$575.25</b>	<b>\$589.77</b>	<b>\$604.40</b>	<b>\$619.14</b>	<b>\$631.39</b>	<b>\$643.76</b>	<b>\$656.24</b>	<b>\$668.85</b>	<b>\$682.87</b>
%Increase - Base Rate		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
%Increase - Volume Rate		3.2%	3.1%	3.0%	2.9%	2.8%	2.0%	1.9%	1.9%	1.9%	2.2%
%Increase - Total Annual Bill		2.6%	2.6%	2.5%	2.5%	2.4%	2.0%	2.0%	1.9%	1.9%	2.1%



Table ES-5  
Town of Essex  
Wastewater Rate Summary – Ward 4  
Annual Customer Wastewater Bill – Based on 160 m<sup>3</sup> of Volume

Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Monthly Base Rate	\$20.68	\$21.09	\$21.52	\$21.95	\$22.38	\$22.83	\$23.29	\$23.75	\$24.23	\$24.71	\$25.21
Constant Rate	\$1.93	\$1.99	\$2.05	\$2.11	\$2.17	\$2.24	\$2.31	\$2.38	\$2.45	\$2.52	\$2.60
<b>Annual Base Rate Bill</b>	<b>\$248.16</b>	<b>\$253.12</b>	<b>\$258.19</b>	<b>\$263.35</b>	<b>\$268.62</b>	<b>\$273.99</b>	<b>\$279.47</b>	<b>\$285.06</b>	<b>\$290.76</b>	<b>\$296.57</b>	<b>\$302.51</b>
Volume	160	160	160	160	160	160	160	160	160	160	160
<b>Annual Volume Bill</b>	<b>\$308.80</b>	<b>\$318.40</b>	<b>\$328.00</b>	<b>\$337.60</b>	<b>\$347.20</b>	<b>\$358.40</b>	<b>\$369.60</b>	<b>\$380.80</b>	<b>\$392.00</b>	<b>\$403.20</b>	<b>\$416.00</b>
<b>Total Annual Bill</b>	<b>\$556.96</b>	<b>\$571.52</b>	<b>\$586.19</b>	<b>\$600.95</b>	<b>\$615.82</b>	<b>\$632.39</b>	<b>\$649.07</b>	<b>\$665.86</b>	<b>\$682.76</b>	<b>\$699.77</b>	<b>\$718.51</b>
%Increase - Base Rate		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
%Increase - Volume Rate		3.1%	3.0%	2.9%	2.8%	3.2%	3.1%	3.0%	2.9%	2.9%	3.2%
%Increase - Total Annual Bill		2.6%	2.6%	2.5%	2.5%	2.7%	2.6%	2.6%	2.5%	2.5%	2.7%



# Water Ontario Regulation 453/07 Financial Plan

Town of Essex

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Financial Plan #029-301A

February 5, 2021

Watson & Associates Economists Ltd.  
905-272-3600  
[info@watsonecon.ca](mailto:info@watsonecon.ca)

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## List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
MECP	Ministry of the Environment, Conservation and Parks
MMAH	Ministry of Municipal Affairs and Housing
O. Reg.	Ontario Regulation
PSAB	Public Sector Accounting Board
S.D.W.A.	Safe Drinking Water Act
T.C.A.	Tangible Capital Assets
W.O.A.	Water Opportunities Act



# Report



# Chapter 1

## Introduction



# 1. Introduction

## 1.1 Study Purpose

---

The Town of Essex (the Town) retained Watson & Associates Economists Ltd. (Watson) to prepare a water financial plan as part of the five submission requirements for the purposes of obtaining a municipal drinking water license as per the *Safe Drinking Water Act, 2002*. In general, a financial plan requires an in-depth analysis of capital and operating needs, a review of current and future demand versus supply, and consideration of available funding sources. The detailed financial planning and forecasting regarding the Town's water systems has already been completed based on the Town's Water and Wastewater Rate Study (Rate Study). The objective of the report provided herein is to convert the details of the Rate Study into the prescribed reporting requirements for a financial plan as defined by Ontario Regulation 453/07 (O.Reg. 453/07) and project the financial position over a ten-year forecast period.

## 1.2 Background

---

The Safe Drinking Water Act (S.D.W.A.), "the Act," was passed in December 2002 in order to address the recommendations made by the Walkerton Inquiry Part II report. Note that S.D.W.A. has been amended several times since 2002. One of the main requirements of the Act is the mandatory licensing of municipal water providers. Section 31 (1) specifically states:

"No person shall,

- a) establish a new municipal drinking water system or replace or carry out an alteration to a municipal drinking water system except under the authority of and in accordance with an approval under this Part or a drinking water works permit; or
- b) use or operate a municipal drinking water system that was established before or after this section comes into force except under the authority of and in accordance with an approval under this Part or municipal drinking water licence."

In order to become licensed, a municipality must satisfy five key requirements as per section 44(1):



1. Obtain a drinking water works permit.
2. Acceptance of the operational plan for the system based on the Drinking Water Quality Management Standard.
3. Accreditation of the Operating Authority.
4. Prepare and provide a financial plan.
5. Obtain permit to take water.

For licence renewals, the application must be accompanied by proof that the financial plan meets the prescribed requirements as per the Act s. 32 (5) 2.ii.

The preparation of a financial plan is a key requirement for licensing and as such, must be undertaken by all municipal water providers.

### **1.2.1 Financial Plan Defined**

Subsection 30 of the Act provides the following definition of financial plans:

"financial plans" means financial plans that satisfy the requirements prescribed by the Minister. 2017, c. 2, Sched. 11, s. 6 (3).

As of time of writing, the Sustainable Water and Sewage Systems Act, 2002 has been repealed (see section 2.2 of this report); however, the standards that it directs underpin the specific requirements of s. 30 as they are outlined in O. Reg. 453/07 and which will be examined in detail below.

### **1.2.2 Financial Plan Requirements – Existing System**

The O. Reg. 453/07 provides details with regards to the financial plans for existing water systems. The requirements for existing systems are summarized as follows:

- Financial plans must be approved by resolution of Council (or governing body);
- Financial plans must include a statement that the financial impacts have been considered and apply for a minimum six-year period (commencing in the year of licence expiry);
- Financial plans must include detail regarding proposed or projected financial operations itemized by total revenues, total expenses, annual surplus/deficit and



accumulated surplus/deficit (i.e. the components of a “Statement of Operations” as per the PSAB) for each year in which the financial plans apply;

- Financial plans must present financial position itemized by total financial assets, total liabilities, net debt, non-financial assets, and tangible capital assets (i.e. the components of a “Statement of Financial Position” as per PSAB) for each year in which the financial plans apply;
- Gross cash receipts/payments itemized by operating transactions, capital transactions, investing transactions and financial transactions (i.e. the components of a “Statement of Cash Flow” as per PSAB) for each year in which the financial plans apply;
- Financial plans applicable to two or more solely-owned drinking water systems can be prepared as if they are for one drinking water system;
- Financial plans are to be made available to the public upon request and at no charge;
- If a website is maintained, financial plans are to be made available to the public through publication on the Internet at no charge;
- Notice of the availability of the financial plans is to be given to the public; and
- Financial plan is to be submitted to the Ministry of Municipal Affairs and Housing.

### **1.2.3 Financial Plan Requirements – General**

Given that the requirements for a financial plan is legislated under the Act, a financial plan is mandatory for water systems. The financial plans shall be for a forecast period of at least six years but longer planning horizons are encouraged. The ten-year forecast goes above and beyond the minimum requirement. The financial plan is to be completed and approved by resolution of Council or the governing body in accordance with subsection 3(1)1 of O. Reg. 453/07. Confirmation of approval of the financial plan must be submitted at the time of municipal drinking water license renewal.

A copy of the financial plan will be submitted to the Ministry of Municipal Affairs and Housing (MMAH) and not the MECP; however, MECP may request it in the course of review of the licence renewal. Financial plans may be amended and additional information beyond what is prescribed can be included if deemed necessary. The financial plan must contain on the front page, the appropriate financial plan number as set out in Schedule A of the Municipal Drinking Water Licence.



### **1.2.4 Public Sector Accounting Board (PSAB) Requirements**

The components of the financial plans indicated by the regulation are consistent with the requirements for financial statement presentation as set out in section PS1200 of the Canadian Institute of Chartered Accountants Public Sector Accounting Handbook:

“Financial statements should include a Statement of Financial Position, a Statement of Operations, a Statement of Change in Net Debt, and a Statement of Cash Flow.”

The format required is to conform to the requirements of PS1200 and PS3150. The financial statements are to be reported on a full accrual accounting basis. The accrual accounting method recognizes revenues and expenses in the same period as the activities that give rise to them regardless of when they are actually paid for. Since an exchange of cash is not necessary to report a financial transaction, the accrual method is meant to provide a more accurate picture of financial position.

The accounting treatment of tangible capital assets is prescribed under section PS3150. Tangible capital assets are to be capitalized to ensure an inventory of the assets owned are recorded and to account for their ability to provide future benefits.

The Statement of Cash Flow and the Statement of Change in Net Financial Assets/Debt are required statements. The Statement of Change in Net Financial Assets/Debt reports on whether enough revenue was generated in a period to cover the expenses in the period and whether sufficient resources have been generated to support current and future activities. The Statement of Cash Flow reports on how activities were financed for a given period providing a measure of the changes in cash for that period.

### **1.2.5 The Town's Financial Plan**

The Town is currently in the process of renewing the drinking water license 029-301A for the Essex systems and the previous version of the financial plan no longer meets the requirements as it must apply to a period of at least six years beginning in the year that the licenses would otherwise expire. As the Town's water license was renewed in 2020, this financial plan provides for a 2020 start year and forecast period to 2030. Although the Act requires at least six years to be included, this financial plan provides for a longer forecast period, to 2030.





# Chapter 2

## Sustainable Financial Planning



## 2. Sustainable Financial Planning

### 2.1 Introduction

---

In general, sustainability refers to the ability to maintain a certain position over time. While the Act requires a declaration of the financial plan's sustainability, it does not give a clear definition of what would be considered sustainable. Instead, MECP released a guideline ("Towards Financially Sustainable Drinking-Water and Wastewater Systems") that provides possible approaches to achieving sustainability. The Province's Principles of Financially Sustainable Water and Wastewater Services are provided below:

- Principle #1: Ongoing public engagement and transparency can build support for, and confidence in, financial plans and the system(s) to which they relate.
- Principle #2: An integrated approach to planning among water, wastewater, and storm water systems is desirable given the inherent relationship among these services.
- Principle #3: Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services.
- Principle #4: Life-cycle planning with mid-course corrections is preferable to planning over the short-term, or not planning at all.
- Principle #5: An asset management plan is a key input to the development of a financial plan.
- Principle #6: A sustainable level of revenue allows for reliable service that meets or exceeds environmental protection standards, while providing sufficient resources for future rehabilitation and replacement needs.
- Principle #7: Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services received.
- Principle #8: Financial plans are "living" documents that require continuous improvement. Comparing the accuracy of financial projections with actual results can lead to improved planning in the future.



Principle #9: Financial plans benefit from the close collaboration of various groups, including engineers, accountants, auditors, utility staff, and municipal Council.

## 2.2 Sustainable Water and Sewage Systems Act

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The *Sustainable Water and Sewage Systems Act* (S.W.S.S.A.) was passed on December 13, 2002. The intent of the Act was to introduce the requirement for municipalities to undertake an assessment of the “full cost” of providing their water and the wastewater services. In total, there were 40 areas within the Act to which the Minister could have made Regulations. It is noted that, the regulations, which accompany the Act, were not issued and the Act was repealed on December 31, 2012.

## 2.3 Water Opportunities Act, 2010

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Since the passage of the *Safe Drinking Water Act*, changes and refinements to the legislation have been introduced, including the *Water Opportunities Act* (W.O.A). W.O.A. was introduced into legislation on May 18, 2010 and received Royal Assent on November 29, 2010, as the *Water Opportunities Act*.

The purposes of the *Water Opportunities Act* are to: foster innovative water, wastewater and storm water technologies, services and practices; create opportunities for economic development and clean-technology jobs; and conserve and sustain water resources. To achieve this W.O.A. provides for the creation of performance targets (financial, operational and maintenance related), which will vary by service type and location and the required submission of conservation and sustainability plans for water, wastewater and stormwater.

The sustainability plan in W.O.A. expands on interim legislation for financial plans included in O. Reg. 453/07, to include the following:

- an asset management plan for the physical infrastructure;
- financial plan;
- water conservation plan (for water service only);
- a risk assessment;
- a strategy for maintaining and improving the services; and



- additional information considered advisable.

Where a Board has jurisdiction over a service, the plan (and any plan amendments) must be approved by the municipality in which the municipal service is provided before submission to the Minister. The Minister may also direct preparation of joint or partially joint plans.

Regulations (still forthcoming) will prescribe details in regard to any time periods or time limits, contents of the plans, identifying which portions of the plan will require certification, the public consultation process (if required), limitations updates and refinements.

## **2.4 Infrastructure for Jobs and Prosperity Act (I.J.P.A.), 2015**

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On June 4, 2015, the Province passed the Infrastructure for Jobs and Prosperity Act (I.J.P.A.) which, over time, will require municipalities to undertake and implement asset management plans for all infrastructure they own. On December 27, 2017, the Province of Ontario released Ontario Regulation 588/17 under I.J.P.A. which has 3 phases that municipalities must meet.

Every municipality in Ontario will have to prepare a strategic asset management policy by July 1, 2019. Municipalities will be required to review their strategic asset management policies at least every five years and make updates as necessary. The subsequent phases are as follows:

- Phase 1 – Asset Management Plan (by July 1, 2021):
  - For core assets – Municipalities must have the following:
    - Inventory of assets;
    - Current levels of service measured by standard metrics; and
    - Costs to maintain levels of service.
- Phase 2 – Asset Management Plan (by July 1, 2023):
  - Same steps as Phase 1 but for all assets.
- Phase 3 – Asset Management Plan (by July 1, 2024):
  - Builds on Phase 1 and 2 by adding:
    - Proposed levels of service; and
    - Lifecycle management and Financial strategy.



In relation to water (which is considered a core asset), municipalities will need to have an asset management plan that addresses the related infrastructure by July 1, 2021 (Phase 1). O. Reg. 588/17 specifies that the municipality's asset management plan must include the following for each asset category:

- the current levels of service being provided;
  - determined in accordance with the following qualitative descriptions and technical metrics and based on data from at most the two calendar years prior to the year in which all information required under this section is included in the asset management plan.
- the current performance of each asset category;
- a summary of the assets in the category;
- the replacement cost of the assets in the category;
- the average age of the assets in the category, determined by assessing the average age of the components of the assets;
- the information available on the condition of the assets in the category;
- a description of the municipality's approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices where appropriate; and
- the lifecycle activities that would need to be undertaken to maintain the current levels of service.

Upon completion of the asset management plan for water, the Town will need to consider the impacts during the annual budget and forecast process.

## 2.5 Water Forecast

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The Town has already completed their financial planning through its 2020 water budget and a forecasting exercise through the Rate Study. The budget and rate study are designed to address "full cost" principles and reflect the guiding principles toward sustainable financial planning.

As a result of employing this process, the Rate Study provides the basis for a sound financial plan for the Town's water system by assessing:

- A detailed assessment of current and future capital needs including an analysis of potential funding sources;



- An analysis of operating costs in order to determine how they will be impacted by evolving infrastructure needs and system growth;
- An analysis of required water rates that ensure revenues are equitable and sufficient to meet system needs; and
- A public process that involved consultation with the main stakeholders including the Town's staff, Council, the general public (specifically the users of the system) and others with the aim of gaining input and collaboration on the sustainability of the water financial plan.



# Chapter 3

## Approach



## 3. Approach

### 3.1 Overview

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The Rate Study (along with additional detailed information provided by Municipal Staff) has been used as a starting point to prepare the water financial plan. The Water forecast is prepared on a modified cash basis; therefore, a conversion is required in order to present a full accrual financial plan for the purposes of this report. The conversion process used will help to establish the structure of the financial plan along with the opening balances that will underpin the forecast. This chapter outlines the conversion process utilized and summarizes the adjustments made to prepare the water financial plan.

### 3.2 Conversion Process

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The conversion from the existing modified cash basis found in the Rate Study to the full accrual reporting format required under O. Reg. 453/07 can be summarized in the following steps:

1. Calculate Tangible Capital Asset Balances
2. Convert Statement of Operations
3. Convert Statement of Financial Position
4. Convert Statement of Cash Flow and Net Assets/Debt
5. Verification and Note Preparation

#### **3.2.1 Calculate Tangible Capital Asset Balances**

In calculating tangible capital asset balances, existing and future purchased, developed, and/or contributed assets will need to be considered. For existing water assets, an inventory has already been compiled and summarized by the Town for the purposes of their annual PSAB 3150 compliance process. As required, for PSAB 3150 reporting purposes, the asset inventory listing included historical cost (which is the original cost to purchase, develop, or construct each asset) along with an estimated useful life for each





asset and any anticipated salvage value is recorded. The following calculations are made to determine net book value:

- Accumulated amortization up to the year prior to the first forecast year.
- Amortization expense on existing assets for each year of the forecast period.
- Acquisition of new assets for each year of the forecast period.
- Disposals and related gains or losses for each year of forecast period.

Future water capital needs have also been determined and summarized within the Rate Study. These estimates, however, only represent future assets that the Town anticipates purchasing or constructing without consideration for future assets that are contributed by developers and other parties (at no or partial cost to the Town). These contributed assets will form part of the infrastructure going forward in terms of the sustainability of the system and despite their non-monetary nature; future financial plans may need to be adjusted in order to properly account for these transactions. Once the sequence and total asset acquisition has been determined for the forecast period, annual amortization of these assets for each year is calculated in a similar manner as that used for existing assets.

Once the historical cost, accumulated amortization, and amortization expenses are calculated as described above, the total net book value of the tangible capital assets can be determined and recorded on the Statement of Financial Position.

### **3.2.2 *Convert Statement of Operations***

A wide range of adjustments will be considered, dependent on the size and complexity of the systems, in order to convert from the cash to full accrual basis (see Figure 3-1). For example, debt repayment costs relating to the principal payment portion only needs to be removed under the accrual basis, as they no longer qualify as an expense for reporting purposes. Principal payments are reported as a decrease in debt liability on the Statement of Financial Position. Transfers to and from reserves are removed as these transactions are represented by changes in cash and accumulated surplus. Finally, expenses relating to tangible capital assets, such as amortization, write-offs, and (gain)/loss on disposal of assets are reported on the Statement of Operations in order to capture the allocation of the cost of these assets to operating activities over their useful lives and therefore are added in under the accrual basis.



Table 3-1  
Conversion Adjustments  
Statement of Operations

Modified Cash Basis	Budget 2020	Adjustments		Full Accrual Budget 2020	Accrual Basis
		DR	CR		
<b>Revenues</b>					<b>Revenues</b>
Base Charge Revenue	1,576,752			1,576,752	Base Charge Revenue
Rate Based Revenue	2,413,661			2,413,661	Rate Based Revenue
Transfers from Reserves	1,336,263	1,336,263			
Other Revenue	61,736		178,582	240,318	Other Revenue
<b>Total Revenues</b>	<b>5,388,412</b>			<b>4,230,731</b>	<b>Total Revenues</b>
<b>Expenditures</b>					<b>Expenses</b>
Operating	2,295,857	53,999		2,349,856	Operating Expenses
Capital					
Transfers to Reserves	3,088,961		3,088,961		
Transfers to Capital	-		-		
Debt Repayment (Principal & Interest)	3,594		3,073	521	Interest on Debt
		729,605		729,605	Amortization
		-		-	Loss on Disposal of Tangible Capital Assets
<b>Total Expenditures</b>	<b>5,388,412</b>			<b>3,079,982</b>	<b>Total Expenses</b>
<b>Net Expenditures</b>	<b>-</b>			<b>1,150,749</b>	<b>Annual Surplus/(Deficit)</b>
Increase (decrease) in amounts to be recovered	-			54,261,986	Accumulated Surplus/(Deficit), beginning of year
<b>Change in Fund Balances</b>	<b>-</b>	<b>1,150,749</b>	<b>-</b>	<b>55,412,735</b>	<b>Accumulated Surplus/(Deficit), end of year</b>
<b>TOTAL ADJUSTMENTS</b>		<b>3,270,616</b>	<b>3,270,616</b>		

**Note:** The combined adjustments above should be balanced and net to \$0 (i.e. Total DR = Total CR)



### **3.2.3 Convert Statement of Financial Position**

Once the Statement of Operations has been converted and the net book value of tangible capital assets has been recorded, balances for the remaining items on the Statement of Financial Position are determined and recorded (see Figure 3-2). The opening/actual balances for the remaining accounts such as accounts receivable, inventory, accounts payable, outstanding debt (principal only), are recorded and classified according to the structure of the Statement of Financial Position as outlined in PS1200.

It is acknowledged that some of the balances required on the Statement of Financial Position will be consolidated across the Town and as such, will be difficult to isolate the information that is relevant to water. An example of this is accounts receivable, which may be administered centrally by the Finance Department. Ontario Regulation 453/07 allows for the exclusion of these numbers if they are not known at the time of preparing the financial plan. Please refer to the Financial Plan Notes in Chapter 4 for more details.

### **3.2.4 Convert Statement of Cash Flow and Net Financial Assets/Debt**

The Statement of Cash Flow summarizes how the Town financed its activities or in other words, how the costs of providing services were recovered. The statement is derived using comparative Statement of Financial Position, the current Statement of Operations and other available transaction data.

The Statement of Change in Net Financial Assets/Debt is a statement which reconciles the difference between the surplus or deficit from current operations and the change in net financial assets/debt for the year. This is significant, as net debt provides an indication of future revenue requirements. In order to complete the Statement of Net Financial Assets/Debt, information regarding any gains/losses on disposals of assets, asset write-downs, acquisition/use of supplies inventory, and the acquisition use of prepaid expenses is necessary, (if applicable). Although the Statement of Change in Net Financial Assets/Debt is not required under O. Reg. 453/07, it has been included in this report as a further indicator of financial viability.



Table 3-2  
Conversion Adjustments  
Statement of Financial Position

Modified Cash Basis	Budget 2020	Adjustments		Full Accrual Budget 2020	Accrual Basis
		DR	CR		
<b>ASSETS</b>					<b>ASSETS</b>
<b>Financial Assets</b>					<b>Financial Assets</b>
Cash	17,390,667			17,390,667	Cash
Accounts Receivable	663,563			663,563	Accounts Receivable
<b>Total Financial Assets</b>	<b>18,054,230</b>			<b>18,054,230</b>	<b>Total Financial Assets</b>
<b>Non-Financial Assets</b>					
Inventory of Supplies	-		-		
Prepaid Expenses	-		-		
<b>Total Non-Financial Assets</b>	<b>-</b>				
<b>LIABILITIES</b>					<b>Liabilities</b>
Accounts Payable & Accrued Liabilities	17,450			17,450	Accounts Payable & Accrued Liabilities
Gross Long-term Liabilities	12,771			12,771	Debt (Principal only)
<b>Total Liabilities</b>	<b>30,221</b>			<b>30,221</b>	<b>Total Liabilities</b>
<b>Net Assets/(Debt)</b>	<b>18,024,009</b>			<b>18,024,009</b>	<b>Net Financial Assets/(Debt)</b>
		37,442,725	53,999	37,388,726	<b>Non-Financial Assets</b>
				<b>37,388,726</b>	Tangible Capital Assets
					<b>Total Non-Financial Assets</b>
<b>Municipal Position</b>					
Water Reserves	18,036,780	18,036,780	-		
Amounts to be Recovered	(12,771)	-	12,771		
<b>Total Municipal Position</b>	<b>18,024,009</b>		55,412,735	<b>55,412,735</b>	<b>Accumulated Surplus/(Deficit), end of year</b>
<b>TOTAL ADJUSTMENTS</b>		<b>55,479,505</b>	<b>55,479,505</b>		

**Note:** The combined adjustments above should be balanced and net to \$0 (i.e. Total DR = Total CR)



### **3.2.5 Verification and Note Preparation**

The final step in the conversion process is to ensure that all the statements created by the previous steps are in balance. The Statement of Financial Position summarizes the resources and obligations of the Town at a set point in time. The Statement of Operations summarizes how these resources and obligations changed over the reporting period. To this end, the accumulated surplus/deficit reported on the Statement of Financial Position should equal the accumulated surplus/deficit reported on the Statement of Operations.

The Statement of Change in Net Financial Assets/Debt and the Statement of Financial Position are also linked in terms of reporting on net financial assets/debt. On the Statement of Financial Position, net financial assets/debt is equal to the difference between financial assets and liabilities and should equal net financial assets/debt as calculated on the Statement of Net Financial Assets/Debt.

While not part of the financial plan, the accompanying notes are important to summarize the assumptions and estimates made in preparing the financial plan. Some of the significant assumptions that need to be addressed within the financial plan are as follows:

- a) Opening cash balances – Opening cash balances are necessary to complete the Statement of Cash Flows and balance the Statement of Financial Position. Preferably, opening cash balances should be derived from actual information contained within the Town's ledgers. It may not be possible, however, to extract this information from the ledgers for water alone; therefore, a reasonable proxy will be needed. One approach is to assume that opening cash balances equal ending reserve and reserve fund balances from the previous year adjusted for accrual-based transactions reflected by accounts receivable/payable balances. The following equation outlines this approach:

Ending Reserve/Reserve Fund Balance  
Plus: Ending Accounts Payable Balance  
Less: Ending Accounts Receivable Balance  
Equals: Approximate Ending Cash Balance



- b) Amortization Expense – The method and timing of amortization should be based on the Town’s amortization policy.
- c) Accumulated Amortization – Will be based on the culmination of accumulated amortization expenses throughout the life of each asset however derived, along with information on construction/acquisition date and useful life obtained from the capital asset listing provided.
- d) Contributed Assets – As noted earlier, contributed assets could represent a significant part of the Town’s infrastructure acquisitions. As such, a reasonable estimate of value and timing of acquisition/donation may be required in order to adequately capture these assets. In the case where contributed assets are deemed to be insignificant or unknown, an assumption of “no contributed assets within the forecast period” will be made.
- e) Accumulated Surplus – The magnitude of the surplus in this area may precipitate the need for additional explanation especially in the first year of reporting. This Accumulated Surplus captures the historical infrastructure investment which has not been reported in the past but has accumulated to significant levels. It also includes all water reserve and reserve fund balances.
- f) Other Revenues – Will represent the recognition of revenues previously deferred (i.e. development charge revenues) and/or accrued revenues (developer contributions), and/or other minor miscellaneous revenues.



# Chapter 4

## Financial Plan



## 4. Financial Plan

### 4.1 Introduction

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The following tables provide the complete financial plan for the Town's water systems. A brief description and analysis of each table is provided below. It is important to note that the financial plan that follows is a forward look at the financial position of the Town's water systems. It is not an audited document<sup>1</sup> and it contains various estimates as detailed in the "Notes to the Financial Plan" section below.

### 4.2 Water Financial Plan

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#### 4.2.1 *Statement of Financial Position (Table 4-1)*

The Statement of Financial Position provides information that describes the assets, liabilities, and accumulated surplus of the Town's water systems. The first important indicator is net financial assets/(debt), which is defined as the difference between financial assets and liabilities. This indicator provides an indication of the system's "future revenue requirement." A net financial asset position is where financial assets are greater than liabilities and implies that the system has the resources to finance future operations. Conversely, a net debt position implies that the future revenues generated by the system will be needed to finance past transactions, as well as future operations. Table 4-1 indicates that in 2020, the Town's water system was in a net financial asset position of \$18.02 million. The financial plan forecasts a net financial asset position for each year of the forecast period, increasing to a net financial asset position of \$18.17 million by 2030.

Another important indicator on the Statement of Financial Position is the tangible capital asset balance under section PS3150. As noted earlier, providing this information is a requirement for municipalities as part of PS3150 compliance and is significant from a financial planning perspective for the following reasons:

- Tangible capital assets such as watermain and treatment facilities are imperative to water service delivery.

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<sup>1</sup> O. Reg. 453/07 does not require an audited financial plan.





- These assets represent significant economic resources in terms of their historical and replacement costs. Therefore, ongoing capital asset management is essential to managing significant replacements and repairs.
- The annual maintenance required by these assets has an enduring impact on water operational budgets.

In general terms, an increase in the tangible capital asset balance indicates that assets may have been acquired either through purchase by the municipality or donation/contribution by a third party. A decrease in the tangible capital asset balance can indicate a disposal, write down, or use of assets. A use of assets is usually represented by an increase in accumulated amortization due to annual amortization expenses arising as a result of allocating the cost of the asset to operations over the asset's useful life. Table 4-1 shows tangible capital assets net book value is expected to increase over the forecast period by \$19.4 million. This indicates that the Town continues to invest in tangible capital assets over the forecast period.

#### **4.2.2 Statement of Operations (Table 4-2)**

The Statement of Operations summarizes the revenues and expenses generated by the water system for a given period. The annual surplus/deficit measures whether the revenues generated were sufficient to cover the expenses incurred and in turn, whether net financial assets have been maintained or depleted. Table 4-2 illustrates the ratio of expenses to revenues decreasing from 73% in 2020 to 64% by 2030. As a result, annual surplus increases from a surplus of \$1.15 million to a surplus of \$2.00 million by 2030. This is due to a general increasing trend in amortization expense over the forecast to 2028, the retirement of existing debt by 2024 as well as increases to revenues anticipated over the forecast period. It is important to note that an annual surplus is beneficial to ensure funding is available to non-expense costs such as tangible capital asset acquisitions and reserve/reserve fund transfers.

Another important indicator on this statement is accumulated surplus/deficit. An accumulated surplus indicates that the available net resources are sufficient to provide future capital water services. An accumulated deficit indicates that resources are insufficient to provide future services and that borrowing, or rate increases are required to finance annual deficits. From Table 4-2, the financial plan proposes to increase by approximately \$18.03 million from a 2020 accumulated surplus of \$54.26 million over the forecast period to \$72.29 million in 2030. The accumulated surplus, as indicated in



Table 4-2, is predominantly made up of reserve and reserve fund balances as well as historical investments in tangible capital assets by the municipality.

#### **4.2.3 Statement of Change in Net Financial Assets/Debt (Table 4-3)**

The Statement of Change in Net Financial Assets/Debt indicates whether revenue generated was sufficient to cover operating and non-financial asset costs (i.e. inventory supplies, prepaid expenses, tangible capital assets, etc.) and in so doing, explains the difference between the annual surplus/deficit and the change in net financial assets/debt for the period. Table 4-3 indicates that in 2020 through 2022 and in 2030, forecasted tangible capital asset acquisitions (net of amortization for the year) exceeds the forecasted annual surplus, resulting in decreases in the net financial asset balance. However, from 2023 to 2029, forecasted annual surplus exceeds forecasted tangible capital asset acquisitions (net of amortization for the year), resulting in increases in the net financial asset balance. Therefore, an overall increase to net financial assets is anticipated over the forecast period to 2030. This is a result of more significant capital asset acquisitions forecasted allowing for a long-term plan of funding capital through accumulated surplus (i.e. reserves and reserve funds). This is also evidenced by the ratio of cumulative annual surplus before amortization to cumulative tangible capital asset acquisitions increasing from 0.55 to 0.95 over the forecast period.<sup>1</sup>

#### **4.2.4 Statement of Cash Flow (Table 4-4)**

The Statement of Cash Flow summarizes how water systems are expected to generate and use cash resources during the forecast period. The transactions that provide/use cash are classified as operating, capital, investing, and financing activities as shown in Table 4-4. This statement focuses on the cash aspect of these transactions and thus is the link between cash-based and accrual-based reporting. Table 4-4 indicates that cash from operations will be used to fund capital transactions (i.e. tangible capital asset acquisitions) and build internal reserves and reserve funds over the forecast period. The financial plan projects the cash position of the Town's water systems to decrease from a balance of \$19.05 million at the beginning of 2020, to just over \$17.56 million by the end of 2030. For further discussions, on projected cash balances please refer to the Notes to the Financial Plan.

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<sup>1</sup> A desirable ratio is 1:1 or better.



Table 4-1  
Statement of Financial Position: Water Services  
UNAUDITED: For Financial Planning Purposes Only  
2020-2030

	Notes	Forecast										
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Financial Assets												
Cash	1	17,390,667	18,711,901	18,969,892	19,358,061	19,956,377	20,635,489	21,013,788	20,973,050	20,379,132	19,344,562	17,557,494
Accounts Receivable	1	663,563	660,370	534,189	548,311	559,156	569,897	582,183	594,936	607,912	621,115	632,449
Total Financial Assets		18,054,230	19,372,271	19,504,081	19,906,372	20,515,533	21,205,386	21,595,971	21,567,986	20,987,044	19,965,677	18,189,943
Liabilities												
Bank Indebtedness		-	-	-	-	-	-	-	-	-	-	-
Accounts Payable & Accrued Liabilities	1	17,450	16,597	17,186	17,561	18,067	18,599	19,149	19,718	20,307	20,915	21,518
Debt (Principal only)	2	12,771	9,595	6,314	2,922	-	-	-	-	-	-	-
Deferred Revenue	3	-	-	-	-	-	-	-	-	-	-	-
Total Liabilities		30,221	26,192	23,500	20,483	18,067	18,599	19,149	19,718	20,307	20,915	21,518
Net Financial Assets/(Debt)		18,024,009	19,346,079	19,480,581	19,885,889	20,497,466	21,186,787	21,576,822	21,548,268	20,966,737	19,944,762	18,168,425
Non-Financial Assets												
Tangible Capital Assets	4	37,388,726	37,468,051	38,677,857	39,755,513	40,827,348	41,832,598	43,200,626	44,985,062	47,305,680	50,347,810	54,123,829
Total Non-Financial Assets		37,388,726	37,468,051	38,677,857	39,755,513	40,827,348	41,832,598	43,200,626	44,985,062	47,305,680	50,347,810	54,123,829
Accumulated Surplus/(Deficit)	5	55,412,735	56,814,130	58,158,438	59,641,402	61,324,814	63,019,385	64,777,448	66,533,330	68,272,417	70,292,572	72,292,254

Financial Indicators	Total Change	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
1) Increase/(Decrease) in Net Financial Assets	(1,366,695)	(1,511,111)	1,322,070	134,502	405,308	611,577	689,321	390,035	(28,554)	(581,531)	(1,021,975)	(1,776,337)
2) Increase/(Decrease) in Tangible Capital Assets	19,396,963	2,661,860	79,325	1,209,806	1,077,656	1,071,835	1,005,250	1,368,028	1,784,436	2,320,618	3,042,130	3,776,019
3) Increase/(Decrease) in Accumulated Surplus	18,030,268	1,150,749	1,401,395	1,344,308	1,482,964	1,683,412	1,694,571	1,758,063	1,755,882	1,739,087	2,020,155	1,999,682



Table 4-2  
Statement of Operations: Water Services  
UNAUDITED: For Financial Planning Purposes Only  
2020-2030

	Notes	Forecast										
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Water Revenue</b>												
Base Charge Revenue		1,576,752	1,639,377	1,708,055	1,770,049	1,819,516	1,868,950	1,920,964	1,975,397	2,031,238	2,088,523	2,138,646
Rate Based Revenue		2,413,661	2,470,240	2,531,815	2,584,504	2,623,101	2,660,887	2,708,639	2,757,771	2,807,300	2,857,226	2,899,135
Earned Development Charges Revenue	3	-	-	-	-	-	-	-	-	-	-	-
Other Revenue	6	240,318	289,563	290,909	294,888	499,881	513,397	521,045	520,485	509,083	489,044	454,214
<b>Total Revenues</b>		<b>4,230,731</b>	<b>4,399,180</b>	<b>4,530,779</b>	<b>4,649,441</b>	<b>4,942,498</b>	<b>5,043,234</b>	<b>5,150,648</b>	<b>5,253,653</b>	<b>5,347,621</b>	<b>5,434,793</b>	<b>5,491,995</b>
<b>Water Expenses</b>												
Operating Expenses	Sch. 4-1	2,349,856	2,204,091	2,375,565	2,321,130	2,387,932	2,499,113	2,530,613	2,605,707	2,683,652	2,763,768	2,843,332
Interest on Debt	2	521	419	312	203	89	-	-	-	-	-	-
Amortization	4	729,605	793,275	810,594	845,144	871,065	849,550	861,972	892,064	924,882	650,870	648,981
Loss on Disposal of Tangible Capital Assets		-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>		<b>3,079,982</b>	<b>2,997,785</b>	<b>3,186,471</b>	<b>3,166,477</b>	<b>3,259,086</b>	<b>3,348,663</b>	<b>3,392,585</b>	<b>3,497,771</b>	<b>3,608,534</b>	<b>3,414,638</b>	<b>3,492,313</b>
<b>Annual Surplus/(Deficit)</b>		<b>1,150,749</b>	<b>1,401,395</b>	<b>1,344,308</b>	<b>1,482,964</b>	<b>1,683,412</b>	<b>1,694,571</b>	<b>1,758,063</b>	<b>1,755,882</b>	<b>1,739,087</b>	<b>2,020,155</b>	<b>1,999,682</b>
Accumulated Surplus/(Deficit), beginning of year	5	54,261,986	55,412,735	56,814,130	58,158,438	59,641,402	61,324,814	63,019,385	64,777,448	66,533,330	68,272,417	70,292,572
Accumulated Surplus/(Deficit), end of year		55,412,735	56,814,130	58,158,438	59,641,402	61,324,814	63,019,385	64,777,448	66,533,330	68,272,417	70,292,572	72,292,254
<b>Note 5:</b>												
<b>Accumulated Surplus/(Deficit) Reconciliation:</b>		<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
<b>Reserve Balances</b>												
Reserves: Development Charges		-	-	-	-	-	-	-	-	-	-	-
Reserves: Gas Tax		-	-	-	-	-	-	-	-	-	-	-
Reserves: Capital/Other		18,036,780	19,355,674	19,486,895	19,888,811	20,497,466	21,186,787	21,576,822	21,548,268	20,966,737	19,944,762	18,168,425
<b>Total Reserves Balance</b>		<b>18,036,780</b>	<b>19,355,674</b>	<b>19,486,895</b>	<b>19,888,811</b>	<b>20,497,466</b>	<b>21,186,787</b>	<b>21,576,822</b>	<b>21,548,268</b>	<b>20,966,737</b>	<b>19,944,762</b>	<b>18,168,425</b>
Less: Debt Obligations and Deferred Revenue		(12,771)	(9,595)	(6,314)	(2,922)	-	-	-	-	-	-	-
Add: Tangible Capital Assets	4	37,388,726	37,468,051	38,677,857	39,755,513	40,827,348	41,832,598	43,200,626	44,985,062	47,305,680	50,347,810	54,123,829
<b>Total Ending Balance</b>		<b>55,412,735</b>	<b>56,814,130</b>	<b>58,158,438</b>	<b>59,641,402</b>	<b>61,324,814</b>	<b>63,019,385</b>	<b>64,777,448</b>	<b>66,533,330</b>	<b>68,272,417</b>	<b>70,292,572</b>	<b>72,292,254</b>
<b>Financial Indicators</b>	<b>Total Change</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
1) Expense to Revenue Ratio		73%	68%	70%	68%	66%	66%	66%	67%	67%	63%	64%
2) Increase/(Decrease) in Accumulated Surplus	18,030,268	1,150,749	1,401,395	1,344,308	1,482,964	1,683,412	1,694,571	1,758,063	1,755,882	1,739,087	2,020,155	1,999,682



Schedule 4-1  
Statement of Operating Expenses: Water Services  
UNAUDITED: For Financial Planning Purposes Only  
2020-2030

	Notes	Forecast										
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Operating Expenses												
Wards 1 & 2:												
Treatment:												
Contracted Services												
55300 - Union Water - Water Supply		722,565	535,726	596,415	629,110	658,572	690,803	724,553	759,777	796,652	835,298	872,152
Utilities, Insurance and Property Taxes												
54300 - Insurance - Buildings		115	119	120	120	120	120	120	120	120	120	120
54310 - Insurance - Vehicles		833	856	860	870	890	910	930	950	970	990	1,010
54320 - Insurance - General		2,302	3,530	3,600	3,600	3,700	3,800	3,900	4,000	4,100	4,200	4,300
Distribution/Transmission:												
Contracted Services												
55100 - ELK Energy Incorporated - Billing and Collection Charges		83,903	98,000	99,000	100,000	102,000	104,000	106,100	108,200	110,400	112,600	114,900
Internal Allocations - Expense												
51900 - Administration Charges - Town of Essex		20,806	20,806	21,000	21,200	21,600	22,000	22,400	22,800	23,300	23,800	24,300
58900 - Amounts Allocated from Other Departments		39,066	40,641	41,000	41,400	42,200	43,000	43,900	44,800	45,700	46,600	47,500
Materials and Supplies												
51100 - Office Supplies		400	150	150	150	150	150	150	150	150	150	150
51105 - Computer Hardware and Software		750	400	400	400	410	420	430	440	450	460	470
51115 - Memberships		2,000	1,300	1,310	1,320	1,350	1,380	1,410	1,440	1,470	1,500	1,530
51150 - Vehicles - Fuel		4,500	7,000	7,100	7,200	7,600	8,000	8,400	8,800	9,200	9,700	10,200
51190 - Materials and Supplies - Other		2,000	2,000	2,000	2,000	2,100	2,200	2,300	2,400	2,500	2,600	2,700
51600 - Materials & Supplies - Water Meters		25,000	30,000	30,600	31,200	32,800	34,400	36,100	37,900	39,800	41,800	43,900
51800 - Office Equipment		250	-	-	-	-	-	-	-	-	-	-
51840 - Small Tools		600	600	610	620	630	640	650	660	670	680	690
Miscellaneous Services												
53605 - System Access Fee - Automatic Vehicle Locator		760	910	920	930	950	970	990	1,010	1,030	1,050	1,070
Repairs and Maintenance												
52120 - Repairs and Maintenance - Computers and Equipment		1,900	-	-	-	-	-	-	-	-	-	-
52200 - Repairs and Maintenance - Buildings and Miscellaneous Structures		1,000	2,000	2,020	2,040	2,080	2,120	2,160	2,200	2,240	2,280	2,330
52300 - Repairs and Maintenance - Vehicles (Labour)		1,500	1,800	1,820	1,840	1,880	1,920	1,960	2,000	2,040	2,080	2,120
52305 - Repairs and Maintenance - Vehicles (Parts)		2,500	3,800	3,800	3,800	3,900	4,000	4,100	4,200	4,300	4,400	4,500
52350 - Repairs and Maintenance - Equipment (Labour)		150	150	150	150	150	150	150	150	150	150	150
52355 - Repairs and Maintenance - Equipment (Parts)		150	150	150	150	150	150	150	150	150	150	150
52600 - Repairs and Maintenance - Watermains		35,000	30,000	30,300	30,600	31,200	31,800	32,400	33,000	33,700	34,400	35,100
52620 - Repairs and Maintenance - Hydrants		7,500	7,500	7,600	7,700	7,900	8,100	8,300	8,500	8,700	8,900	9,100
52640 - Repairs and Maintenance - Valves		2,500	4,000	4,000	4,000	4,100	4,200	4,300	4,400	4,500	4,600	4,700
52660 - Repairs and Maintenance - Water Meters		25,000	27,500	27,800	28,100	28,700	29,300	29,900	30,500	31,100	31,700	32,300
52690 - Repairs and Maintenance - Private Water Service		20,000	20,000	20,200	20,400	20,800	21,200	21,600	22,000	22,400	22,800	23,300
Salaries, Wages, Benefits and Personnel Expenses												
50100 - Salaries and Wages - Full-Time		125,286	129,159	130,500	131,800	134,400	137,100	139,800	142,600	145,500	148,400	151,400
50150 - Salaries and Wages - Overtime		10,000	4,180	4,200	4,200	4,300	4,400	4,500	4,600	4,700	4,800	4,900
50500 - Canada Pension Plan - Employer Contribution		4,055	4,689	4,700	4,700	4,800	4,900	5,000	5,100	5,200	5,300	5,400
50510 - Employment Insurance - Employer Contribution		1,700	1,702	1,720	1,740	1,770	1,810	1,850	1,890	1,930	1,970	2,010
50520 - Employer Health Insurance		2,443	2,519	2,500	2,500	2,600	2,700	2,800	2,900	3,000	3,100	3,200
50530 - Workplace Safety and Insurance Board Premiums		1,247	3,366	3,400	3,400	3,500	3,600	3,700	3,800	3,900	4,000	4,100
50540 - Ontario Municipal Employees Retirement Savings - Employer Contribution		7,905	8,113	8,200	8,300	8,500	8,700	8,900	9,100	9,300	9,500	9,700
50550 - Health Insurance Premiums		12,810	12,810	12,900	13,000	13,300	13,600	13,900	14,200	14,500	14,800	15,100
50560 - Life Insurance Premiums		3,578	3,789	3,800	3,800	3,900	4,000	4,100	4,200	4,300	4,400	4,500
50700 - Clothing and Uniforms		1,210	2,420	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400
50720 - Training and Tuition Refund		2,789	700	710	720	730	740	750	770	790	810	830
50740 - Meals		100	100	100	100	100	100	100	100	100	100	100
50750 - Mileage		100	100	100	100	100	100	100	100	100	100	100
Uncollectible Taxes and Accounts Receivable												
54700 - Uncollectible Accounts Receivable - Water		2,000	2,000	2,020	2,040	2,080	2,120	2,160	2,200	2,240	2,280	2,330



Schedule 4-1  
Statement of Operating Expenses: Water Services  
UNAUDITED: For Financial Planning Purposes Only  
2020-2030

	Notes	Forecast										
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Utilities, Insurance and Property Taxes</b>												
54100 - Utilities - Hydro		4,696	5,900	6,000	6,100	6,400	6,700	7,000	7,400	7,800	8,200	8,600
54120 - Utilities - Gas		1,423	1,800	1,800	1,800	1,900	2,000	2,100	2,200	2,300	2,400	2,500
54140 - Utilities - Water		606	606	620	630	660	690	720	760	800	840	880
54200 - Communications - Telephone		4,500	4,500	4,500	4,500	4,600	4,700	4,800	4,900	5,000	5,100	5,200
54300 - Insurance - Buildings		197	203	210	210	210	210	210	210	210	210	210
54310 - Insurance - Vehicles		3,126	3,215	3,200	3,200	3,300	3,400	3,500	3,600	3,700	3,800	3,900
54320 - Insurance - General		9,330	14,307	14,400	14,500	14,800	15,100	15,400	15,700	16,000	16,300	16,600
54400 - Payments-in-Lieu of Taxes		-	100	100	100	100	100	100	100	100	100	100
<b>Wards 3 &amp; 4:</b>												
<b>Treatment:</b>												
<b>Contracted Services</b>												
55200 - Ontario Clean Water Agency - Annual Operating Costs		393,271	405,069	409,100	413,200	421,500	429,900	438,500	447,300	456,200	465,300	474,600
55250 - Ontario Clean Water Agency - Other Operating Costs		71,400	42,000	42,400	42,800	43,700	44,600	45,500	46,400	47,300	48,200	49,200
55265 - Ontario Clean Water Agency - Drinking Water Quality Management System		2,550	2,550	2,600	2,600	2,700	2,800	2,900	3,000	3,100	3,200	3,300
55450 - Contractors		9,000	15,000	15,200	15,400	15,700	16,000	16,300	16,600	16,900	17,200	17,500
<b>Miscellaneous Services</b>												
53650 - Weed Control Services		8,000	10,000	10,100	10,200	10,400	10,600	10,800	11,000	11,200	11,400	11,600
<b>Repairs and Maintenance</b>												
52120 - Repairs and Maintenance - Computers and Equipment		7,000	1,500	1,520	1,540	1,570	1,600	1,630	1,660	1,690	1,720	1,750
<b>Utilities, Insurance and Property Taxes</b>												
54100 - Utilities - Hydro		100,311	116,600	117,800	119,000	121,400	123,800	126,300	128,800	131,400	134,000	136,700
54120 - Utilities - Gas		5,891	7,200	7,300	7,400	7,500	7,700	7,900	8,100	8,300	8,500	8,700
54300 - Insurance - Buildings		13,587	13,976	14,100	14,200	14,500	14,800	15,100	15,400	15,700	16,000	16,300
54310 - Insurance - Vehicles		833	856	860	870	890	910	930	950	970	990	1,010
54320 - Insurance - General		2,302	3,531	3,600	3,600	3,700	3,800	3,900	4,000	4,100	4,200	4,300
54400 - Payments-in-Lieu of Taxes		-	252	250	250	260	270	280	290	300	310	320
<b>Distribution/Transmission:</b>												
<b>Contracted Services</b>												
55100 - ELK Energy Incorporated - Billing and Collection Charges		88,931	100,000	101,000	102,000	104,000	106,100	108,200	110,400	112,600	114,900	117,200
<b>Internal Allocations - Expense</b>												
51900 - Administration Charges - Town of Essex		21,028	21,028	21,200	21,400	21,800	22,200	22,600	23,100	23,600	24,100	24,600
58900 - Amounts Allocated from Other Departments		39,066	40,641	41,000	41,400	42,200	43,000	43,900	44,800	45,700	46,600	47,500
<b>Materials and Supplies</b>												
51100 - Office Supplies		400	100	100	100	100	100	100	100	100	100	100
51105 - Computer Hardware and Software		750	250	250	250	260	270	280	290	300	310	320
51115 - Memberships		2,000	1,300	1,310	1,320	1,350	1,380	1,410	1,440	1,470	1,500	1,530
51150 - Vehicles - Fuel		4,500	6,500	6,600	6,700	7,000	7,400	7,800	8,200	8,600	9,000	9,500
51190 - Materials and Supplies - Other		2,000	2,000	2,000	2,000	2,100	2,200	2,300	2,400	2,500	2,600	2,700
51600 - Materials & Supplies - Water Meters		25,000	30,000	30,600	31,200	32,800	34,400	36,100	37,900	39,800	41,800	43,900
51800 - Office Equipment		250	-	-	-	-	-	-	-	-	-	-
51840 - Small Tools		600	600	610	620	630	640	650	660	670	680	690
<b>Miscellaneous Services</b>												
53605 - System Access Fee - Automatic Vehicle Locator		760	910	920	930	950	970	990	1,010	1,030	1,050	1,070



Schedule 4-1  
Statement of Operating Expenses: Water Services  
UNAUDITED: For Financial Planning Purposes Only  
2020-2030

	Notes	Forecast										
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Repairs and Maintenance</b>												
52120 - Repairs and Maintenance - Computers and Equipment		1,900	-	-	-	-	-	-	-	-	-	-
52200 - Repairs and Maintenance - Buildings and Miscellaneous Structures		1,000	1,500	1,520	1,540	1,570	1,600	1,630	1,660	1,690	1,720	1,750
52300 - Repairs and Maintenance - Vehicles (Labour)		1,500	2,000	2,020	2,040	2,080	2,120	2,160	2,200	2,240	2,280	2,330
52305 - Repairs and Maintenance - Vehicles (Parts)		2,500	3,500	3,500	3,500	3,600	3,700	3,800	3,900	4,000	4,100	4,200
52350 - Repairs and Maintenance - Equipment (Labour)		150	150	150	150	150	150	150	150	150	150	150
52355 - Repairs and Maintenance - Equipment (Parts)		150	150	150	150	150	150	150	150	150	150	150
52600 - Repairs and Maintenance - Watermains		20,000	23,000	23,200	23,400	23,900	24,400	24,900	25,400	25,900	26,400	26,900
52620 - Repairs and Maintenance - Hydrants		7,500	7,500	7,600	7,700	7,900	8,100	8,300	8,500	8,700	8,900	9,100
52640 - Repairs and Maintenance - Valves		2,500	5,000	5,100	5,200	5,300	5,400	5,500	5,600	5,700	5,800	5,900
52660 - Repairs and Maintenance - Water Meters		20,000	25,500	25,800	26,100	26,600	27,100	27,600	28,200	28,800	29,400	30,000
52690 - Repairs and Maintenance - Private Water Service		27,000	35,000	35,400	35,800	36,500	37,200	37,900	38,700	39,500	40,300	41,100
<b>Salaries, Wages, Benefits and Personnel Expenses</b>												
50100 - Salaries and Wages - Full-Time		125,286	129,159	130,500	131,800	134,400	137,100	139,800	142,600	145,500	148,400	151,400
50150 - Salaries and Wages - Overtime		10,000	4,180	4,200	4,200	4,300	4,400	4,500	4,600	4,700	4,800	4,900
50400 - Benefits and Overhead Distributed		15,355	15,355	15,500	15,700	16,000	16,300	16,600	16,900	17,200	17,500	17,900
50500 - Canada Pension Plan - Employer Contribution		4,055	4,689	4,700	4,700	4,800	4,900	5,000	5,100	5,200	5,300	5,400
50510 - Employment Insurance - Employer Contribution		1,700	1,702	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700
50520 - Employer Health Insurance		2,443	2,519	2,500	2,500	2,600	2,700	2,800	2,900	3,000	3,100	3,200
50530 - Workplace Safety and Insurance Board Premiums		1,247	3,366	3,400	3,400	3,500	3,600	3,700	3,800	3,900	4,000	4,100
50540 - Ontario Municipal Employees Retirement Savings - Employer Contribution		7,905	8,113	8,200	8,300	8,500	8,700	8,900	9,100	9,300	9,500	9,700
50550 - Health Insurance Premiums		12,810	12,810	12,900	13,000	13,300	13,600	13,900	14,200	14,500	14,800	15,100
50560 - Life Insurance Premiums		3,578	3,789	3,800	3,800	3,900	4,000	4,100	4,200	4,300	4,400	4,500
50700 - Clothing and Uniforms		1,140	1,000	1,010	1,020	1,040	1,060	1,080	1,100	1,120	1,140	1,160
50720 - Training and Tuition Refund		2,789	500	510	520	530	540	550	560	570	580	590
50740 - Meals		100	100	100	100	100	100	100	100	100	100	100
<b>Utilities, Insurance and Property Taxes</b>												
54100 - Utilities - Hydro		3,378	4,000	4,100	4,200	4,400	4,600	4,800	5,000	5,300	5,600	5,900
54120 - Utilities - Gas		1,423	1,800	1,800	1,800	1,900	2,000	2,100	2,200	2,300	2,400	2,500
54140 - Utilities - Water		400	500	510	520	550	580	610	640	670	700	740
54200 - Communications - Telephone		4,500	3,000	3,000	3,000	3,100	3,200	3,300	3,400	3,500	3,600	3,700
54300 - Insurance - Buildings		197	203	210	210	210	210	210	210	210	210	210
54310 - Insurance - Vehicles		3,126	3,215	3,200	3,200	3,300	3,400	3,500	3,600	3,700	3,800	3,900
54320 - Insurance - General		8,639	13,247	13,400	13,500	13,800	14,100	14,400	14,700	15,000	15,300	15,600
54400 - Payments-in-Lieu of Taxes		-	64	60	60	60	60	60	60	60	60	60
<b>Non TCA - Expenses from Capital Budget</b>	7	53,999	20,400	62,400	10,600	10,800	52,000	11,200	11,400	11,800	12,000	12,200
<b>TOTAL OPERATING EXPENSES</b>		<b>2,349,856</b>	<b>2,204,091</b>	<b>2,323,565</b>	<b>2,321,130</b>	<b>2,387,932</b>	<b>2,499,113</b>	<b>2,530,613</b>	<b>2,605,707</b>	<b>2,683,652</b>	<b>2,763,768</b>	<b>2,843,332</b>



Table 4-3  
Statement of Changes in Net Financial Assets/Debt: Water Services  
UNAUDITED: For Financial Planning Purposes Only  
2020-2030

	Notes	Forecast										
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Annual Surplus/(Deficit)		1,150,749	1,401,395	1,344,308	1,482,964	1,683,412	1,694,571	1,758,063	1,755,882	1,739,087	2,020,155	1,999,682
Less: Acquisition of Tangible Capital Assets	4	(3,391,465)	(872,600)	(2,020,400)	(1,922,800)	(1,942,900)	(1,854,800)	(2,230,000)	(2,676,500)	(3,245,500)	(3,693,000)	(4,425,000)
Add: Amortization of Tangible Capital Assets	4	729,605	793,275	810,594	845,144	871,065	849,550	861,972	892,064	924,882	650,870	648,981
(Gain)/Loss on disposal of Tangible Capital Assets		-	-	-	-	-	-	-	-	-	-	-
Add: Proceeds on Sale of Tangible Capital Assets		-	-	-	-	-	-	-	-	-	-	-
Add: Write-downs of Tangible Capital Assets		-	-	-	-	-	-	-	-	-	-	-
		(2,661,860)	(79,325)	(1,209,806)	(1,077,656)	(1,071,835)	(1,005,250)	(1,368,028)	(1,784,436)	(2,320,618)	(3,042,130)	(3,776,019)
Less: Acquisition of Supplies Inventory		-	-	-	-	-	-	-	-	-	-	-
Less: Acquisition of Prepaid Expenses		-	-	-	-	-	-	-	-	-	-	-
Add: Consumption of Supplies Inventory		-	-	-	-	-	-	-	-	-	-	-
Add: Use of Prepaid Expenses		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
<b>Increase/(Decrease) in Net Financial Assets/(Net Debt)</b>		<b>(1,511,111)</b>	<b>1,322,070</b>	<b>134,502</b>	<b>405,308</b>	<b>611,577</b>	<b>689,321</b>	<b>390,035</b>	<b>(28,554)</b>	<b>(581,531)</b>	<b>(1,021,975)</b>	<b>(1,776,337)</b>
Net Financial Assets/(Net Debt), beginning of year		19,535,120	18,024,009	19,346,079	19,480,581	19,885,889	20,497,466	21,186,787	21,576,822	21,548,268	20,966,737	19,944,762
<b>Net Financial Assets/(Net Debt), end of year</b>		<b>18,024,009</b>	<b>19,346,079</b>	<b>19,480,581</b>	<b>19,885,889</b>	<b>20,497,466</b>	<b>21,186,787</b>	<b>21,576,822</b>	<b>21,548,268</b>	<b>20,966,737</b>	<b>19,944,762</b>	<b>18,168,425</b>

<b>Financial Indicators</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
1) Acquisition of Tangible Capital Assets (Cumulative)	3,391,465	4,264,065	6,284,465	8,207,265	10,150,165	12,004,965	14,234,965	16,911,465	20,156,965	23,849,965	28,274,965
2) Annual Surplus/Deficit before Amortization (Cumulative)	1,880,354	4,075,024	6,229,926	8,558,034	11,112,511	13,656,632	16,276,667	18,924,613	21,588,582	24,259,607	26,908,270
3) Ratio of Annual Surplus before Amortization to Acquisition of TCA's (Cumulative)	0.55	0.96	0.99	1.04	1.09	1.14	1.14	1.12	1.07	1.02	0.95





Table 4-4  
Statement of Cash Flow – Indirect Method: Water Services  
UNAUDITED: For Financial Planning Purposes Only  
2020-2030

	Notes	Forecast										
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Operating Transactions</b>												
Annual Surplus/Deficit		1,150,749	1,401,395	1,344,308	1,482,964	1,683,412	1,694,571	1,758,063	1,755,882	1,739,087	2,020,155	1,999,682
Add: Amortization of TCA's	4	729,605	793,275	810,594	845,144	871,065	849,550	861,972	892,064	924,882	650,870	648,981
(Gain)/Loss on disposal of Tangible Capital Assets		-	-	-	-	-	-	-	-	-	-	-
Less: Earned Deferred Revenue	3	-	-	-	-	-	-	-	-	-	-	-
Less: Developer Contributions		-	-	-	-	-	-	-	-	-	-	-
Add: Deferred Revenue Proceeds		-	-	-	-	-	-	-	-	-	-	-
Change in A/R (Increase)/Decrease		(141,946)	3,193	126,182	(14,122)	(10,845)	(10,741)	(12,286)	(12,753)	(12,976)	(13,203)	(11,334)
Change in A/P Increase/(Decrease)		1,362	(853)	589	375	506	532	550	569	589	608	603
Less: Interest Proceeds		(178,582)	(191,640)	(192,940)	(196,919)	(401,911)	(415,427)	(423,075)	(422,515)	(411,113)	(391,074)	(356,244)
<b>Cash Provided by Operating Transactions</b>		<b>1,561,188</b>	<b>2,005,370</b>	<b>2,088,733</b>	<b>2,117,442</b>	<b>2,142,227</b>	<b>2,118,485</b>	<b>2,185,224</b>	<b>2,213,247</b>	<b>2,240,469</b>	<b>2,267,356</b>	<b>2,281,688</b>
<b>Capital Transactions</b>												
Proceeds on sale of Tangible Capital Assets		-	-	-	-	-	-	-	-	-	-	-
Less: Cash Used to acquire Tangible Capital Assets	4	(3,391,465)	(872,600)	(2,020,400)	(1,922,800)	(1,942,900)	(1,854,800)	(2,230,000)	(2,676,500)	(3,245,500)	(3,693,000)	(4,425,000)
<b>Cash Applied to Capital Transactions</b>		<b>(3,391,465)</b>	<b>(872,600)</b>	<b>(2,020,400)</b>	<b>(1,922,800)</b>	<b>(1,942,900)</b>	<b>(1,854,800)</b>	<b>(2,230,000)</b>	<b>(2,676,500)</b>	<b>(3,245,500)</b>	<b>(3,693,000)</b>	<b>(4,425,000)</b>
<b>Investing Transactions</b>												
Proceeds from Investments		178,582	191,640	192,940	196,919	401,911	415,427	423,075	422,515	411,113	391,074	356,244
Less: Cash Used to Acquire Investments		-	-	-	-	-	-	-	-	-	-	-
<b>Cash Provided by (applied to) Investing Transactions</b>		<b>178,582</b>	<b>191,640</b>	<b>192,940</b>	<b>196,919</b>	<b>401,911</b>	<b>415,427</b>	<b>423,075</b>	<b>422,515</b>	<b>411,113</b>	<b>391,074</b>	<b>356,244</b>
<b>Financing Transactions</b>												
Proceeds from Debt Issue	2	-	-	-	-	-	-	-	-	-	-	-
Less: Debt Repayment (Principal only)	2	(3,073)	(3,176)	(3,282)	(3,392)	(2,922)	-	-	-	-	-	-
<b>Cash Applied to Financing Transactions</b>		<b>(3,073)</b>	<b>(3,176)</b>	<b>(3,282)</b>	<b>(3,392)</b>	<b>(2,922)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Increase in Cash and Cash Equivalents</b>		<b>(1,654,768)</b>	<b>1,321,234</b>	<b>257,991</b>	<b>388,169</b>	<b>598,316</b>	<b>679,112</b>	<b>378,299</b>	<b>(40,738)</b>	<b>(593,918)</b>	<b>(1,034,570)</b>	<b>(1,787,068)</b>
Cash and Cash Equivalents, beginning of year	1	19,045,435	17,390,667	18,711,901	18,969,892	19,358,061	19,956,377	20,635,489	21,013,788	20,973,050	20,379,132	19,344,562
<b>Cash and Cash Equivalents, end of year</b>	<b>1</b>	<b>17,390,667</b>	<b>18,711,901</b>	<b>18,969,892</b>	<b>19,358,061</b>	<b>19,956,377</b>	<b>20,635,489</b>	<b>21,013,788</b>	<b>20,973,050</b>	<b>20,379,132</b>	<b>19,344,562</b>	<b>17,557,494</b>



## Notes to Financial Plan

The financial plan format as outlined in Chapter 4 closely approximates the full accrual format used by municipalities on their audited financial statements. However, the financial plan is not an audited document and contains various estimates. In this regard, section 3 (2) of O. Reg. 453/07 states the following:

“Each of the following sub-subparagraphs applies only if the information referred to in the sub-subparagraph is known to the owner at the time the financial plans are prepared:

1. Sub-subparagraphs 4 i A, B and C of subsection (1)
2. Sub-subparagraphs 4 iii A, C, E and F of subsection (1).”

The information referred to in sub-subparagraphs 4 i A, B and C of subsection (1) includes:

- A. Total financial assets (i.e. cash and receivables);
- B. Total liabilities (i.e. payables, debt and deferred revenue);
- C. Net debt (i.e. the difference between A and B above).

The information referred to in sub-subparagraphs 4 iii A, C, E and F of subsection (1) includes:

- A. Operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges
- B. Investing transactions that are acquisitions and disposal of investments
- C. Change in cash and cash equivalents during the year
- D. Cash and cash equivalents at the beginning and end of the year

In order to show a balanced financial plan in a full accrual format for the Town, some of the items listed above have been estimated given that the Town does not maintain all financial asset and liability data separately for water. Usually, this type of data is combined with the financial assets and liabilities of other departments and services



given that there is not a current obligation to disclose this data separately (as there is with revenue and expenses).

The assumptions used have been documented below:

## 1. Cash, Receivables and Payables

It is assumed that the opening cash balances required to complete the financial plan are equal to:

Ending Reserve/Reserve Fund Balance  
*Plus:* Ending Accounts Payable Balance  
*Less:* Ending Accounts Receivable Balance  
*Equals:* Approximate Ending Cash Balance

For the Town, receivable and payable balances were estimated for each year of the forecast based on the following factors:

- a) Receivables: Based on the historical levels of water receivables as a percentage of annual water revenue earned (source: provided by Town staff); and
- b) Payables: Based on historical levels of water payables as a percentage of annual water expenses (source: provided by Town staff).

## 2. Debt

Outstanding water related debt at the end of 2019 was \$15,845 with additional debt proceeds anticipated throughout the forecast period. Principal repayments over the forecast period are scheduled as follows:

Year	Principal Payments
2020	3,073
2021	3,176
2022	3,282
2023	3,392
2024	2,922
2025	-
2026	-
2027	-
2028	-
2029	-
2030	-
<b>Total</b>	<b>15,845</b>



For financial reporting purposes, debt principal payments represent a decrease in debt liability and the interest payments represent a current year operating expense.

### **3. Deferred Revenue**

Deferred revenue is typically made up of water development charge reserve balances which are considered to be a liability for financial reporting purposes until the funds are used to emplace the works for which they have been collected. Currently the Town does not impose development charges for water therefore, deferred revenue balances are zero throughout the forecast period.

### **4. Tangible Capital Assets**

- Opening net book value of tangible capital assets includes water related assets in the following categories:
  - i. Land;
  - ii. Land Improvements;
  - iii. Facilities;
  - iv. Watermains;
  - v. Water Meters, Machinery, and Equipment;
  - vi. Hydrants; and
  - vii. Vehicles.
- Amortization is calculated based on using the straight-line approach.
- Given the planned asset replacement forecast in the Rate Study, useful life on acquisitions is assumed to be equal to the weighted average useful life for all assets on hand in each respective asset category.
- Write-offs are assumed to equal \$0 for each year in the forecast period.
- Tangible capital assets are shown on a net basis. It is assumed that disposals occur when the asset is being replaced. To calculate the value of each asset disposal, the replacement value (of each new asset that has been identified as a “replacement”) has been deflated (by weighted average useful life for all assets on hand in the respective asset category) to an estimated historical cost. This was used to calculate disposals only. Future assets are assumed to be disposed of when fully amortized.



- Gains/losses on disposal are assumed to be \$0 (it is assumed that historical cost is equal to accumulated amortization for all disposals).
- Residual value is assumed to be \$0 for all assets contained within the forecast period.
- Contributed Assets, as described in section 3.2.1, are deemed to be insignificant/unknown during the forecast period and are therefore assumed to be \$0.
- The Town is unaware of any specific lead service piping in the municipal water system.



- The balance of tangible capital assets is summarized as follows:

Asset Historical Cost	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Opening Tangible Capital Asset Balance	50,636,002	53,924,509	54,753,752	56,688,809	58,560,747	60,442,347	62,226,679	64,368,616	66,942,943	70,047,790	73,574,164
Acquisitions	3,391,465	872,600	2,020,400	1,922,800	1,942,900	1,854,800	2,230,000	2,676,500	3,245,500	3,693,000	4,425,000
Disposals	102,958	43,357	85,343	50,862	61,300	70,468	88,063	102,173	140,653	166,626	209,148
<b>Closing Tangible Capital Asset Balance</b>	<b>53,924,509</b>	<b>54,753,752</b>	<b>56,688,809</b>	<b>58,560,747</b>	<b>60,442,347</b>	<b>62,226,679</b>	<b>64,368,616</b>	<b>66,942,943</b>	<b>70,047,790</b>	<b>73,574,164</b>	<b>77,790,016</b>
Opening Accumulated Amortization	15,909,136	16,535,783	17,285,701	18,010,952	18,805,234	19,614,999	20,394,081	21,167,990	21,957,881	22,742,110	23,226,354
Amortization Expense	729,605	793,275	810,594	845,144	871,065	849,550	861,972	892,064	924,882	650,870	648,981
Amortization on Disposal	102,958	43,357	85,343	50,862	61,300	70,468	88,063	102,173	140,653	166,626	209,148
<b>Ending Accumulated Amortization</b>	<b>16,535,783</b>	<b>17,285,701</b>	<b>18,010,952</b>	<b>18,805,234</b>	<b>19,614,999</b>	<b>20,394,081</b>	<b>21,167,990</b>	<b>21,957,881</b>	<b>22,742,110</b>	<b>23,226,354</b>	<b>23,666,187</b>
<b>Net Book Value</b>	<b>37,388,726</b>	<b>37,468,051</b>	<b>38,677,857</b>	<b>39,755,513</b>	<b>40,827,348</b>	<b>41,832,598</b>	<b>43,200,626</b>	<b>44,985,062</b>	<b>47,305,680</b>	<b>50,347,810</b>	<b>54,123,829</b>



## 5. Accumulated Surplus

Opening accumulated surplus for the forecast period is reconciled as follows:

Water	2020 Opening Accumulated Surplus
<b>Reserve Balances</b>	
Reserves: Capital/Other	19,550,964
<b>Total Reserves Balance</b>	<b>19,550,964</b>
Less: Debt Obligations and Deferred Revenue	(15,844)
Add: Tangible Capital Assets	34,726,866
<b>Total Opening Balance</b>	<b>54,261,986</b>

The accumulated surplus reconciliation for all years within the forecast period is contained in Table 4-2.

## 6. Other Revenue

Other revenues include minor revenues from water meter sales & inspections, investment and other income, water hook-up charges, watermain by-ins, building leases and rentals, and other miscellaneous revenues. These revenues have been held constant over the forecast period.

## 7. Operating Expenses

Capital expenditures for items not meeting the definition of tangible capital assets have been reclassified as operating expenses and have been expensed in the year in which they occur.



# Chapter 5

## Process for Financial Plan Approval and Submission to the Province





## 5. Process for Financial Plan Approval and Submission to the Province

As mentioned in section 1.2, preparation of and approval of a financial plan for water assets that meets the requirements of the Act is mandatory for municipal water providers. Proof of the plan preparation and approval is a key submission requirement for municipal drinking water licensing and, upon completion, must be submitted to the MECP. The process established for plan approval, public circulation and filing is set out in O. Reg. 453/07 and can be summarized as follows:

1. The financial plan must be approved by resolution of Council of the municipality who owns the drinking water system or the governing body of the owner. (O. Reg. 453/07, section 3 (1) 1.)
2. The owner of the drinking water system must provide notice advertising the availability of the financial plan. The plans will be made available to the public upon request and without charge. The plans must also be made available to the public on the municipality's website. (O. Reg. 453/07, section 3 (1) 5.)
3. The owner of the drinking water system must provide a copy of the financial plan to the Director of Policy Branch, Ministry of Municipal Affairs and Housing. (O. Reg. 453/07, section 3 (1) 6.)
4. The owner of the drinking water system must provide proof satisfactory to the Director that the financial plans for the system satisfy the requirements under the Safe Drinking Water Act. (S.D.W.A. section 32 (5) 2.ii.)



# Chapter 6

## Recommendations



## 6. Recommendations

This report presents the water financial plan for the Town in accordance with the mandatory reporting formats for water systems as detailed in O. Reg. 453/07. It is important to note that while mandatory, the financial plan is provided for Council's interest and approval however, for decision making purposes, it may be more informative to rely on the information contained within the Water and Wastewater Rate Study, dated February 5, 2021. Nevertheless, Council is required to pass certain resolutions with regard to this plan and regulations and it is recommended that:

1. The Town of Essex 's Water Financial Plan prepared by Watson & Associates Economists Ltd. dated February 5, 2021 be approved.
2. Notice of availability of the Financial Plan be advertised.
3. The Financial Plan dated February 5, 2021 be submitted to the Ministry of Municipal Affairs and Housing. (O. Reg. 453/07, section 3 (1) 6).
4. The resolution of Council approving the Financial Plan be submitted to the MECP, satisfying the requirements under the Safe Drinking Water Act. (S.D.W.A. section 32 (5) 2.ii.).



# Appendices



# Appendix A – Wards 1 and 2: 2020 & 2021 Water Budget and 2022-2029 Water Forecast (as per the Water and Wastewater Rate Study)



Table A-1  
Town of Essex  
Water Service – Wards 1 & 2  
Capital Budget Forecast (Uninflated \$)

Description	Budget 2020	Total	Budget 2021	Forecast								
				2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Capital Expenditures</b>												
<b>New/Upgrade:</b>												
Equipment Contingency for Wards 1 and 2 Distribution and Transmission (50%)	8,500	-										
Backflow Prevention and Monitoring Program Wards 1/2 Maintenance	5,000	55,000	10,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Equipment Contingency Wards 1 and 2		97,000	8,500	8,500	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
<b>Lifecycle:</b>		-										
Backflow Prevention and Monitoring Program Wards 1/2	6,999	-										
Gordon, Wilson, Fox, Station Street Main Replacement (cfwd WW-18-0009)	190,536	-										
Gordon, Wilson, Station Street Phase 1 (Construction)	850,000	-										
Pickup Truck Unit #607 Replacement	22,500	-										
Victor Watermain (ward 1)	140,000	25,000	25,000									
Irwin Watermain (Ward 1)	335,000	-										
Viscount Watermain (Ward 1 and 2)		160,000	160,000									
Replace Truck		23,750		23,750								
Meter Reading Software		17,000	17,000									
Lifecycle Asset Replacement		10,090,000		500,000	600,000	700,000	800,000	1,000,000	1,250,000	1,540,000	1,700,000	2,000,000
<b>Studies:</b>		-										
Water Rate Study	15,000	15,000					15,000					
Water Model Development and Master Plan		50,000		50,000								
Water Rate Financial Plan	3,500	3,500					3,500					
<b>Growth Related:</b>		-										
Hwy 3 Crossing		250,000		250,000								
<b>Total Capital Expenditures</b>	<b>1,577,035</b>	<b>10,786,250</b>	<b>220,500</b>	<b>837,250</b>	<b>615,000</b>	<b>715,000</b>	<b>833,500</b>	<b>1,015,000</b>	<b>1,265,000</b>	<b>1,555,000</b>	<b>1,715,000</b>	<b>2,015,000</b>



Table A-2  
Town of Essex  
Water Service – Wards 1 & 2  
Capital Budget Forecast (Inflated \$)

Description	Budget 2020	Total	Budget 2021	Forecast								
				2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Capital Expenditures</b>												
<b>New/Upgrade:</b>												
Equipment Contingency for Wards 1 and 2 Distribution and Transmission (50%)	8,500	-	-	-	-	-	-	-	-	-	-	-
Backflow Prevention and Monitoring Program Wards 1/2 Maintenance	5,000	60,900	10,200	5,200	5,300	5,400	5,500	5,600	5,700	5,900	6,000	6,100
Equipment Contingency Wards 1 and 2	-	108,600	8,700	8,800	10,600	10,800	11,000	11,300	11,500	11,700	12,000	12,200
<b>Lifecycle:</b>												
Backflow Prevention and Monitoring Program Wards 1/2	6,999	-	-	-	-	-	-	-	-	-	-	-
Gordon, Wilson, Fox, Station Street Main Replacement (cfwd WW-18-0009)	190,536	-	-	-	-	-	-	-	-	-	-	-
Gordon, Wilson, Station Street Phase 1 (Construction)	850,000	-	-	-	-	-	-	-	-	-	-	-
Pickup Truck Unit #607 Replacement	22,500	-	-	-	-	-	-	-	-	-	-	-
Victor Watermain (ward 1)	140,000	25,500	25,500	-	-	-	-	-	-	-	-	-
Irwin Watermain (Ward 1)	335,000	-	-	-	-	-	-	-	-	-	-	-
Viscount Watermain (Ward 1 and 2)	-	163,200	163,200	-	-	-	-	-	-	-	-	-
Replace Truck	-	24,700	-	24,700	-	-	-	-	-	-	-	-
Meter Reading Software	-	17,300	17,300	-	-	-	-	-	-	-	-	-
Lifecycle Asset Replacement	-	11,634,100	-	520,200	636,700	757,700	883,300	1,126,200	1,435,900	1,804,400	2,031,700	2,438,000
<b>Studies:</b>												
Water Rate Study	15,000	16,600	-	-	-	-	16,600	-	-	-	-	-
Water Model Development and Master Plan	-	52,000	-	52,000	-	-	-	-	-	-	-	-
Water Rate Financial Plan	3,500	3,900	-	-	-	-	3,900	-	-	-	-	-
<b>Growth Related:</b>												
Hwy3 Crossing	-	260,100	-	260,100	-	-	-	-	-	-	-	-
<b>Total Capital Expenditures</b>	<b>1,577,035</b>	<b>12,366,900</b>	<b>224,900</b>	<b>871,000</b>	<b>652,600</b>	<b>773,900</b>	<b>920,300</b>	<b>1,143,100</b>	<b>1,453,100</b>	<b>1,822,000</b>	<b>2,049,700</b>	<b>2,456,300</b>
<b>Capital Financing</b>												
Provincial/Federal Grants	-	-	-	-	-	-	-	-	-	-	-	-
Development Charges Reserve Fund	-	-	-	-	-	-	-	-	-	-	-	-
Non-Growth Related Debenture Requirements	-	-	-	-	-	-	-	-	-	-	-	-
Growth Related Debenture Requirements	-	-	-	-	-	-	-	-	-	-	-	-
Operating Contributions	-	-	-	-	-	-	-	-	-	-	-	-
Lifecycle Reserve Fund	-	11,792,500	160,000	518,600	636,700	757,700	883,300	1,126,200	1,435,900	1,804,400	2,031,700	2,438,000
Water Reserve	1,577,035	574,400	64,900	352,400	15,900	16,200	37,000	16,900	17,200	17,600	18,000	18,300
<b>Total Capital Financing</b>	<b>1,577,035</b>	<b>12,366,900</b>	<b>224,900</b>	<b>871,000</b>	<b>652,600</b>	<b>773,900</b>	<b>920,300</b>	<b>1,143,100</b>	<b>1,453,100</b>	<b>1,822,000</b>	<b>2,049,700</b>	<b>2,456,300</b>



Table A-3  
Town of Essex  
Water Service – Wards 1 & 2  
Water General Reserve Fund Continuity (Inflated \$)

Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Opening Balance	5,482,742	4,658,019	5,570,841	5,270,626	5,307,273	5,396,894	5,467,092	5,559,196	5,652,836	5,747,941	5,844,539
Transfer from Operating	1,432,008	1,462,797	-	-	-	-	-	-	-	-	-
Transfer to Capital	1,577,035	64,900	352,400	15,900	16,200	37,000	16,900	17,200	17,600	18,000	18,300
Transfer to Operating	725,815	540,231	-	-	-	-	-	-	-	-	-
<b>Closing Balance</b>	<b>4,611,900</b>	<b>5,515,684</b>	<b>5,218,441</b>	<b>5,254,726</b>	<b>5,291,073</b>	<b>5,359,894</b>	<b>5,450,192</b>	<b>5,541,996</b>	<b>5,635,236</b>	<b>5,729,941</b>	<b>5,826,239</b>
Interest	46,119	55,157	52,184	52,547	105,821	107,198	109,004	110,840	112,705	114,599	116,525

Table A-4  
Town of Essex  
Water Service – Wards 1 & 2  
Water Lifecycle Reserve Fund Continuity (Inflated \$)

Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Opening Balance	4,006,558	4,046,624	3,961,914	4,459,292	4,863,354	5,200,282	5,419,144	5,405,382	5,084,922	4,390,566	3,457,978
Transfer from Operating	-	36,063	971,827	992,611	992,662	995,904	1,006,450	1,015,736	1,023,955	1,031,309	1,029,640
Transfer to Capital	-	160,000	518,600	636,700	757,700	883,300	1,126,200	1,435,900	1,804,400	2,031,700	2,438,000
Transfer to Operating	-	-	-	-	-	-	-	-	-	-	-
<b>Closing Balance</b>	<b>4,006,558</b>	<b>3,922,687</b>	<b>4,415,140</b>	<b>4,815,202</b>	<b>5,098,316</b>	<b>5,312,886</b>	<b>5,299,394</b>	<b>4,985,218</b>	<b>4,304,477</b>	<b>3,390,175</b>	<b>2,049,618</b>
Interest	40,066	39,227	44,151	48,152	101,966	106,258	105,988	99,704	86,090	67,803	40,992





Table A-5  
Town of Essex  
Water Service – Wards 1 & 2  
Operating Budget Forecast (Inflated \$)

Description	Budget 2020	Budget 2021	Forecast								
			2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Expenditures</b>											
<b>Operating Costs</b>											
<b>Treatment:</b>											
Contracted Services											
55300 - Union Water - Water Supply	722,565	535,726	596,415	629,110	658,572	690,803	724,553	759,777	796,652	835,298	872,152
Utilities, Insurance and Property Taxes											
54300 - Insurance - Buildings	115	119	120	120	120	120	120	120	120	120	120
54310 - Insurance - Vehicles	833	856	860	870	890	910	930	950	970	990	1,010
54320 - Insurance - General	2,302	3,530	3,600	3,600	3,700	3,800	3,900	4,000	4,100	4,200	4,300
<b>Distribution/Transmission:</b>											
Contracted Services											
55100 - ELK Energy Incorporated - Billing and Collection Charges	83,903	98,000	99,000	100,000	102,000	104,000	106,100	108,200	110,400	112,600	114,900
Internal Allocations - Expense											
51900 - Administration Charges - Town of Essex	20,806	20,806	21,000	21,200	21,600	22,000	22,400	22,800	23,300	23,800	24,300
58900 - Amounts Allocated from Other Departments	39,066	40,641	41,000	41,400	42,200	43,000	43,900	44,800	45,700	46,600	47,500
Materials and Supplies											
51100 - Office Supplies	400	150	150	150	150	150	150	150	150	150	150
51105 - Computer Hardware and Software	750	400	400	400	410	420	430	440	450	460	470
51115 - Memberships	2,000	1,300	1,310	1,320	1,350	1,380	1,410	1,440	1,470	1,500	1,530
51150 - Vehicles - Fuel	4,500	7,000	7,100	7,200	7,600	8,000	8,400	8,800	9,200	9,700	10,200
51190 - Materials and Supplies - Other	2,000	2,000	2,000	2,000	2,100	2,200	2,300	2,400	2,500	2,600	2,700
51600 - Materials & Supplies - Water Meters	25,000	30,000	30,600	31,200	32,800	34,400	36,100	37,900	39,800	41,800	43,900
51800 - Office Equipment	250	-	-	-	-	-	-	-	-	-	-
51840 - Small Tools	600	600	610	620	630	640	650	660	670	680	690
Miscellaneous Services											
53605 - System Access Fee - Automatic Vehicle Locator	760	910	920	930	950	970	990	1,010	1,030	1,050	1,070
Repairs and Maintenance											
52120 - Repairs and Maintenance - Computers and Equipment	1,900	-	-	-	-	-	-	-	-	-	-
52200 - Repairs and Maintenance - Buildings and Miscellaneous Structures	1,000	2,000	2,020	2,040	2,080	2,120	2,160	2,200	2,240	2,280	2,330
52300 - Repairs and Maintenance - Vehicles (Labour)	1,500	1,800	1,820	1,840	1,880	1,920	1,960	2,000	2,040	2,080	2,120
52305 - Repairs and Maintenance - Vehicles (Parts)	2,500	3,800	3,800	3,800	3,900	4,000	4,100	4,200	4,300	4,400	4,500
52350 - Repairs and Maintenance - Equipment (Labour)	150	150	150	150	150	150	150	150	150	150	150
52355 - Repairs and Maintenance - Equipment (Parts)	150	150	150	150	150	150	150	150	150	150	150
52600 - Repairs and Maintenance - Watermains	35,000	30,000	30,300	30,600	31,200	31,800	32,400	33,000	33,700	34,400	35,100



Table A-5 (Cont'd)

Description	Budget 2020	Budget 2021	Forecast								
			2022	2023	2024	2025	2026	2027	2028	2029	2030
52620 - Repairs and Maintenance - Hydrants	7,500	7,500	7,600	7,700	7,900	8,100	8,300	8,500	8,700	8,900	9,100
52640 - Repairs and Maintenance - Valves	2,500	4,000	4,000	4,000	4,100	4,200	4,300	4,400	4,500	4,600	4,700
52660 - Repairs and Maintenance - Water Meters	25,000	27,500	27,800	28,100	28,700	29,300	29,900	30,500	31,100	31,700	32,300
52690 - Repairs and Maintenance - Private Water Service	20,000	20,000	20,200	20,400	20,800	21,200	21,600	22,000	22,400	22,800	23,300
Salaries, Wages, Benefits and Personnel Expenses											
50100 - Salaries and Wages - Full-Time	125,286	129,159	130,500	131,800	134,400	137,100	139,800	142,600	145,500	148,400	151,400
50150 - Salaries and Wages - Overtime	10,000	4,180	4,200	4,200	4,300	4,400	4,500	4,600	4,700	4,800	4,900
50500 - Canada Pension Plan - Employer Contribution	4,055	4,689	4,700	4,700	4,800	4,900	5,000	5,100	5,200	5,300	5,400
50510 - Employment Insurance - Employer Contribution	1,700	1,702	1,720	1,740	1,770	1,810	1,850	1,890	1,930	1,970	2,010
50520 - Employer Health Insurance	2,443	2,519	2,500	2,500	2,600	2,700	2,800	2,900	3,000	3,100	3,200
50530 - Workplace Safety and Insurance Board Premiums	1,247	3,366	3,400	3,400	3,500	3,600	3,700	3,800	3,900	4,000	4,100
50540 - Ontario Municipal Employees Retirement Savings - Employer Contribution	7,905	8,113	8,200	8,300	8,500	8,700	8,900	9,100	9,300	9,500	9,700
50550 - Health Insurance Premiums	12,810	12,810	12,900	13,000	13,300	13,600	13,900	14,200	14,500	14,800	15,100
50560 - Life Insurance Premiums	3,578	3,789	3,800	3,800	3,900	4,000	4,100	4,200	4,300	4,400	4,500
50700 - Clothing and Uniforms	1,210	2,420	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400
50720 - Training and Tuition Refund	2,789	700	710	720	730	740	750	770	790	810	830
50740 - Meals	100	100	100	100	100	100	100	100	100	100	100
50750 - Mileage	100	100	100	100	100	100	100	100	100	100	100
Uncollectible Taxes and Accounts Receivable											
54700 - Uncollectible Accounts Receivable - Water	2,000	2,000	2,020	2,040	2,080	2,120	2,160	2,200	2,240	2,280	2,330
Utilities, Insurance and Property Taxes											
54100 - Utilities - Hydro	4,696	5,900	6,000	6,100	6,400	6,700	7,000	7,400	7,800	8,200	8,600
54120 - Utilities - Gas	1,423	1,800	1,800	1,800	1,900	2,000	2,100	2,200	2,300	2,400	2,500
54140 - Utilities - Water	606	606	620	630	660	690	720	760	800	840	880
54200 - Communications - Telephone	4,500	4,500	4,500	4,500	4,600	4,700	4,800	4,900	5,000	5,100	5,200
54300 - Insurance - Buildings	197	203	210	210	210	210	210	210	210	210	210
54310 - Insurance - Vehicles	3,126	3,215	3,200	3,200	3,300	3,400	3,500	3,600	3,700	3,800	3,900
54320 - Insurance - General	9,330	14,307	14,400	14,500	14,800	15,100	15,400	15,700	16,000	16,300	16,600
54400 - Payments-in-Lieu of Taxes	-	100	100	100	100	100	100	100	100	100	100
<b>Sub Total Operating</b>	<b>1,202,153</b>	<b>1,045,216</b>	<b>1,111,005</b>	<b>1,148,740</b>	<b>1,190,382</b>	<b>1,234,903</b>	<b>1,281,243</b>	<b>1,329,377</b>	<b>1,379,662</b>	<b>1,431,918</b>	<b>1,482,802</b>
<u>Capital-Related</u>											
Existing Debt (Principal) - Non-Growth Related	509	526	543	560	287	-	-	-	-	-	-
Existing Debt (Interest) - Non-Growth Related	74	57	40	23	5	-	-	-	-	-	-
Transfer to Capital Reserve	1,432,008	1,462,797	-	-	-	-	-	-	-	-	-
<b>Sub Total Capital Related</b>	<b>1,432,591</b>	<b>1,463,379</b>	<b>583</b>	<b>583</b>	<b>291</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>2,634,744</b>	<b>2,508,596</b>	<b>1,111,588</b>	<b>1,149,323</b>	<b>1,190,674</b>	<b>1,234,903</b>	<b>1,281,243</b>	<b>1,329,377</b>	<b>1,379,662</b>	<b>1,431,918</b>	<b>1,482,802</b>



Table A-5 (Cont'd)

Description	Budget 2020	Budget 2021	Forecast								
			2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Revenues</b>											
Base Charge	756,332	793,872	836,299	869,323	894,382	922,705	951,803	981,424	1,011,849	1,043,099	1,069,433
Other Revenue											
Investment and Other Income											
47800 - Miscellaneous Revenue	125	125	125	125	125	125	125	125	125	125	125
User Fees and Service Charges											
46415 - Water - Miscellaneous	-	-	-	-	-	-	-	-	-	-	-
46420 - Water Meter Sales and Inspection	5,600	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000
46430 - Water Hook-Up Charges	8,400	13,600	13,600	13,600	13,600	13,600	13,600	13,600	13,600	13,600	13,600
46450 - Watermain Buy-Ins	5,000	9,100	9,100	9,100	9,100	9,100	9,100	9,100	9,100	9,100	9,100
Contributions from Development Charges Reserve Fund	-	-	-	-	-	-	-	-	-	-	-
Contributions from Reserves / Reserve Funds	725,815	540,231	-	-	-	-	-	-	-	-	-
<b>Total Operating Revenue</b>	<b>1,501,272</b>	<b>1,378,929</b>	<b>881,124</b>	<b>914,148</b>	<b>939,207</b>	<b>967,530</b>	<b>996,628</b>	<b>1,026,249</b>	<b>1,056,674</b>	<b>1,087,924</b>	<b>1,114,258</b>
<b>Water Billing Recovery - Operating</b>	<b>1,133,472</b>	<b>1,129,667</b>	<b>230,464</b>	<b>235,175</b>	<b>251,466</b>	<b>267,373</b>	<b>284,615</b>	<b>303,128</b>	<b>322,988</b>	<b>343,995</b>	<b>368,544</b>
Lifecycle Reserve Contribution (\$)		36,063	971,827	992,611	992,662	995,904	1,006,450	1,015,736	1,023,955	1,031,309	1,029,640
<b>Water Billing Recovery - Total</b>	<b>1,133,472</b>	<b>1,165,730</b>	<b>1,202,291</b>	<b>1,227,786</b>	<b>1,244,128</b>	<b>1,263,278</b>	<b>1,291,065</b>	<b>1,318,864</b>	<b>1,346,943</b>	<b>1,375,303</b>	<b>1,398,184</b>

Table A-6  
Town of Essex  
Water Service – Wards 1 & 2  
Water Rate Forecast (Inflated \$)

Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Total Water Billing Recovery	1,133,472	1,165,730	1,202,291	1,227,786	1,244,128	1,263,278	1,291,065	1,318,864	1,346,943	1,375,303	1,398,184
Total Volume (m <sup>3</sup> )	781,705	798,445	817,885	829,585	834,985	842,185	849,385	856,405	863,425	870,445	873,865
<b>Constant Rate</b>	<b>1.45</b>	<b>1.46</b>	<b>1.47</b>	<b>1.48</b>	<b>1.49</b>	<b>1.50</b>	<b>1.52</b>	<b>1.54</b>	<b>1.56</b>	<b>1.58</b>	<b>1.60</b>
<b>Annual Percentage Change</b>		<b>1%</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>



# Appendix B – Wards 3 and 4: 2020 & 2021 Water Budget and 2022-2029 Water Forecast (as per the Water and Wastewater Rate Study)



Table B-1  
Town of Essex  
Water Service – Wards 3 & 4  
Capital Budget Forecast (Uninflated \$)

Description	Budget 2020	Total	Budget 2021	Forecast								
				2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Capital Expenditures</b>												
<b>New/Upgrade:</b>												
Upgrades to Harrow-Colchester South Water Treatment Plant (cfwd WW-18-0010)	260,000	-										
CWWF Upgrades to Harrow-Colchester South WTP	326,833	-										
Equipment Contingency for Wards 3 and 4 Distribution and Transmission (50%)	8,500	-										
Harrow Colchester South Water Treatment Plant Contingency for Wards 3 and 4	165,000	782,500	177,500	195,000	205,000	205,000						
OCWA Capital Recommendations	540,000	1,440,000	442,000	431,000	387,000	120,000	10,000	10,000	10,000	10,000	10,000	10,000
<b>Lifecycle:</b>		-										
Queen Street (Phillip Ferris to Concession 3) Main Replacement	175,097	-										
Backflow Prevention and Monitoring Program Wards 3/4	6,999	-										
Backflow Prevention and Monitoring Program Wards 3/4 Maintenance	5,000	55,000	10,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Pickup Truck Unit #607 Replacement	22,500	-										
Queen Watermain (Ward 4)	340,000	-										
Replace Truck		23,750		23,750								
Meter Reading Software		17,000	17,000									
Equipment Contingency Wards 3 and 4		98,500	8,500	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Lifecycle Asset Replacement		8,860,000		500,000	600,000	750,000	850,000	950,000	1,050,000	1,200,000	1,360,000	1,600,000
<b>Studies:</b>												
Water Rate Study	15,000	15,000					15,000					
Water Model Development and Master Plan		50,000		50,000								
Water Rate Financial Plan	3,500	3,500					3,500					
<b>Total Capital Expenditures</b>	<b>1,868,429</b>	<b>11,345,250</b>	<b>655,000</b>	<b>1,214,750</b>	<b>1,207,000</b>	<b>1,090,000</b>	<b>893,500</b>	<b>975,000</b>	<b>1,075,000</b>	<b>1,225,000</b>	<b>1,385,000</b>	<b>1,625,000</b>



Table B-2  
Town of Essex  
Water Service – Wards 3 & 4  
Capital Budget Forecast (Inflated \$)

Description	Budget 2020	Total	Budget 2021	Forecast								
				2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Capital Expenditures</b>												
<b>New/Upgrade:</b>												
Upgrades to Harrow-Colchester South Water Treatment Plant (cfwd WW-18-0010)	260,000	-	-	-	-	-	-	-	-	-	-	-
CWWF Upgrades to Harrow-Colchester South WTP	326,833	-	-	-	-	-	-	-	-	-	-	-
Equipment Contingency for Wards 3 and 4 Distribution and Transmission (50%)	8,500	-	-	-	-	-	-	-	-	-	-	-
Harrow Colchester South Water Treatment Plant Contingency for Wards 3 and 4	165,000	823,400	181,100	202,900	217,500	221,900	-	-	-	-	-	-
OCWA Capital Recommendations	540,000	1,509,500	450,800	448,400	410,700	129,900	11,000	11,300	11,500	11,700	12,000	12,200
<b>Lifecycle:</b>												
Queen Street (Phillip Ferris to Concession 3) Main Replacement	175,097	-	-	-	-	-	-	-	-	-	-	-
Backflow Prevention and Monitoring Program Wards 3/4	6,999	-	-	-	-	-	-	-	-	-	-	-
Backflow Prevention and Monitoring Program Wards 3/4 Maintenance	5,000	60,900	10,200	5,200	5,300	5,400	5,500	5,600	5,700	5,900	6,000	6,100
Pickup Truck Unit #607 Replacement	22,500	-	-	-	-	-	-	-	-	-	-	-
Queen Watermain (Ward 4)	340,000	-	-	-	-	-	-	-	-	-	-	-
Replace Truck	-	24,700	-	24,700	-	-	-	-	-	-	-	-
Meter Reading Software	-	17,300	17,300	-	-	-	-	-	-	-	-	-
Equipment Contingency Wards 3 and 4	-	110,200	8,700	10,400	10,600	10,800	11,000	11,300	11,500	11,700	12,000	12,200
Lifecycle Asset Replacement	-	10,164,900	-	520,200	636,700	811,800	938,500	1,069,900	1,206,100	1,406,000	1,625,300	1,950,400
<b>Studies:</b>												
Water Rate Study	15,000	16,600	-	-	-	-	16,600	-	-	-	-	-
Water Model Development and Master Plan	-	52,000	-	52,000	-	-	-	-	-	-	-	-
Water Rate Financial Plan	3,500	3,900	-	-	-	-	3,900	-	-	-	-	-
<b>Total Capital Expenditures</b>	<b>1,868,429</b>	<b>12,783,400</b>	<b>668,100</b>	<b>1,263,800</b>	<b>1,280,800</b>	<b>1,179,800</b>	<b>986,500</b>	<b>1,098,100</b>	<b>1,234,800</b>	<b>1,435,300</b>	<b>1,655,300</b>	<b>1,980,900</b>
<b>Capital Financing</b>												
Provincial/Federal Grants	-	-	-	-	-	-	-	-	-	-	-	-
Development Charges Reserve Fund	-	-	-	-	-	-	-	-	-	-	-	-
Non-Growth Related Debenture Requirements	-	-	-	-	-	-	-	-	-	-	-	-
Growth Related Debenture Requirements	-	-	-	-	-	-	-	-	-	-	-	-
Operating Contributions	-	-	-	-	-	-	-	-	-	-	-	-
Lifecycle Reserve Fund	-	10,164,900	-	520,200	636,700	811,800	938,500	1,069,900	1,206,100	1,406,000	1,625,300	1,950,400
Water Reserve	1,868,429	2,618,500	668,100	743,600	644,100	368,000	48,000	28,200	28,700	29,300	30,000	30,500
<b>Total Capital Financing</b>	<b>1,868,429</b>	<b>12,783,400</b>	<b>668,100</b>	<b>1,263,800</b>	<b>1,280,800</b>	<b>1,179,800</b>	<b>986,500</b>	<b>1,098,100</b>	<b>1,234,800</b>	<b>1,435,300</b>	<b>1,655,300</b>	<b>1,980,900</b>



Table B-3  
Town of Essex  
Water Service – Wards 3 & 4  
Water General Reserve Fund Continuity (Inflated \$)

Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Opening Balance	3,498,276	2,703,116	3,070,185	2,501,351	2,027,323	1,845,510	1,986,460	2,150,425	2,317,159	2,486,617	2,658,749
Transfer from Operating	1,656,953	1,619,489	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Transfer to Capital	1,868,429	668,100	743,600	644,100	368,000	48,000	28,200	28,700	29,300	30,000	30,500
Transfer to Operating	610,448	614,718	-	-	-	-	-	-	-	-	-
<b>Closing Balance</b>	<b>2,676,352</b>	<b>3,039,787</b>	<b>2,476,585</b>	<b>2,007,251</b>	<b>1,809,323</b>	<b>1,947,510</b>	<b>2,108,260</b>	<b>2,271,725</b>	<b>2,437,859</b>	<b>2,606,617</b>	<b>2,778,249</b>
Interest	26,764	30,398	24,766	20,073	36,186	38,950	42,165	45,434	48,757	52,132	55,565

Table B-4  
Town of Essex  
Water Service – Wards 3 & 4  
Water Lifecycle Reserve Fund Continuity (Inflated \$)

Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Opening Balance	6,563,387	6,629,021	6,752,735	7,255,627	7,690,862	8,054,781	8,314,092	8,461,820	8,493,352	8,341,615	7,983,496
Transfer from Operating	-	56,855	951,254	995,788	1,017,782	1,034,790	1,051,710	1,071,095	1,090,701	1,110,643	1,124,980
Transfer to Capital	-	-	520,200	636,700	811,800	938,500	1,069,900	1,206,100	1,406,000	1,625,300	1,950,400
Transfer to Operating	-	-	-	-	-	-	-	-	-	-	-
<b>Closing Balance</b>	<b>6,563,387</b>	<b>6,685,876</b>	<b>7,183,789</b>	<b>7,614,714</b>	<b>7,896,844</b>	<b>8,151,071</b>	<b>8,295,902</b>	<b>8,326,816</b>	<b>8,178,054</b>	<b>7,826,957</b>	<b>7,158,076</b>
Interest	65,634	66,859	71,838	76,147	157,937	163,021	165,918	166,536	163,561	156,539	143,162



Table B-5  
Town of Essex  
Water Service – Wards 3 & 4  
Operating Budget Forecast (Inflated \$)

Description	Budget 2020	Budget 2021	Forecast								
			2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Expenditures</b>											
<b>Operating Costs</b>											
<b>Treatment:</b>											
Contracted Services											
55200 - Ontario Clean Water Agency - Annual Operating Costs	393,271	405,069	409,100	413,200	421,500	429,900	438,500	447,300	456,200	465,300	474,600
55250 - Ontario Clean Water Agency - Other Operating Costs	71,400	42,000	42,400	42,800	43,700	44,600	45,500	46,400	47,300	48,200	49,200
55265 - Ontario Clean Water Agency - Drinking Water Quality Management System	2,550	2,550	2,600	2,600	2,700	2,800	2,900	3,000	3,100	3,200	3,300
55450 - Contractors	9,000	15,000	15,200	15,400	15,700	16,000	16,300	16,600	16,900	17,200	17,500
Miscellaneous Services											
53650 - Weed Control Services	8,000	10,000	10,100	10,200	10,400	10,600	10,800	11,000	11,200	11,400	11,600
Repairs and Maintenance											
52120 - Repairs and Maintenance - Computers and Equipment	7,000	1,500	1,520	1,540	1,570	1,600	1,630	1,660	1,690	1,720	1,750
Utilities, Insurance and Property Taxes											
54100 - Utilities - Hydro	100,311	116,600	117,800	119,000	121,400	123,800	126,300	128,800	131,400	134,000	136,700
54120 - Utilities - Gas	5,891	7,200	7,300	7,400	7,500	7,700	7,900	8,100	8,300	8,500	8,700
54300 - Insurance - Buildings	13,587	13,976	14,100	14,200	14,500	14,800	15,100	15,400	15,700	16,000	16,300
54310 - Insurance - Vehicles	833	856	860	870	890	910	930	950	970	990	1,010
54320 - Insurance - General	2,302	3,531	3,600	3,600	3,700	3,800	3,900	4,000	4,100	4,200	4,300
54400 - Payments-in-Lieu of Taxes	-	252	250	250	260	270	280	290	300	310	320
<b>Distribution/Transmission:</b>											
Contracted Services											
55100 - ELK Energy Incorporated - Billing and Collection Charges	88,931	100,000	101,000	102,000	104,000	106,100	108,200	110,400	112,600	114,900	117,200
Internal Allocations - Expense											
51900 - Administration Charges - Town of Essex	21,028	21,028	21,200	21,400	21,800	22,200	22,600	23,100	23,600	24,100	24,600
58900 - Amounts Allocated from Other Departments	39,066	40,641	41,000	41,400	42,200	43,000	43,900	44,800	45,700	46,600	47,500
Materials and Supplies											
51100 - Office Supplies	400	100	100	100	100	100	100	100	100	100	100
51105 - Computer Hardware and Software	750	250	250	250	260	270	280	290	300	310	320
51115 - Memberships	2,000	1,300	1,310	1,320	1,350	1,380	1,410	1,440	1,470	1,500	1,530
51150 - Vehicles - Fuel	4,500	6,500	6,600	6,700	7,000	7,400	7,800	8,200	8,600	9,000	9,500
51190 - Materials and Supplies - Other	2,000	2,000	2,000	2,000	2,100	2,200	2,300	2,400	2,500	2,600	2,700
51600 - Materials & Supplies - Water Meters	25,000	30,000	30,600	31,200	32,800	34,400	36,100	37,900	39,800	41,800	43,900
51800 - Office Equipment	250	-	-	-	-	-	-	-	-	-	-
51840 - Small Tools	600	600	610	620	630	640	650	660	670	680	690
Miscellaneous Services											
53605 - System Access Fee - Automatic Vehicle Locator	760	910	920	930	950	970	990	1,010	1,030	1,050	1,070





Table B-5 (Cont'd)

Description	Budget 2020	Budget 2021	Forecast								
			2022	2023	2024	2025	2026	2027	2028	2029	2030
Repairs and Maintenance											
52120 - Repairs and Maintenance - Computers and Equipment	1,900	-	-	-	-	-	-	-	-	-	-
52200 - Repairs and Maintenance - Buildings and Miscellaneous Structures	1,000	1,500	1,520	1,540	1,570	1,600	1,630	1,660	1,690	1,720	1,750
52300 - Repairs and Maintenance - Vehicles (Labour)	1,500	2,000	2,020	2,040	2,080	2,120	2,160	2,200	2,240	2,280	2,330
52305 - Repairs and Maintenance - Vehicles (Parts)	2,500	3,500	3,500	3,500	3,600	3,700	3,800	3,900	4,000	4,100	4,200
52350 - Repairs and Maintenance - Equipment (Labour)	150	150	150	150	150	150	150	150	150	150	150
52355 - Repairs and Maintenance - Equipment (Parts)	150	150	150	150	150	150	150	150	150	150	150
52600 - Repairs and Maintenance - Watermains	20,000	23,000	23,200	23,400	23,900	24,400	24,900	25,400	25,900	26,400	26,900
52620 - Repairs and Maintenance - Hydrants	7,500	7,500	7,600	7,700	7,900	8,100	8,300	8,500	8,700	8,900	9,100
52640 - Repairs and Maintenance - Valves	2,500	5,000	5,100	5,200	5,300	5,400	5,500	5,600	5,700	5,800	5,900
52660 - Repairs and Maintenance - Water Meters	20,000	25,500	25,800	26,100	26,600	27,100	27,600	28,200	28,800	29,400	30,000
52690 - Repairs and Maintenance - Private Water Service	27,000	35,000	35,400	35,800	36,500	37,200	37,900	38,700	39,500	40,300	41,100
Salaries, Wages, Benefits and Personnel Expenses											
50100 - Salaries and Wages - Full-Time	125,286	129,159	130,500	131,800	134,400	137,100	139,800	142,600	145,500	148,400	151,400
50150 - Salaries and Wages - Overtime	10,000	4,180	4,200	4,200	4,300	4,400	4,500	4,600	4,700	4,800	4,900
50400 - Benefits and Overhead Distributed	15,355	15,355	15,500	15,700	16,000	16,300	16,600	16,900	17,200	17,500	17,900
50500 - Canada Pension Plan - Employer Contribution	4,055	4,689	4,700	4,700	4,800	4,900	5,000	5,100	5,200	5,300	5,400
50510 - Employment Insurance - Employer Contribution	1,700	1,702	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700
50520 - Employer Health Insurance	2,443	2,519	2,500	2,500	2,600	2,700	2,800	2,900	3,000	3,100	3,200
50530 - Workplace Safety and Insurance Board Premiums	1,247	3,366	3,400	3,400	3,500	3,600	3,700	3,800	3,900	4,000	4,100
50540 - Ontario Municipal Employees Retirement Savings - Employer Contribution	7,905	8,113	8,200	8,300	8,500	8,700	8,900	9,100	9,300	9,500	9,700
50550 - Health Insurance Premiums	12,810	12,810	12,900	13,000	13,300	13,600	13,900	14,200	14,500	14,800	15,100
50560 - Life Insurance Premiums	3,578	3,789	3,800	3,800	3,900	4,000	4,100	4,200	4,300	4,400	4,500
50700 - Clothing and Uniforms	1,140	1,000	1,010	1,020	1,040	1,060	1,080	1,100	1,120	1,140	1,160
50720 - Training and Tuition Refund	2,789	500	510	520	530	540	550	560	570	580	590
50740 - Meals	100	100	100	100	100	100	100	100	100	100	100
Utilities, Insurance and Property Taxes											
54100 - Utilities - Hydro	3,378	4,000	4,100	4,200	4,400	4,600	4,800	5,000	5,300	5,600	5,900
54120 - Utilities - Gas	1,423	1,800	1,800	1,800	1,900	2,000	2,100	2,200	2,300	2,400	2,500
54140 - Utilities - Water	400	500	510	520	550	580	610	640	670	700	740
54200 - Communications - Telephone	4,500	3,000	3,000	3,000	3,100	3,200	3,300	3,400	3,500	3,600	3,700
54300 - Insurance - Buildings	197	203	210	210	210	210	210	210	210	210	210
54310 - Insurance - Vehicles	3,126	3,215	3,200	3,200	3,300	3,400	3,500	3,600	3,700	3,800	3,900
54320 - Insurance - General	8,639	13,247	13,400	13,500	13,800	14,100	14,400	14,700	15,000	15,300	15,600
54400 - Payments-in-Lieu of Taxes	-	64	60	60	60	60	60	60	60	60	60
<b>Sub Total Operating</b>	<b>1,093,704</b>	<b>1,138,475</b>	<b>1,150,160</b>	<b>1,161,790</b>	<b>1,186,750</b>	<b>1,212,210</b>	<b>1,238,170</b>	<b>1,264,930</b>	<b>1,292,190</b>	<b>1,319,850</b>	<b>1,348,330</b>
<b>Capital-Related</b>											
Existing Debt (Principal) - Non-Growth Related	2,564	2,650	2,739	2,831	2,635	-	-	-	-	-	-
Existing Debt (Interest) - Non-Growth Related	448	361	272	180	84	-	-	-	-	-	-
Transfer to Capital Reserve	1,656,953	1,619,489	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
<b>Sub Total Capital Related</b>	<b>1,659,964</b>	<b>1,622,500</b>	<b>153,011</b>	<b>153,011</b>	<b>152,720</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Total Expenditures</b>	<b>2,753,668</b>	<b>2,760,974</b>	<b>1,303,171</b>	<b>1,314,801</b>	<b>1,339,470</b>	<b>1,362,210</b>	<b>1,388,170</b>	<b>1,414,930</b>	<b>1,442,190</b>	<b>1,469,850</b>	<b>1,498,330</b>



Table B-5 (Cont'd)

Description	Budget 2020	Budget 2021	Forecast								
			2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Revenues</b>											
Base Charge	820,420	845,505	871,756	900,725	925,134	946,245	969,162	993,973	1,019,389	1,045,425	1,069,213
Other Revenue											
User Fees and Service Charges											
46945 - Building Leases and Rentals	6,000	6,120	6,120	6,120	6,120	6,120	6,120	6,120	6,120	6,120	6,120
Investment and Other Income											
47800 - Miscellaneous Revenue	125	125	125	125	125	125	125	125	125	125	125
User Fees and Service Charges											
46415 - Water - Miscellaneous	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400
46420 - Water Meter Sales and Inspection	6,157	6,157	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200
46430 - Water Hook-Up Charges	13,800	13,800	13,800	13,800	13,800	13,800	13,800	13,800	13,800	13,800	13,800
46450 - Watermain Buy-Ins	2,800	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000
46945 - Building Leases and Rentals	8,329	8,496	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500
Contributions from Development Charges Reserve Fund	-	-	-	-	-	-	-	-	-	-	-
Contributions from Reserves / Reserve Funds	610,448	614,718	-	-	-	-	-	-	-	-	-
<b>Total Operating Revenue</b>	<b>1,473,479</b>	<b>1,513,320</b>	<b>924,901</b>	<b>953,870</b>	<b>978,279</b>	<b>999,390</b>	<b>1,022,307</b>	<b>1,047,118</b>	<b>1,072,534</b>	<b>1,098,570</b>	<b>1,122,358</b>
<b>Water Billing Recovery - Operating</b>	<b>1,280,189</b>	<b>1,247,655</b>	<b>378,270</b>	<b>360,931</b>	<b>361,191</b>	<b>362,820</b>	<b>365,863</b>	<b>367,812</b>	<b>369,656</b>	<b>371,280</b>	<b>375,972</b>
Lifecycle Reserve Contribution (\$)		56,855	951,254	995,788	1,017,782	1,034,790	1,051,710	1,071,095	1,090,701	1,110,643	1,124,980
<b>Water Billing Recovery - Total</b>	<b>1,280,189</b>	<b>1,304,510</b>	<b>1,329,524</b>	<b>1,356,718</b>	<b>1,378,973</b>	<b>1,397,610</b>	<b>1,417,574</b>	<b>1,438,907</b>	<b>1,460,357</b>	<b>1,481,923</b>	<b>1,500,951</b>

Table B-6  
Town of Essex  
Water Service – Wards 3 & 4  
Water Rate Forecast (Inflated \$)

Description	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Total Water Billing Recovery	1,280,189	1,304,510	1,329,524	1,356,718	1,378,973	1,397,610	1,417,574	1,438,907	1,460,357	1,481,923	1,500,951
Total Volume (m <sup>3</sup> )	785,392	790,612	796,122	802,792	806,417	807,867	810,042	812,942	815,842	818,742	820,192
<b>Constant Rate</b>	<b>1.63</b>	<b>1.65</b>	<b>1.67</b>	<b>1.69</b>	<b>1.71</b>	<b>1.73</b>	<b>1.75</b>	<b>1.77</b>	<b>1.79</b>	<b>1.81</b>	<b>1.83</b>
<b>Annual Percentage Change</b>		<b>1%</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>	<b>1%</b>

## **The Corporation of the Town of Essex**

### **By-Law Number 1992**

#### **Being a By-law to Establish Water and Sanitary Sewer Rates and Charges**

**Whereas** pursuant to Section 391(1) of the Municipal Act, 2001 and amendments thereto a municipality may pass By-Laws imposing fees or charges on persons in certain instances as outlined below:

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- c) for use of its property including property under its control.

**And whereas** the Council of the Town of Essex did retain the services of Watson & Associates Economists Ltd. in 2020 to undertake a study to determine the cost of providing water and sanitary sewer services;

**And whereas** at a Special Meeting held on February 16, 2021, the Council of the Town of Essex, by Resolution Number SP21-02-005, did approve the base charges and consumption charges for water and sanitary sewer as provided in the Town of Essex Water and Wastewater Study dated February 5, 2021, prepared by Watson & Associates Economists Ltd;

**And whereas** the Council of the Town of Essex deems it desirable and expedient to pass a By-Law to impose upon owners or occupants of lands who use the water system, a water rate and charge;

**And whereas** the Council of the Town of Essex deems it desirable and expedient to pass a By-Law to impose upon owners or occupants of lands who use the sanitary sewer system, a sanitary sewer rate and charge.

Now therefore the Council of The Corporation of the Town of Essex hereby enacts as follows:

1. A water rate and charge is hereby imposed upon the owners or occupants of lands which are supplied with water service, and each user shall be charged a water rate and charge as set out in the attached Schedule "A";

2. A sanitary sewer rate and charge is hereby imposed upon the owners or occupants of lands which are supplied with sanitary sewer service, and each user shall be charged a sanitary sewer rate and charge as set out in the attached Schedule "B";
3. The monthly base charge as set out in the attached Schedule "A" and Schedule "B" shall be imposed upon the owners or occupants of lands which are supplied with water and sanitary sewer service regardless of whether the water service is turned on or off;
4. A deposit will be imposed upon tenants occupying lands which are supplied with water or sanitary services for the first time as set out in the attached Schedules "A" and "B"; and
5. The said water and sanitary sewer rates and charges described in Schedule "A" and Schedule "B" attached hereto shall become effective for water and sanitary sewer services provided on and after March 1, 2021.
6. Any costs incurred to collect charges for water and sanitary sewers that are in arrears shall be added to the amounts deemed owing.

**Read a first, a second and a third time and finally passed on March 1, 2021.**

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Mayor

---

Clerk

Description of Water Charge and Ward in which Charge Applies		Amount of Charges
<b>Schedule "A" to By-Law Number 1992</b>		
<b>Water Rates and Charges Effective March 1, 2021</b>		
Monthly Base Charge:		
Ward 1	\$	20.08
Ward 2	\$	20.08
Ward 3	\$	20.08
Ward 4	\$	20.08
Charge per Cubic Metre of Water Consumed:		
Ward 1	\$	1.46
Ward 2	\$	1.46
Ward 3	\$	1.65
Ward 4	\$	1.65
Water Turn on and Turn-Off Charge	\$	84.58
Deposit - New Water Accounts (Tenants)	\$	112.86
<sup>1</sup> Deposits and Turn on/off charge increased by Consumer Price Index (CPI) - All Items - Ontario, September 2020 of 0.5%		

Description of Sanitary Sewer Charge and Ward in which Charge Applies		Amount of Charges
<b>Schedule "B" to By-Law Number 1992</b>		
<b>Sanitary Sewer Rates and Charges Effective March 1, 2021</b>		
Monthly Base Charge		
Ward 1	\$	21.09
Ward 2		Not applicable
Ward 3	\$	22.14
Ward 4	\$	21.09
Charge per Cubic Metre of Water Consumed:		
Ward 1	\$	1.47
Ward 2		Not applicable
Ward 3	\$	2.27
Ward 4	\$	1.99
Deposit - New Sanitary Sewer Accounts (Tenants)	\$	112.41
<sup>1</sup> Deposits and Turn on/off charge increased by Consumer Price Index (CPI) - All Items - Ontario, September 2020 of 0.5%		



## Report to Council

Department: Development Services

Division: Planning

Date: March 1, 2021

Prepared by: Corinne Chiasson, Assistant Planner

Report Number: Planning 2021-05

Subject: Reduction and Release of Securities for Phase 3C of the Jakana Subdivision Development (Ward 1)

Number of Pages: 7

### Recommendation(s)

**That** Planning Report Planning-2021-05 entitled Reduction and Release of Performance Securities for Phase 3C of the Jakana Subdivision Development (Ward 1) prepared by Corinne Chiasson, Assistant Planner, dated March 1, 2021 be received, and

**That** the performance securities for Phase 3C of the Jakana Subdivision Development be reduced by \$197,082.47, and

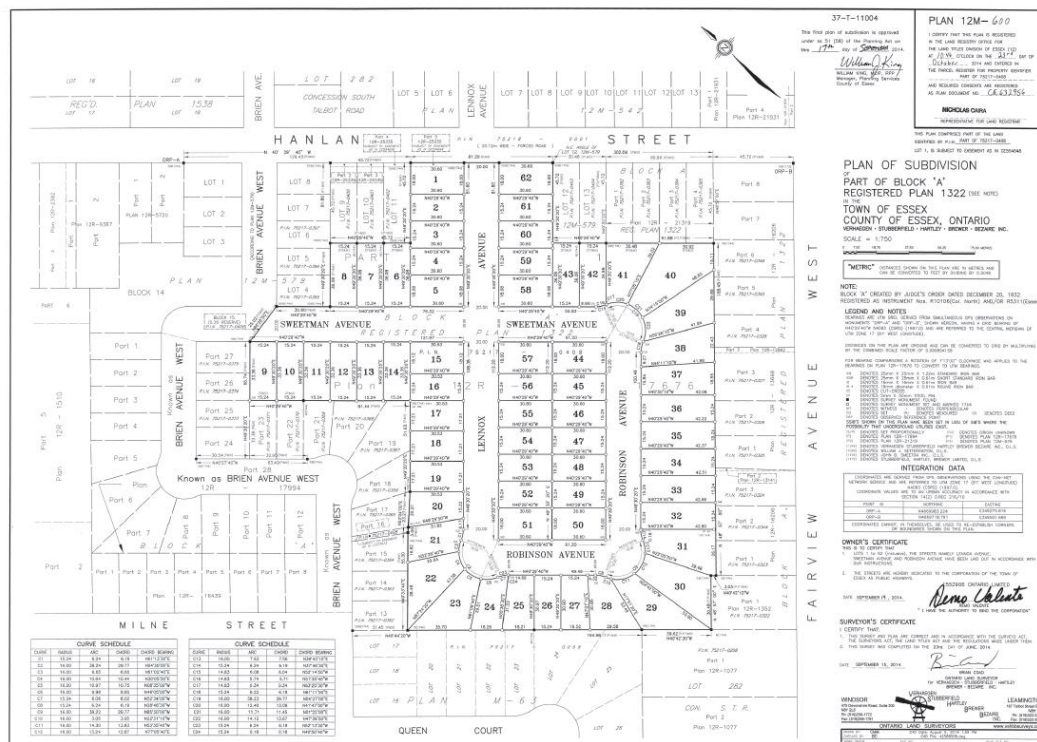
**That** performance securities in the amount of \$197,082.47 plus if applicable, any interest earned on the deposit up to the day of release for the completion of the installation of services for Phase 3C be returned to the developer, 1552906 Ontario Limited, and

**That** the underground utilities, curbs, and base asphalt be placed on the one year maintenance schedule.

To authorize the reduction and release of performance securities and acknowledge the beginning of the maintenance period for the underground utilities, curbs, and base asphalt works for Phase 3C of the Jakana Subdivision.

## Background and Discussion

The Jakana Subdivision Development is located in Ward 1 of the Town of Essex and is identified below:







Performance securities in the amount of \$394,164.94 were received by the Municipality on May 10, 2019 by way of a cheque deposit prior to the commencement of the installation of services for Phase 3C. To assure the performance by the Owner of the terms and provisions of the Development Agreement, the Owner was required to submit deposit prior to the commencement or the installation of services with the Town. This deposit is held for assurance that the owner fulfills all conditions identified in the executed Subdivision Agreement.

A request from Mr. Matthew J. Baird, P.Eng, President, Baird AE Engineering Consultants, on behalf of the Owner of the Jakana subdivision development, 1552906 Ontario Limited, was received on November 11, 2020, requesting a release of fifty percent (50%) of the performance securities on file with the Town of Essex for Phase 3C of the development as per the breakdown below:

<b>Services</b>	<b>Released Securities (50%)</b>	<b>Securities to be Held (50%)</b>
Storm	\$64,336.42	\$64,336.42
Sanitary	\$39,982.62	\$39,982.62
Water	\$29,244.01	\$29,244.01
Road	\$63,519.42	\$63,519.42
<b>Total: \$394,164.94</b>	<b>\$197,082.47</b>	<b>\$197,082.47</b>

As per the executed Development Agreement for the Jakana Subdivision, performance securities may be reduced to the extent of the value of the work remaining. As indicated in Mr. Baird's letter of request, site reviews and final inspections were conducted in accordance with the procedures described in the Professional Engineers of Ontario Guidelines for Professional Engineers Providing General Review of Construction. Baird AE is not aware of any outstanding deficiencies in the construction and is of the opinion that the work is in conformity with the drawings and specifications prepared. Town of Essex Infrastructure Services has confirmed that the Owner has fulfilled the servicing requirements.

Maintenance securities are held as assurances that the Owner will assume responsibility for all materials, equipment and work until all construction and installation has been completed, in accordance with the executed Subdivision Agreement. The remaining Maintenance securities are only released after the one-year maintenance period has expired and all deficiencies have been rectified. The Owner has requested that underground utilities, curbs and base asphalt be placed on one-year maintenance. The remaining 50% maintenance securities in the amount of \$197,082.47 will therefore be retained and released only after the one year maintenance period has expired and all deficiencies have been rectified.

## Financial Impact

There is no financial impact as the Town was not required to draw on the retained securities because the developer fulfilled the servicing requirement as per the executed Subdivision Agreement.

## Consultations

Jeffery R. Morrison, Director, Corporate Services/Treasurer

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

Richard Beausoleil, Manager, Capital Works and Infrastructure

Kevin Girard, Director, Infrastructure Services

Rita Jabbour, Manager, Planning Services

Lori Chadwick, Director, Development Services

## Link to Strategic Priorities

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

## Report Approval Details

Document Title:	Planning 2021-01 Release of Jakana Securities.docx
Attachments:	- Letter of Conformance for Jakana Phase 3C.pdf
Final Approval Date:	Feb 25, 2021

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

**Rita Jabbour, Manager, Planning Services - Feb 25, 2021 - 10:58 AM**



**Lori Chadwick, Director, Development Services - Feb 25, 2021 - 11:06 AM**

**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 25, 2021 - 12:11 PM**

November 11, 2020

Town of Essex  
33 Talbot St. S,  
Essex, ON  
N8M 1A8

27 Princess St.  
Unit 102  
Leamington, ON  
N8H 2X8  
519.326.6161  
1.844.842.9188  
[bairdAE.ca](http://bairdAE.ca)

ATTENTION: Richard Beausoleil

**Re: Jakana Phase 3C**

During the course of construction at the above project, personnel from our office carried out site reviews and final inspection. These reviews were conducted following the procedures described in the Professional Engineers Ontario Guideline for Professional Engineers Providing General Review of Construction.

Baird AE is not aware of any outstanding deficiencies in the construction. Our firm is of the opinion that the work is in general conformity with the drawings and specifications prepared.

Baird requests that the underground utilities, curbs, and base asphalt be placed on one-year maintenance.

We therefore request that 50% of the securities be returned to the owner as per the below breakdown:

Storm	\$ 64,336.42
Sanitary	\$ 39,982.62
Water	\$ 29,244.01
Road	\$ 63,519.42
<b>Total</b>	<b>\$ 197,082.47</b>

Trusting you will find the above satisfactory; however, if you have any questions please contact the undersigned, I remain.

All of which is respectively submitted,



Matthew J. Baird, P.Eng. PMP SCPM  
President  
**BAIRD AE**





## Report to Council

Department: Corporate Services

Division: Finance and Business Services

Date: March 1, 2021

Prepared by: Jeffrey R. Morrison, CPA, CGA  
Director, Corporate Services / Treasurer

Report Number: Finance and Business Services-2021-04

Subject: Tax Adjustments – Section 357.(1) and Section 358

Number of Pages: 6

### Recommendation(s)

**That** Finance and Business Services Report 2021-04 entitled Tax Adjustments – Section 357.(1) and Section 358 prepared by Jeffrey R. Morrison, CPA, CGA dated March 1, 2021 be received, and

**That** Council approve the cancellation, reduction or refund of taxes in accordance with the provisions under Section 357.(1) and Section 358 of the Municipal Act, 2001.

### Purpose

In accordance with the Delegation of Authority By-Law 1404, the authority to write-off property taxes in accordance with Sections 357.(1) and 358 of the Municipal Act, 2001 (the "Act") is delegated to the Director, Corporate Services / Treasurer. The communication requirement associated with this delegation of authority required that an annual report of tax write-offs in accordance with these sections of the Act be provided to Council.

## Background and Discussion

Section 357.(1) of the Municipal Act, 2001 provides for certain instances when all or part of taxes levied on land may be cancelled, reduced or refunded. Examples of the types of events leading to tax adjustment include, reclassification of a property into a property class with a lower tax ratio, land that has become vacant excess or exempt from taxation, a building on land which has been razed by fire or demolished, etcetera.

Section 358 of the Act provides for the cancellation, reduction or refund of all or part of the property taxes levied on land for any overcharge caused by a gross or manifest error in the assessment roll that is clerical or factual in nature.

Schedules A to C attached provide details on Section 357.(1) and Section 358 adjustments made in 2020 for the 2018 to 2020 assessment years. The value of these write-offs, including municipal, county and school board taxes by year are summarized below.

Assessment Year	Total Write-Off	Schedule
2020	13,806.46	A
2019	\$4,978.65	B
2018	\$2,706.51	C
<b>Total</b>	<b>\$21,491.62</b>	

## Financial Impact

The municipal portion of the tax adjustments, which includes the municipal base levy, rural and urban levy, and garbage collection and disposal levy amounts to \$21,491.62.



## Consultations

Michaele Woodiwiss, Tax Coordinator

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

## Link to Strategic Priorities

- ☐ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☒ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☒ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☒ 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:	Tax Adjustments - Section 357(1) and Section 358.docx
Attachments:	- Schedule A B C- 2020 Section 357 and 358.pdf
Final Approval Date:	Feb 23, 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 period at the end.

**Chris Nepszy, Chief Administrative Officer - Feb 23, 2021 - 4:21 PM**

Schedule A  
Town of Essex  
Tax Adjustments under Section 357.(1) of the Municipal Act, 2001 for 2020

Class	Roll Number	Current Value Assessment	Municipal	County	Education - English Public	Education - English Separate	Education - French Public	Education - French Separate	Urban/Rural Levy	Garbage Levy	BIA Levy	Date	Number of Days	Total
CTN	420-01300	\$ 71,000.00	\$ 604.64	\$ 374.17	\$ 501.14	\$ 279.73	\$ 13.61	\$ 93.03	\$ 17.11	\$ 59.07	\$ -	2020-01-01	366	\$ 1,942.49
CTN	560-00200	\$ 231.00	\$ 1.35	\$ 0.83	\$ 1.12	\$ 0.62	\$ 0.03	\$ 0.21	\$ 0.04	\$ 0.13	\$ -	2020-04-25	251	\$ 4.33
CTN	570-03200	\$ 7,600.00	\$ 64.72	\$ 40.05	\$ 53.64	\$ 29.94	\$ 1.46	\$ 9.96	\$ 1.83	\$ 6.32	\$ -	2020-04-25	366	\$ 207.93
CTN	640-32102	\$ 151,500.00	\$ 1,290.17	\$ 798.41	\$ 1,069.33	\$ 596.89	\$ 29.03	\$ 198.50	\$ 36.51	\$ 126.05	\$ -	2020-01-01	366	\$ 4,144.90
CTN	460-01700	\$ 12,000.00	\$ 25.69	\$ 15.90	\$ 21.29	\$ 11.88	\$ 0.58	\$ 3.95	\$ 0.73	\$ 2.51	\$ -	2020-10-01	92	\$ 82.52
RT	420-01300	\$ (51,000.00)	\$ (401.42)	\$ (248.42)	\$ (78.03)	\$ -	\$ -	\$ -	\$ (11.32)	\$ -	\$ -	2020-01-01	366	\$ (739.19)
RT	530-05000	\$ 92,000.00	\$ 358.11	\$ 221.62	\$ -	\$ 69.61	\$ -	\$ -	\$ 10.10	\$ 34.99	\$ -	2020-07-04	181	\$ 694.42
RT	560-00200	\$ 4,769.00	\$ 25.74	\$ 15.93	\$ 5.00	\$ -	\$ -	\$ -	\$ 0.73	\$ 2.52	\$ -	2020-04-25	251	\$ 49.92
RT	570-03200	\$ (122,000.00)	\$ (960.26)	\$ (594.26)	\$ (186.66)	\$ -	\$ -	\$ -	\$ (27.08)	\$ (93.82)	\$ -	2019-04-01	366	\$ (1,862.09)
RT	620-13301	\$ 103,000.00	\$ 742.05	\$ 459.22	\$ 144.24	\$ -	\$ -	\$ -	\$ 20.93	\$ 72.50	\$ -	2020-02-01	335	\$ 1,438.93
RT	620-18200	\$ 52,500.00	\$ 413.23	\$ 255.73	\$ 80.33	\$ -	\$ -	\$ -	\$ 11.66	\$ 40.37	\$ -	2020-01-01	366	\$ 801.31
RT	630-05600	\$ 33,000.00	\$ 217.16	\$ 134.39	\$ -	\$ 42.21	\$ -	\$ -	\$ 6.13	\$ 21.22	\$ -	2020-03-01	306	\$ 421.11
RT	640-32102	\$ (151,500.00)	\$ (1,192.46)	\$ (737.96)	\$ (231.80)	\$ -	\$ -	\$ -	\$ (33.63)	\$ (116.50)	\$ -	2020-01-01	366	\$ (2,312.34)
CUN	570-03200	\$ 173,300.00	\$ 1,033.04	\$ 639.30	\$ 1,223.19	\$ 682.78	\$ 33.21	\$ 227.07	\$ 29.29	\$ -	\$ -	2020-01-01	366	\$ 3,867.87
FT	620-18200	\$ (53,500.00)	\$ (105.29)	\$ (65.16)	\$ (20.49)	\$ -	\$ -	\$ -	\$ (2.94)	\$ -	\$ -	2020-01-01	366	\$ (193.88)
RT	420-03809	\$ 90,000.00	\$ 708.39	\$ 438.39	\$ 137.70	\$ -	\$ -	\$ -	\$ 19.98	\$ 69.21	\$ -	2020-01-01	366	\$ 1,373.67
RT	620-08200	\$ 18,000.00	\$ 141.68	\$ 87.68	\$ 27.54	\$ -	\$ -	\$ -	\$ 4.00	\$ 13.84	\$ -	2020-01-01	366	\$ 274.73
RT	460-01700	\$ 50,000.00	\$ 98.93	\$ 61.22	\$ 19.23	\$ -	\$ -	\$ -	\$ 2.79	\$ 9.67	\$ -	2020-10-01	92	\$ 191.83
RT	670-20700	\$ 169,500.00	\$ 1,334.13	\$ 825.63	\$ -	\$ 259.34	\$ -	\$ -	\$ 37.63	\$ 130.35	\$ -	2020-01-01	366	\$ 2,587.08
CTN	160-01200	\$ (141,600.00)	\$ (606.23)	\$ (375.15)	\$ (502.46)	\$ (280.47)	\$ (13.64)	\$ (93.27)	\$ (61.08)	\$ (59.23)	\$ (121.66)	2020-07-01	184	\$ (2,113.19)
RT	310-02600	\$ 117,800.00	\$ 273.60	\$ 169.32	\$ 53.18	\$ -	\$ -	\$ -	\$ 27.53	\$ 26.73	\$ -	2020-09-15	108	\$ 550.37
RT	160-01200	\$ 141,600.00	\$ 560.31	\$ 346.75	\$ 108.92	\$ -	\$ -	\$ -	\$ 56.38	\$ 54.74	\$ -	2020-07-01	184	\$ 1,127.10
RT	330-00100	\$ 80,000.00	\$ 629.68	\$ 389.68	\$ 122.40	\$ -	\$ -	\$ -	\$ 63.36	\$ 61.52	\$ -	2020-01-01	366	\$ 1,266.64
Total		\$ 848,200.00	\$ 5,256.96	\$ 3,253.26	\$ 2,548.81	\$ 1,692.54	\$ 64.27	\$ 439.44	\$ 210.65	\$ 462.18	\$ (121.66)			\$ 13,806.46

Schedule B  
Town of Essex  
Tax Adjustments under Section 357.(1) of the Municipal Act, 2001 for 2019

Class	Roll Number	Current Value Assessment	Municipal	County	Education - English Public	Education - English Separate	Education - French Public	Education - French Separate	Urban/Rural Levy	Garbage Levy	Date	Number of Days	Total
CUN	570-03200	\$ 165,525.00	\$ 497.40	\$ 305.23	\$ 512.09	\$ 293.70	\$ 13.52	\$ 95.64	\$ 14.10	\$ -	2019-07-01	184	\$ 1,731.70
CTN	570-03200	\$ 7,275.00	\$ 31.23	\$ 19.17	\$ 26.48	\$ 15.19	\$ 0.70	\$ 4.95	\$ 0.88	\$ 3.19	2019-07-01	184	\$ 101.79
RT	570-03200	\$ (119,789.00)	\$ (475.30)	\$ (291.67)	\$ (97.22)	\$ -	\$ -	\$ -	\$ (13.47)	\$ (48.61)	2019-07-01	184	\$ (926.27)
RT	420-03809	\$ 87,043.00	\$ 685.12	\$ 420.42	\$ 140.14	\$ -	\$ -	\$ -	\$ 19.41	\$ 70.07	2019-01-01	365	\$ 1,335.15
RT	620-08200	\$ 17,724.00	\$ 139.51	\$ 85.61	\$ 28.54	\$ -	\$ -	\$ -	\$ 3.95	\$ 14.27	2019-01-01	365	\$ 271.87
RT	670-20700	\$ 77,696.00	\$ 611.55	\$ 375.27	\$ -	\$ 125.09	\$ -	\$ -	\$ 17.33	\$ 62.55	2019-01-01	365	\$ 1,191.78
RT	330-00100	\$ 80,000.00	\$ 629.68	\$ 386.40	\$ 128.80	\$ -	\$ -	\$ -	\$ 63.36	\$ 64.40	2019-01-01	365	\$ 1,272.64
Total		\$ 315,474.00	\$ 2,119.18	\$ 1,300.43	\$ 738.83	\$ 433.98	\$ 14.22	\$ 100.59	\$ 105.57	\$ 165.87			\$ 4,978.65

Schedule C  
Town of Essex  
Tax Adjustments under Section 357.(1) of the Municipal Act, 2001 for 2018

Class	Roll Number	Current Value Assessment	Municipal	County	Education - English Public	Education - English Separate	Education - French Public	Education - French Separate	Urban/Rural Levy	Garbage Levy	Date	Number of Days	Total
RT	420-03809	\$ 84,085.00	\$ 648.80	\$ 400.67	\$ 142.94	\$ -	\$ -	\$ -	\$ 15.05	\$ 68.02	2018-01-01	365	\$ 1,275.49
RT	620-08200	\$ 17,448.00	\$ 134.63	\$ 83.14	\$ 29.66	\$ -	\$ -	\$ -	\$ 3.12	\$ 14.12	2018-01-01	365	\$ 264.67
RT	670-20700	\$ 76,891.00	\$ 593.29	\$ 366.39	\$ 130.71	\$ -	\$ -	\$ -	\$ 13.76	\$ 62.20	2018-01-01	365	\$ 1,166.36
<b>Total</b>	<b>0</b>	<b>\$ 178,424.00</b>	<b>\$ 1,376.72</b>	<b>\$ 850.19</b>	<b>\$ 303.32</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31.94</b>	<b>\$ 144.35</b>			<b>\$ 2,706.51</b>



**AN OPEN LETTER TO ONTARIO MUNICIPAL COUNCILS**

Dear Council,

As a vital municipal association with membership roots that reach deep into each and every part of Ontario, we know the challenges you have faced in continuing to provide essential municipal services within your community during the COVID-19 pandemic.

As elected officials, we know that you recognize the contribution made by your municipal staff, many of whom are members of AMCTO. Municipal professionals across this entire province have been at the forefront of service delivery, applying their knowledge and skills to innovate processes and procedures to meet the evolving needs of residents and businesses.

One key point that is often overlooked in this pandemic is that many municipal staff were prepared to act and innovate BECAUSE of the professional municipal training and development they receive from organizations like AMCTO. The leadership skills, education and technical training prepare your staff in getting ahead of immediate community needs, reacting and responding to new challenges brought on by COVID-19. This unique and sought-after skillset has allowed your staff to provide council with options and solutions for keeping your municipality running.

In these challenging financial times, there will be temptation to divert operational funding away from staff training budgets. Now more than ever, it is crucial that municipalities continue to invest in your most valuable resource – your staff.

In addition to increased levels of employee retention, engagement and empowerment, investments in staff professional development strengthens your council's ability to provide reliable, effective and efficient services to your community, both today and in the future. The question is no longer "if" you innovate but "when". Innovation comes with knowledge, training, and exposing municipal staff to new opportunities to grow and develop professionally.

On behalf of AMCTO and its over 2,200 members, please accept my heartfelt thank you for your service during these difficult times. As "Municipal Experts", AMCTO will continue to be at your service to help you and your staff meet the needs of your community.

Sincerely,

Robert Tremblay, MPA, CMO, AOMC  
President  
AMCTO

CC: Graydon Smith, President, AMO

**Ministry of Municipal  
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7100

**Ministère des Affaires  
Municipales et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7100

**February 12, 2021**

**MEMORANDUM TO: Municipal Chief Administrative Officers and Clerks**

**SUBJECT: Termination of Declared Emergency and Amendments  
to Orders under the *Emergency Management and Civil  
Protection Act* and *Reopening Ontario Act***

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Today I am writing to you about changes to the government's approach to address COVID-19 in our communities. While we are seeing some progress in reducing the number of cases of COVID-19 in our communities, the situation remains serious and the new variants continue to pose concern.

As you are aware, the provincial emergency that was declared on January 12, 2021, under the *Emergency Management and Civil Protection Act* (EMCPA), expired on February 9, 2021. As announced, the Ontario government is committed to safely and gradually returning to the COVID-19 response framework that is administered regionally based on public health units (PHUs). Regions will gradually transition back between February 10 and February 22, 2021, subject to review of the trends in public health indicators. To facilitate the transition, Ontario has made changes to the response framework and to orders and regulations under the EMCPA and the Reopening Ontario (A Flexible Response to COVID-19) Act (ROA).

**Provincial Orders**

Orders under the EMCPA can continue to be in effect after the declared emergency has terminated. They can also be further extended for up to 14 days at a time but cannot be amended.

Prior to the termination of the declaration of emergency, orders were amended to reflect the Ontario government's decisions to move certain PHUs into new zones under the Framework. This includes amendments to the Stay-at-Home order (O. Reg. 11/21) and the Residential Evictions order (O. Reg. 13/21).

Any decisions to move PHUs to new zones are made in consultation with the local medical officers of health and will be subject to ongoing review of trends in public health indicators and advice of the Chief Medical Officers of Health.

Please note, there have also been amendments to Ontario Regulations 82/20 and 363/20 related to the Stages of Reopening under ROA. Amendments include, dividing Stage 1 into two separate zones (“Shutdown” and “Grey-Lockdown”).

These amendments remove restrictions on construction activities by allowing all residential construction activities and projects, and related services that support construction activities or projects, including demolition services, to commence or continue anywhere in the province. This includes residential renovations.

This means that all residential construction activities or projects and related services can begin or continue even in areas that are in the Shutdown Zone and are subject to a Stay at Home Order. However, restrictions still apply to non-residential construction as long as the area is in the Shutdown Zone and subject to a Stay at Home Order. When areas of the province return to the provincial COVID-19 framework (colour-coded zones), all residential and non-residential construction activities and projects and related services can begin or continue.

Additionally, as of February 10, 2021, all stage orders under ROA have been amended to require individuals to wear face coverings and maintain physical distance when indoors in a business, with limited exceptions, and to wear face coverings when attending an organized public event or gathering permitted under the regulations, if they are within a 2 metre distance of another individual who is not part of their household. All other restrictions to gatherings and organized public events will be maintained. Rules for the colour-coded zones and for the new “Shutdown Zone” have changed.

### **Residential Evictions (Ontario Regulation 13/21)**

Enforcement of residential evictions will remain paused in the public health unit regions where the provincial Stay-at-Home order remains in effect. This will ensure people are not forced to leave their homes during the period where provincial stay-at-home orders are in place. In regions where the Stay-at-Home order is lifted, the regular process for residential eviction enforcement will resume.

Tenants who can pay their rent must continue to do so to the best of their abilities. Tenants can also ask their local service managers about financial assistance to pay their rent. Tenants can visit: <https://www.ontario.ca/page/find-your-local-service-manager> to find contact information for their local service manager. Landlords and tenants are encouraged to work together during these difficult times.

Detailed explanations of these changes related to the termination of the declared emergency, amendments to orders under the EMCPA and ROA and an updated chart of the Zones under the Framework can be found in the Ministry of the Solicitor General’s memorandum to all Chiefs of Police dated February 9, 2021, which is enclosed for your reference and to support local municipal enforcement activities.



Also enclosed for your attention is a second memorandum from the Ministry of the Solicitor General to all Chiefs of Police dated February 2, 2021, regarding an amendment to Ontario Regulation 8/21 – Enforcement of COVID-19 under the EMCPA that allows a police officer or other provincial offences officer to require an individual to provide their correct name, date of birth and address so that provincial offences officers have the necessary information to issue tickets or lay charges under the *Health Protection and Promotion Act*.

The 1-800 Enforcement Support Line (1-866-389-7638) and dedicated enforcement email address (EssentialWorkplacesSupport.SolGen@ontario.ca) are intended to provide guidance to policing personnel and other enforcement personnel in relation to the enforcement of provincial orders.

As the province transitions into these new zones over the coming weeks, the ministry recognizes that collaboration amongst municipalities, public health units, police forces, local enforcement partners and our multi ministry teams is important to ensure coordinated compliance and enforcement activities in an effort to continue the recent progress on reducing the presence of COVID-19 in our communities.

Thank you, once again, for your continued efforts to help keep our communities safe and healthy.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Manson-Smith".

Kate Manson-Smith  
Deputy Minister, Ministry of Municipal Affairs and Housing

Enclosures: Correspondence from the Ministry of the Solicitor General to all Chiefs of Police dated February 2, 2021 – English version regarding an Amendment under the Emergency Management and Civil Protection Act

Correspondence from the Ministry of the Solicitor General to all Chiefs of Police dated February 9, 2021 – English version regarding the Termination of Declared Emergency and Amendments to Orders under the Emergency Management and Civil Protection Act and Reopening Ontario Act

If a French version is required, please contact  
[Richard.Stubbings@ontario.ca](mailto:Richard.Stubbings@ontario.ca).

**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Services Boards

**FROM:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** Amendment under the *Emergency Management and  
Civil Protection Act*

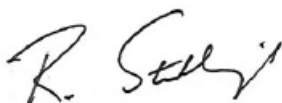
<b>DATE OF ISSUE:</b>	<b>February 2, 2021</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>21-0014</b>
<b>PRIORITY:</b>	<b>High</b>

Please be advised that [O. Reg. 8/21](#) (Enforcement of COVID-19) under the *Emergency Management and Civil Protection Act* has been amended, effective February 1, 2021.

This amendment allows a police officer or other provincial offences officer to require an individual to provide the officer with their correct name, date of birth and address if the officer has reasonable and probable grounds to believe that the individual has committed an offence under subsection 100 (1) of the *Health Protection and Promotion Act* (HPPA) for failing to comply with an order made in respect of COVID-19 under section 22 of that Act, so that provincial offences officers have the necessary information to issue tickets or lay charges under the HPPA.

Thank you again for your support as we work to address this public health emergency together.

Sincerely,



Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Services Boards

**FROM:** Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division

**SUBJECT:** **Termination of Declared Emergency and Amendments  
to Orders under the *Emergency Management and Civil  
Protection Act* and *Reopening Ontario Act***

<b>DATE OF ISSUE:</b>	<b>February 9, 2021</b>
<b>CLASSIFICATION:</b>	<b>General Information</b>
<b>RETENTION:</b>	<b>Indefinite</b>
<b>INDEX NO.:</b>	<b>21-0018</b>
<b>PRIORITY:</b>	<b>High</b>

I am writing to advise of updates related to orders under the *Emergency Management and Civil Protection Act* (EMCPA) and the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (ROA).

### Termination of Declared Emergency and Extension of Orders

The provincial emergency that was declared on January 12, 2021 under s. 7.0.1 of the EMCPA will expire at 11:59 p.m. on February 9, 2021.

Orders made under the EMCPA can continue in effect after the declared emergency has terminated. Orders can be further extended for up to 14 days at a time but cannot be amended.

All of the [orders](#) currently in effect under the EMCPA will remain in effect until the date noted below, unless they are revoked or extended further by that date:

<a href="#">O. Reg 8/21</a>	Enforcement of COVID-19 Measures	February 23, 2021
<a href="#">O. Reg 11/21</a>	Stay-at-Home Order	February 23, 2021
<a href="#">O. Reg 13/21</a>	Residential Evictions	February 23, 2021
<a href="#">O. Reg 55/21</a> *	Compliance Orders for Retirement Homes	February 19, 2021

\* Note that O Reg 55/21 was made on February 5, 2021 and allows the Registrar under the *Retirement Homes Act, 2010* to issue certain orders to licensees of retirement homes to respond to the risk of COVID-19.

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### **Amendments to [O. Reg. 11/21](#) (Stay-At-Home Order) and [O. Reg. 13/21](#) (Residential Evictions) under the EMCPA**

Effective February 10, 2021 at 12:01 a.m.:

- O. Reg. 11/21 will only apply to public health units (PHUs) for which a PHU-specific order indicates that O. Reg. 11/21 applies to that PHU.
- O. Reg. 13/21 will only apply where O. Reg. 11/21 applies.

As of February 10, 2021, O. Reg. 11/21 and O. Reg. 13/21 will apply to all Ontario PHUs, with exception to the following three PHUs which will move into the Green Zone of Stage 3:

- Hastings and Prince Edward Counties Health Unit
- Kingston, Frontenac and Lennox and Addington Health Unit
- Renfrew County and District Health Unit

All PHUs not listed above will remain subject to the conditions of O. Reg. 11/21 and O. Reg. 13/21 until they are revoked and assigned to a new zone within the *COVID-19 Response Roadmap: Keeping Ontario Safe and Open Framework* (Framework) through new PHU-specific orders.

- For Toronto, Peel Region and York Region, it is proposed that the Stay-at-Home and Residential Evictions Orders will continue to apply until February 22, 2021.
- For the remaining 28 PHUs, it is proposed that these orders will only continue to apply until February 16, 2021.

Decisions to move PHUs to new zones per the Framework will be made in consultation with local medical officers of health and will be subject to ongoing review of trends in public health indicators and advice of the Chief Medical Officer of Health (CMOH).

### **[Amendments to O. Reg. 363/20](#) (Stages of Reopening) under the ROA**

All PHUs are currently in the Grey Zone under O. Reg. 363/20.

Effective February 10, 2021 at 12:01 a.m., O. Reg. 363/20 will be amended to:

- Move the following three PHU regions into the **Green Zone**.
  - Hastings and Prince Edward Counties Health Unit
  - Kingston, Frontenac and Lennox and Addington Health Unit
  - Renfrew County and District Health Unit

- Divide what is currently the “Grey Zone” into two separate zones:
  - A **Grey (Shutdown) Zone**, in which the requirements that currently apply to all PHUs will continue, subject to the changes described below;
    - All PHUs except the three noted above will be assigned to this zone.
  - A **Grey (Lockdown) Zone**, in which the requirements are similar to the rules that applied to the Grey Zone immediately before December 26, 2020 – they are somewhat less stringent compared to the Shutdown Zone but are still more restrictive than the Red Zone.

The following table outlines zones for public health measures, including refinements to the Grey Zone.

Colour Category	PHU Notes (as of 12:01am, February 10, 2021)
<b>Green – Prevent</b> (Standard Measures)	1. Hastings and Prince Edward Counties Health Unit 2. Kingston, Frontenac and Lennox and Addington Health Unit 3. Renfrew County and District Health Unit
<b>Yellow – Protect</b> (Strengthened Measures)	N/A
<b>Orange – Restrict</b> (Intermediate Measures)	N/A
<b>Red – Control</b> (Stringent Measures)	N/A
<b>Grey – Lockdown</b> (Restrictive Measures like pre-December 26)	N/A
<b>Grey – Shutdown</b> (Continuation of current shutdown measures)	All other PHUs

### Amendments to Stage Orders under the ROA

Effective February 10, 2021, at 12:01 a.m., all stage orders will be amended to require individuals to wear face coverings and maintain physical distance when indoors in a business, with limited exceptions, and to wear face coverings when attending an organized public event or gathering permitted under the regulations, if they are within a 2 metre distance of another individual who is not part of their household. All other restrictions to gatherings and organized public events will be maintained.

As noted above, only three PHUs will move into the Green Zone while all others will remain in what is being re-named the Shutdown Zone.

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Changes to the rules for the Green Zone, as well as changes to the rules for PHUs who will remain in what will now be called the Shutdown Zone, are summarized below. Changes to other Zones will be communicated separately in future ACMs, once PHUs begin to move back to those Zones.

### **Changes to Green Zone – [Amendments to O. Reg. 364/20](#) (Rules for Areas in Stage 3)**

- The rules previously applicable in the “Green-Prevent” zone will continue to apply subject to the following changes, effective February 10, 2021 at 12:01 a.m.:
  - i. Businesses and organizations are required to screen in compliance with any advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health or other public health official by, among other things:
    - Posting signs at all entrances to the premises, in a location visible to the public, that informs individuals on how to screen themselves for COVID-19 prior to entering the premises; and,
    - Actively screening every person who works at the business or organization before they enter the premises.
  - ii. Businesses and organizations are required to comply with any advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health or other public health official regarding working remotely.
  - iii. Every person in the premises of a business or organization that is open is required to wear a face covering and maintain a physical distance of at least two metres when in the indoor area of the premises, with limited exceptions
  - iv. Every person attending an organized public event or a gathering that is permitted under the Order is required to wear a face covering if they cannot maintain a distance of at least 2 metres from individuals who are not part of their household, with limited exceptions.
  - v. A person responsible for a business is required to ensure that patrons do not line up outside of the business unless they are wearing face coverings and maintaining a distance of at least 2 metres from each other.
  - vi. The person responsible for a business or other place that is open is required to have a safety plan and post it; the person must comply with this requirement within seven days of becoming subject to it.

### **Changes to Shutdown Zone – [Amendments to O. Reg. 82/20](#) (Rules for Areas in Stage 1)**

- Effective February 10, 2021 at 12:01 a.m., O. Reg. 82/20 will be amended to create two distinct zones, the “Shutdown Zone” and the “Grey Zone” (also known as Grey-Lockdown).
- The “Shutdown Zone” rules are the rules that currently apply to all PHUs and will continue to apply to most PHUs, subject to the changes set out below.

.../5

- The “Grey (Lockdown) Zone” rules are less restrictive rules that will not immediately apply anywhere in Ontario.
- The following changes will be made to the “Shutdown Zone” rules effective February 10, 2021:
  - i. Any business or organization may operate remotely for the purpose of making goods available for pick-up as well the other purposes for which a business could previously have operated remotely.
  - ii. Businesses and organizations are required to screen in compliance with any advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health or other public health official by, among other things:
  - iii. Posting signs at all entrances to the premises, in a location visible to the public, that informs individuals on how to screen themselves for COVID-19 prior to entering the premises; and,
  - iv. Actively screening every person who works at the business or organization before they enter the premises.
  - v. Every person attending an organized public event or a gathering that is permitted under the Order is required to wear a face covering if they cannot maintain a distance of at least 2 metres from individuals who are not part of their household, with limited exceptions.
  - vi. An amendment has been made to clarify that communal steam rooms, saunas or whirlpools must be closed, along with other indoor recreation facilities, at hotels, motels, lodges, cabins, cottages, resorts and other shared rental accommodation, and at marinas, boating clubs and other organizations that maintain docking facilities for members or patrons.

### **Ongoing Enforcement Efforts**

With respect to enforcement, there are no changes to police or other provincial offences officers’ authorities, including the ability to compel individuals to identify themselves when the officer has reasonable and probable grounds to believe they are not complying with an EMCPA order, ROA order or order under s. 22 of the *Health Protection and Promotion Act* (HPPA) relating to COVID-19. Police and other provincial offences officers may continue to lay charges or issue tickets for non-compliance with orders under the ROA or EMCPA, or HPPA s. 22 orders made by medical officers of health. The ability to enforce s. 22 orders under the HPPA will not affect the ability of police or other provincial officers to lay charges or issue tickets in relation to orders under the ROA or EMCPA as long as they remain in effect.

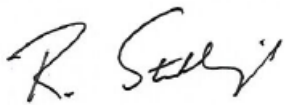
The ministry recognizes that provincewide, police services are continuing to work together with local enforcement partners to implement targeted local campaigns to reinforce the public health requirements under the EMCPA and ROA. Continued close collaboration and communication between enforcement personnel and public health officials will be critical to ensure effective localized responses that correspond with local risk levels, rules and restrictions.

The 1-800 Enforcement Support Line (1-866-389-7638) and dedicated enforcement email address ([EssentialWorkplacesSupport.SolGen@ontario.ca](mailto:EssentialWorkplacesSupport.SolGen@ontario.ca)) are intended to provide guidance to policing personnel and other enforcement personnel in relation to the enforcement of provincial orders.

The ministry will continue to work with partner enforcement ministries and municipalities to support collaboration and information sharing, including through the dedicated Enforcement 1-800 Line and email resource. We will also continue to analyze the enforcement data that police services provide to us to help inform data-driven decision-making.

As always, thank you for your continued efforts to help keep our communities safe and healthy.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Stubbings', with a stylized flourish at the end.

Richard Stubbings  
Assistant Deputy Minister  
Public Safety Division





Media Release  
February 23, 2021

## **COVID-19 Response: Community Update**

### **Essex Centre Sports Complex to re-open along with return to in-person programs and facility visits**

With the Windsor-Essex region returning to the Red-Control level in the Government of Ontario's Pandemic Response Framework, a number of Town of Essex facilities will open to the public with additional safety measures and restrictions in place.

The Libro Rink at the Essex Centre Sports Complex has reopened to designated user groups, who will be required to follow new protocols. A printable Facility Users' Guide has been provided to all groups and will be available to be reviewed online at [www.essex.ca/COVID](http://www.essex.ca/COVID). The walking track at the Essex Centre Sports Complex will also be open from 9:00am to 3:00pm on weekdays only. Walking track users will be required to undergo mandatory screening, sign in and out, wear masks, and abide by group size restrictions and physical distancing.

The Town's Recreation and Culture division has also launched a number of in-person programs which align with the current framework. A full list of in-person and virtual programs available for registration can be found at [www.essexconnect.ca](http://www.essexconnect.ca).

Starting March 1, 2021, the Municipal Office in Essex Centre and the Building/By-law Enforcement Office in Gesto will also re-open for essential visits during regular operating hours (open weekdays from 8:30am to 4:30pm and closed between 11:30am and 1:30pm). Visitors should also contact the Town for an appointment to ensure staff member and meeting room availability. Visitors to all facilities will undergo COVID-19 screening procedure and be required to wear a mask and maintain physical distance throughout the duration of their visit.

All visitors, program participants, and user group members are reminded that they must not attend any facility if they are displaying one or more symptoms of COVID-19, have been in contact with a confirmed or suspected case, or if current restrictions require them to self-isolate, such as cross-border travel.

Under the move to the Red-Control level, all construction projects and related construction services, including residential renovations, may also begin or continue.

Residents can continue to access a number of online service options at [www.essex.ca/OnlineServices](http://www.essex.ca/OnlineServices). To report problems with local parks, roadways, and other municipal infrastructure, please visit [www.essex.ca/ReportAProblem](http://www.essex.ca/ReportAProblem)

For guidance on what individuals can do to reduce their risk of contracting the virus, or what to do if they display symptoms, please visit the [Ontario Ministry of Health's COVID-19 resource page](#). To find the current COVID-19 restrictions, please visit [WECHU's Local Pandemic Status page](#).



## JOINT BOARD OF MANAGEMENT

Wednesday, January 20, 2021

9:00 AM

Virtually in Zoom

### MINUTES

Members Present: Mayor MacDonald (Vice-Chair); Deputy Mayor Verbeke, Councillors Hammond, Jones, Tiessen - Leamington  
Mayor Nelson Santos (Chair); Deputy Mayor Queen, Councillors Gaffan (alternate) DeYong, Patterson - Kingsville  
Councillor VanderDoelen - Essex  
Councillor Walstedt - Lakeshore

Members Absent: Councillor Neufeld - Kingsville  
Councillor Dunn - Leamington

Staff Present: Kevin Girard - Essex  
Andrew Plancke, Shaun Martinho, Tiffany Hong - Kingsville  
Laura Rauch, Shannon Belleau, Nelson Carvalho - Leamington  
Nelson Cavacas, Krystal Kalbol - Lakeshore

OCWA Staff  
Present: Dale Dillen, Ken Penney, Susan Budden

**Call to Order: 9:02 am**

#### **Election of Chair for the UWSS Joint Board of Management**

The Manager calls the meeting to order and calls for nominations for the position of Chair. Deputy Mayor Queen calls for the nomination of Mayor Santos for the position. He notes that Mayor MacDonald has done a good job with the position but notes that occasionally a fresh approach might be wise as well. Mayor MacDonald seconds the nomination

Mayor Santos accepts the nomination.

Deputy Mayor Verbeke calls for the nomination of Mayor MacDonald for the position of Chair. The nomination is seconded by Councillor Walstedt. Mayor MacDonald declines the position this year.

Mayor Santos is acclaimed as Chair for the Union Water Supply System Joint Board of Management for a term ending December 31, 2021.

**No. UW-01-21**

Moved by: Councillor Tiessen

Seconded by: Councillor VanderDoelen

That Mayor Santos is the Chair of the UWSS Joint Board of Management for the year 2021, with the term ending on December 31, 2021.

Carried

Mayor Santos takes over the meeting

### **Election of Vice-Chair for the Union Water Supply System Joint Board of Management**

The Chair calls for nominations for the position of Vice-Chair for the UWSS Joint Board of Management.

Deputy Mayor Queen nominates Mayor MacDonald. Councillor DeYong seconds the nomination.

Mayor MacDonald accepts the nomination and is acclaimed to the position of Vice-Chair.

#### **No. UW-02-21**

Moved by; Deputy Mayor Queen

Seconded by: Councillor DeYong

That Mayor MacDonald will hold the position of Vice-Chair for the UWSS Joint Board of Management for the year 2021, with the term ending on December 31, 2021.

**Disclosures of Pecuniary Interest: none**

### **Adoption of Board Minutes:**

#### **No. UW-03-21**

Moved by: Councillor Walstedt

Seconded by: Councillor DeYong

That Minutes of the UWSS Joint Board of Management meeting of Wednesday, December 16, 2020 be received.

Carried

### **Business Arising Out of the Minutes:**

There was none.

**Report UW/02/21 dated January 15, 2021 re: Changes to the Leamington UWSS Board Member Appointments**

The Chair welcomes the newest member of Leamington Council, Trevor Jones, to the Board. Councillor Jones notes that he is excited to be working with the Board and has a strong awareness of Union Water.

**No. UW-04-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Gaffan

That the UWSS receives report UW/02/21 dated January 15, 2021 re: Changes to the Leamington UWSS Board Member Appointments.

Carried (UW/02/21)

**Report UW/03/21 dated January 15, 2021 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to January 15, 2021**

The Manager reviews his report with board members, but notes that with the holidays between meetings not as much has been completed as usual.

He notes that the new security system is operational, with a few deficiencies being addressed.

Greenflag Coatings has been retained to complete the epoxy floors in the new lab areas. He was hoping this work would have been completed by the end of January, but since the new stay at home order, this work is deemed non-essential and it will be completed once the order has been lifted.

The new Low Lift transformer and panel/transfer switch electrical service has been completed. This required Hydro One shutting off power. Phasor Industrial of Kingsville completed work, while the UWSS's portable backup generator provided power.

Clean Harbours has been retained to clean out the residual chemicals of the ammonia building. It has now been over a year since the switch to Free Chlorine and it's unlikely that chloramination will again be used in the foreseeable future. This building will now be refurbished to a maintenance building. This is also postponed until the end of February due to the stay at home order issued by the Province.

The Manager explains that Golder Associates has been retained to provide geotechnical services to test bore holes for the DAF project. However, they need to wait until the ground is in better condition to continue with the testing.

OCWA retained a local tree service company to remove several trees around the Leamington Water Tower. These trees were in poor health and posed a safety hazard.

The Manager also notes that the Lakeshore portion of the UWSS received a 100% rating on its most recent inspection from the MECP.

Finally, the Manager notes that the flows are up already, however, with it being so early in the year it is not possible to note if this is the trend. He will be monitoring the flows carefully. He does explain that the UWSS is seeing numbers that are not typical for this time of year and the winter flows seem to be higher than those of the past.

**No. UW-05-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Patterson

That report UW/03/21 dated December 11, 2020 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to December 11, 2020 is received.

Carried (UW/30/20)

**Report UW/04/21 dated January 14, 2021 re: Filters #2 and #4 Upgrades**

The Manager reviews his report with the Board and notes that this project was part of the 2021 approved budget. The Manager explains that Filters #2 and #4 are original to the water treatment plant (WTP). He reminds the members of the upgrades to filters #1 and #3, which included new media and filter box recoating several years ago. However, at the time these two (2) filters were not in need of the same repairs.

He notes that Filters #2 and #4 are now leaking and it is time to fully upgrade these filters to the same quality as filters #1 and #3. He also notes that if both filters are completed at the same time there is some cost savings. The Manager had asked for \$600,000 for these upgrades as part of the 2021 Budget.

The Manager also notes that this project did not go out to tender, as this is specialized work and wanted the filters to be rehabilitated to the same quality as the previous ones. He did receive quotes from all three (3) contractors: Continental Carbon, JDCMI and Roberts Filter. These quotes came in slightly over the approved budget with Covid-19 adding to some of the costs.

This project needs to be completed now or in the Fall once the flows drop back down. He also notes that the budget increase of \$152,000 will be necessary to complete this project.

There were no questions from Board members.

**No. UW-06-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Tiessen

That the Union Water Supply Joint Board of Management (UWSS Board) receives this report for information;

And further, that the Board approves a budget of \$752,410 to be funded from the UWSS Reserves for Filters #2 and #4 Upgrades including rehabilitation of the cement filter box, installation of new underdrains and installation of new filter media and includes \$50,000 for inspection services and contingency purposes.

And further, that the UWSS Board authorizes the UWSS General Manager to direct source this work to:

- Jacques Daoust Coatings Management, Inc for rehabilitation and recoating of concrete filters boxes for Filters #2 and #4 in the amount of \$252,600 (\$126,300 per filter) not inclusive of HST and contingency.
- Continental Carbon Group for removals work, installation of new underdrains and supply & installation of new filter media in Filters #2 and #4. This work is valued at \$269,810 (\$134,905 per filter) not inclusive of HST and contingency.
- Pro-Aqua, Inc. for supply of the Roberts Filter underdrains for Filters #2 and #4 in the amount of \$180,000 (\$90,000 per filter) no includes of HST.

Carried (UW/04/21)

#### **Report UW/05/21 dated January 14, 2021 re: Clarifier #2 DAF Retrofit- Equipment Supply and Purchase**

The Manager explains that this project was approved as part of the 2021 Capital Budget but he is looking for approval for Napier-Reid to move ahead with the retrofit of Clarifier #2 over to dissolved air flotation (DAF).

The Manager explains that Associated Engineering (AE) had been retained in 2016 to identify new treatment process and increase output. The biggest area identified as needing attention was the clarification process. The Manager notes that with greenhouse demand, flows at the plants can change drastically day to day and hour to hour depending on the sunshine. DAF was then presented to the board as a possible resolution to the clarification bottleneck.

AE provided some pre-qualification of the contractors that could potentially complete this work and identified three (3) contractors that would meet our needs. Napier-Reid has been selected as the best for retrofitting a round clarification system, as the other contractors had suggested rectangular modifications that would be more costly. It should be noted that the UWSS has only round clarifiers.

AE then asked Napier-Reid to provide a specification documents to provide costs and that was received in late 2020. AE has provided a recommendation letter to the UWSS, which was attached to this agenda.

The intent is to have the throughput increase from approximately 32 million litres a day up to potentially 70 million litres per day. The intent is to complete two (2) clarifiers with this same retrofit.

The Manager is asking for the increased budget to be approved. The Manager also notes that the cost for this first clarifier upgrade will be higher since some components that will also be used for the second DAF unit need to be installed now.

The Chair asks for clarification on whether this is the same system as explained to the Board a few years back. The Manager notes that it is.

**No. UW-07-21**

Moved by: Councillor Walstedt

Seconded by: Mayor MacDonald

That the Union Water Supply Joint Board of Management (UWSS Board) receives this report for information;

And further, that the UWSS Board authorizes the UWSS General Manager to award the pre-purchase of equipment to retrofit Clarifier #2 with a dissolved air flotation (DAF) system to Napier-Reid, Ltd. in the amount of \$3,296,540.

Carried (UW/05/21)

**Report UW/06/21 dated January 15, 2021 re: UWSS Water Treatment Capacity Allocation**

The Manager reminds members of the Board of his report back in October 2020, which discussed the future growth, allocation of remaining treatment capacity and future capital works. At the time the Board directed the Manager to reach out to the member municipalities to seek support of the remaining treatment allocation, based on current ownership (2017).

The Manager notes that this was the quickest way to divide the allocation, as treatment allocation has always been on a first come first serve basis, and the UWSS has never seen any other application other than for greenhouses. This was not an issue until about two (2) years ago when flows started began increasing.

The Manager did receive responses from three (3) out of the four (4) member municipalities, however, he did note that he spoke to the other municipality verbally. He then notes that Kingsville and Leamington both agree on the current division of the remaining allocation based on ownership. However, Essex does not agree and are asking for a new process to be considered.

The Manager further explains that it is his hope that the UWSS can be re-rated over the next few years to increase capacity and now is probably the best to see if there a better way to allocate treatment capacity.

His recommendation to the Board is to form a working group comprised of appropriate municipal staff and see if a better system can be put in place.

Councillor VanderDoelen notes that the Town of Essex basically owns 6% of the output and the interpretation is that Essex should also own 6% of the allocation. He further notes



that what is currently being proposed is not enough to serve the approved lots. He notes that almost 1000 lots have been approved between Essex and Harrow.

Deputy Mayor Queen indicates that he appreciates that the historical way of completing water application no longer applies and it is worth taking a second look.

Councillor DeYong wants to know where the UWSS is at with applications and further notes that there should be a deadline with the working group and suggests 90 days. The Manager indicates that no decision has been made as to how to proceed. Applications received in the Fall prior to any discussion have been approved. Applications are typically slower in the winter and no moratorium has been put in place by the UWSS Board.

Mayor Santos feels that 90 days might be a struggle to complete a working group and notes the remaining allocation will not be used up in this time period.

Councillor VanderDoelen notes that he will have to oppose the motion until he can consult with municipal staff. He is fearful this could jeopardize any developments that are already in place. He asks that the motion be delayed until the next meeting.

Councillor Tiessen asks how long before the UWSS can see this increased capacity through re-rating and secondly suggests a working group of 120 days. The Manager notes that he is hoping to have the increase in capacity by hopefully the end of 2022. Councillor Tiessen also suggests that this discussion shows why the UWSS should be a stand alone corporation.

Mayor MacDonald agrees that a time line needs to be put on any working group. She also notes that she does not want to see this board move in the direction of being territorial, as it was when she started. She notes that this board has always worked cohesively together and water flow determines how many people sit on the board. The greenhouse industry may have to be involved and put in the waterlines themselves. She asks the Manager to remind members how expansion is paid for currently.

The Manager briefly explains the historical rate structure and how it is now with one rate. He explains that UWSS uses wholesale water rates with all the money going into one pot. He reminds members of his report from October which suggested that growth pay for growth. UWSS should not make a decision on who gets what but rather ensuring that there is adequate water to meet the demands.

Mayor Santos briefly goes through the history on some of the special rates and notes that he respects Essex's decision however, 900 homes will not be built in the next six (6) months.

Councillor Walstedt apologizes for not having an official response from Lakeshore and asks if there is an issue deferring for one (1) month. Councillor DeYong asks if a legal opinion is required at this point.

The Manager then explains that his hope for the working group is that it will be comprised of municipal experts, including the planners. The Manager does note that he has already received an opinion on the transfer order and it includes how system ownership is completed, which is done every four (4) years but it does not identify that each municipal

owner owns a specific allocation of treatment plant capacity. The ownership review is scheduled to be completed again this month (the last time was 2017), with a report coming to the board in February, and there will be some significant changes with the ownership allocation, but again notes that future growth and treatment cannot be reserved.

**No. UW-08-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Patterson

It is recommended that the Union Water Supply Joint Board of Management (UWSS Board) receives this report for information;

And further, that the UWSS Board supports the formation of a working group consisting of UWSS and municipal administration representatives to address the issue of treatment capacity allocation and develop a more robust and equitable application process for allocation of UWSS treatment capacity;

And further, that the any working group formed has 120 days to complete any discussions;

And further, that the UWSS Board directs the UWSS General Manager to send written correspondence to Administration of UWSS owner municipalities requesting their support and participation of the aforementioned working group;

And further, that the UWSS allocation is based on current ownership balance of capacity, on an interim basis.

Carried (UW06/21)

1 opposed

**Report UW/07/21 dated January 15, 2021 re: Kingsville Water Tower (KWT) Rehabilitation Project Tender Results**

The Manager reminds members that this was an approved project in the 2020 budget but was unable to be completed to the initial Covid-19 shutdown. Therefore it was carried over to the 2021 budget with approved monies at \$1.4 million. UWSS had retained OCWA Engineering services as the project engineer for this work. OCWA Engineering services sent this out to tender with seven (7) experts in the field. He notes that bids were received at the beginning of January 2021 and reviewed by OCWA staff and the Manager.

The lowest bid came from JDCMI at \$1.56 million with other bidders being significantly higher. There is a provisional cost included in the bid, which includes items that could potentially need to be completed, but that information won't be known until the start of the project. The Manager also indicates that JDCMI had the shortest project completion time of the bidders. He is hoping to have the project started in April when ground and weather conditions will be better to work in, until that time shop drawings will be completed.

Councillor VanderDoelen asks what the lifespan on a water tower is and how many rehabilitations can be completed. The Manager explains that by maintaining the water towers with new coatings his hope is that this will allow the water tower to last at least another 25 years.

Councillor Gaffan is concerned about the timeline. He does not want to have to tell residents that the contractors go way over. The Manager indicates that the provisional items could potentially add 15-20 days, however, JDCMI completed both the LWT and the EWT to satisfaction.

#### **No. UW-09-21**

Moved by: Councillor Patterson

Seconded by: Councillor Hammond

That the Union Water Supply System (UWSS) Board receives this report for information;

And further that the UWSS Board approves a budget of \$1,650,000 for the Rehabilitation of the Kingsville Water Tower;

And further that the UWSS Board authorizes the UWSS General Manager to award the Kingsville Water Tower Rehabilitation Project contract to Jacques Daoust Coatings Management Inc. (JDCMI) of Cambridge, Ontario for a sum of \$1,596,500.

Carried (UW/07/21)

#### **Report UW/08/21 dated January 14, 2021 re: Payments from December 2020 to January 14, 2021**

#### **No. UW-10-21**

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor DeYong

That report UW/08/21 dated January 14, 2021 re: Payments from December 2020 to January 14, 2021 is received.

Carried (UW/08/21)

#### **New Business**

Councillor Patterson wants to acknowledge the repair crew of a watermain break off of County Road 20 recently. He notes it was a very deep line and a substantial break. At the same time he notes that a member of a water crew in Michigan lost his life doing similar work.

Councillor Patterson is proud of the local crew and all of the safety procedures in place during this recent break and thought it should be acknowledged.

The Manager thanks the crew for the repairs made, as well as the contractors we work with.

**Adjournment:**

**No. UW-11-21**

Moved by: Councillor Gaffan

Seconded by: Councillor VanderDoelen

That the meeting adjourn at 10:28 am

Carried

Date of Next Meeting: Wednesday, February 17, 2021 in zoom

/kmj



## JOINT BOARD OF MANAGEMENT

Wednesday, February 17, 2021

9:00 AM

Virtually in Zoom

### AGENDA

**A. Call to Order:**

**B. Disclosures of Pecuniary Interest:**

**C. Approval of Minutes:**

Minutes of the meeting of the Union Water Supply System Joint Board of Management Meeting held Wednesday, January 20, 2021  
Pages 3 - 12

**D. Business Arising Out of the Minutes**

**E. Items for Consideration:**

1. UW/09/21 dated February 11, 2021 re: Status Update of UWSS Operations & Maintenance Activities and Capital Works to February 11, 2021  
Pages 13 - 14
2. UW/10/21 dated February 10, 2021 re: Revision to Schedule C (Proportional Water Consumption and System Interest) of UWSS Transfer Order  
Pages 15 - 17
3. UW/11/21 dated February 11, 2021 re: Drinking Water Inspection Report for the UWSS - January 28, 2021  
Pages 18 - 40
4. UW/12/21 dated February 10, 2021 re: 2020 Annual Report under the Safe Drinking Water Act and Ontario Regulation 170/03  
Pages 41 - 50
5. UW/13/21 dated February 10, 2021 re: 2020 Summary Report for Municipalities under Regulation 170/03 made under the Safe Drinking Water Act.  
Pages 51 - 59
6. UW/14/21 dated February 12, 2021 re: Payments from January 16<sup>th</sup> to February 2021  
Pages 60 - 68

F. New Business:

G. Adjournment:

H. Date of Next Meeting: March 17, 2021, Virtually in Zoom

/kmj



## JOINT BOARD OF MANAGEMENT

Wednesday, January 20, 2021

9:00 AM

Virtually in Zoom

### MINUTES

**Members Present:** Mayor MacDonald (Vice-Chair); Deputy Mayor Verbeke, Councillors Hammond, Jones, Tiessen - Leamington  
Mayor Nelson Santos (Chair); Deputy Mayor Queen, Councillors Gaffan (alternate) DeYong, Patterson - Kingsville  
Councillor VanderDoelen - Essex  
Councillor Walstedt - Lakeshore

**Members Absent:** Councillor Neufeld - Kingsville  
Councillor Dunn - Leamington

**Staff Present:** Kevin Girard - Essex  
Andrew Plancke, Shaun Martinho, Tiffany Hong - Kingsville  
Laura Rauch, Shannon Belleau, Nelson Carvalho - Leamington  
Nelson Cavacas, Krystal Kalbol - Lakeshore

**OCWA Staff Present:** Dale Dillen, Ken Penney, Susan Budden

**Call to Order: 9:02 am**

#### **Election of Chair for the UWSS Joint Board of Management**

The Manager calls the meeting to order and calls for nominations for the position of Chair. Deputy Mayor Queen calls for the nomination of Mayor Santos for the position. He notes that Mayor MacDonald has done a good job with the position but notes that occasionally a fresh approach might be wise as well. Mayor MacDonald seconds the nomination

Mayor Santos accepts the nomination.

Deputy Mayor Verbeke calls for the nomination of Mayor MacDonald for the position of Chair. The nomination is seconded by Councillor Walstedt. Mayor MacDonald declines the position this year.

Mayor Santos is acclaimed as Chair for the Union Water Supply System Joint Board of Management for a term ending December 31, 2021.

**No. UW-01-21**

Moved by: Councillor Tiessen

Seconded by: Councillor VanderDoelen

That Mayor Santos is the Chair of the UWSS Joint Board of Management for the year 2021, with the term ending on December 31, 2021.

Carried

Mayor Santos takes over the meeting

### **Election of Vice-Chair for the Union Water Supply System Joint Board of Management**

The Chair calls for nominations for the position of Vice-Chair for the UWSS Joint Board of Management.

Deputy Mayor Queen nominates Mayor MacDonald. Councillor DeYong seconds the nomination.

Mayor MacDonald accepts the nomination and is acclaimed to the position of Vice-Chair.

### **No. UW-02-21**

Moved by; Deputy Mayor Queen

Seconded by: Councillor DeYong

That Mayor MacDonald will hold the position of Vice-Chair for the UWSS Joint Board of Management for the year 2021, with the term ending on December 31, 2021.

**Disclosures of Pecuniary Interest: none**

### **Adoption of Board Minutes:**

### **No. UW-03-21**

Moved by: Councillor Walstedt

Seconded by: Councillor DeYong

That Minutes of the UWSS Joint Board of Management meeting of Wednesday, December 16, 2020 be received.

Carried

### **Business Arising Out of the Minutes:**

There was none.



### **Report UW/02/21 dated January 15, 2021 re: Changes to the Leamington UWSS Board Member Appointments**

The Chair welcomes the newest member of Leamington Council, Trevor Jones, to the Board. Councillor Jones notes that he is excited to be working with the Board and has a strong awareness of Union Water.

#### **No. UW-04-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Gaffan

That the UWSS receives report UW/02/21 dated January 15, 2021 re: Changes to the Leamington UWSS Board Member Appointments.

Carried (UW/02/21)

### **Report UW/03/21 dated January 15, 2021 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to January 15, 2021**

The Manager reviews his report with board members, but notes that with the holidays between meetings not as much has been completed as usual.

He notes that the new security system is operational, with a few deficiencies being addressed.

Greenflag Coatings has been retained to complete the epoxy floors in the new lab areas. He was hoping this work would have been completed by the end of January, but since the new stay at home order, this work is deemed non-essential and it will be completed once the order has been lifted.

The new Low Lift transformer and panel/transfer switch electrical service has been completed. This required Hydro One shutting off power. Phasor Industrial of Kingsville completed work, while the UWSS's portable backup generator provided power.

Clean Harbours has been retained to clean out the residual chemicals of the ammonia building. It has now been over a year since the switch to Free Chlorine and it's unlikely that chloramination will again be used in the foreseeable future. This building will now be refurbished to a maintenance building. This is also postponed until the end of February due to the stay at home order issued by the Province.

The Manager explains that Golder Associates has been retained to provide geotechnical services to test bore holes for the DAF project. However, they need to wait until the ground is in better condition to continue with the testing.

OCWA retained a local tree service company to remove several trees around the Leamington Water Tower. These trees were in poor health and posed a safety hazard.

The Manager also notes that the Lakeshore portion of the UWSS received a 100% rating on its most recent inspection from the MECP.

Finally, the Manager notes that the flows are up already, however, with it being so early in the year it is not possible to note if this is the trend. He will be monitoring the flows carefully. He does explain that the UWSS is seeing numbers that are not typical for this time of year and the winter flows seem to be higher than those of the past.

#### **No. UW-05-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Patterson

That report UW/03/21 dated December 11, 2020 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to December 11, 2020 is received.

Carried (UW/30/20)

#### **Report UW/04/21 dated January 14, 2021 re: Filters #2 and #4 Upgrades**

The Manager reviews his report with the Board and notes that this project was part of the 2021 approved budget. The Manager explains that Filters #2 and #4 are original to the water treatment plant (WTP). He reminds the members of the upgrades to filters #1 and #3, which included new media and filter box recoating several years ago. However, at the time these two (2) filters were not in need of the same repairs.

He notes that Filters #2 and #4 are now leaking and it is time to fully upgrade these filters to the same quality as filters #1 and #3. He also notes that if both filters are completed at the same time there is some cost savings. The Manager had asked for \$600,000 for these upgrades as part of the 2021 Budget.

The Manager also notes that this project did not go out to tender, as this is specialized work and wanted the filters to be rehabilitated to the same quality as the previous ones. He did receive quotes from all three (3) contractors: Continental Carbon, JDCMI and Roberts Filter. These quotes came in slightly over the approved budget with Covid-19 adding to some of the costs.

This project needs to be completed now or in the Fall once the flows drop back down. He also notes that the budget increase of \$152,000 will be necessary to complete this project.

There were no questions from Board members.

#### **No. UW-06-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Tiessen

That the Union Water Supply Joint Board of Management (UWSS Board) receives this report for information;

And further, that the Board approves a budget of \$752,410 to be funded from the UWSS Reserves for Filters #2 and #4 Upgrades including rehabilitation of the cement filter box, installation of new underdrains and installation of new filter media and includes \$50,000 for inspection services and contingency purposes.

And further, that the UWSS Board authorizes the UWSS General Manager to direct source this work to:

- Jacques Daoust Coatings Management, Inc for rehabilitation and recoating of concrete filters boxes for Filters #2 and #4 in the amount of \$252,600 (\$126,300 per filter) not inclusive of HST and contingency.
- Continental Carbon Group for removals work, installation of new underdrains and supply & installation of new filter media in Filters #2 and #4. This work is valued at \$269,810 (\$134,905 per filter) not inclusive of HST and contingency.
- Pro-Aqua, Inc. for supply of the Roberts Filter underdrains for Filters #2 and #4 in the amount of \$180,000 (\$90,000 per filter) no includes of HST.

Carried (UW/04/21)

#### **Report UW/05/21 dated January 14, 2021 re: Clarifier #2 DAF Retrofit- Equipment Supply and Purchase**

The Manager explains that this project was approved as part of the 2021 Capital Budget but he is looking for approval for Napier-Reid to move ahead with the retrofit of Clarifier #2 over to dissolved air flotation (DAF).

The Manager explains that Associated Engineering (AE) had been retained in 2016 to identify new treatment process and increase output. The biggest area identified as needing attention was the clarification process. The Manager notes that with greenhouse demand, flows at the plants can change drastically day to day and hour to hour depending on the sunshine. DAF was then presented to the board as a possible resolution to the clarification bottleneck.

AE provided some pre-qualification of the contractors that could potentially complete this work and identified three (3) contractors that would meet our needs. Napier-Reid has been selected as the best for retrofitting a round clarification system, as the other contractors had suggested rectangular modifications that would be more costly. It should be noted that the UWSS has only round clarifiers.

AE then asked Napier-Reid to provide a specification documents to provide costs and that was received in late 2020. AE has provided a recommendation letter to the UWSS, which was attached to this agenda.

The intent is to have the throughput increase from approximately 32 million litres a day up to potentially 70 million litres per day. The intent is to complete two (2) clarifiers with this same retrofit.

The Manager is asking for the increased budget to be approved. The Manager also notes that the cost for this first clarifier upgrade will be higher since some components that will also be used for the second DAF unit need to be installed now.

The Chair asks for clarification on whether this is the same system as explained to the Board a few years back. The Manager notes that it is.

#### **No. UW-07-21**

Moved by: Councillor Walstedt

Seconded by: Mayor MacDonald

That the Union Water Supply Joint Board of Management (UWSS Board) receives this report for information;

And further, that the UWSS Board authorizes the UWSS General Manager to award the pre-purchase of equipment to retrofit Clarifier #2 with a dissolved air flotation (DAF) system to Napier-Reid, Ltd. in the amount of \$3,296,540.

Carried (UW/05/21)

#### **Report UW/06/21 dated January 15, 2021 re: UWSS Water Treatment Capacity Allocation**

The Manager reminds members of the Board of his report back in October 2020, which discussed the future growth, allocation of remaining treatment capacity and future capital works. At the time the Board directed the Manager to reach out to the member municipalities to seek support of the remaining treatment allocation, based on current ownership (2017).

The Manager notes that this was the quickest way to divide the allocation, as treatment allocation has always been on a first come first serve basis, and the UWSS has never seen any other application other than for greenhouses. This was not an issue until about two (2) years ago when flows started began increasing.

The Manager did receive responses from three (3) out of the four (4) member municipalities, however, he did note that he spoke to the other municipality verbally. He then notes that Kingsville and Leamington both agree on the current division of the remaining allocation based on ownership. However, Essex does not agree and are asking for a new process to be considered.

The Manager further explains that it is his hope that the UWSS can be re-rated over the next few years to increase capacity and now is probably the best to see if there a better way to allocate treatment capacity.

His recommendation to the Board is to form a working group comprised of appropriate municipal staff and see if a better system can be put in place.

Councillor VanderDoelen notes that the Town of Essex basically owns 6% of the output and the interpretation is that Essex should also own 6% of the allocation. He further notes

that what is currently being proposed is not enough to serve the approved lots. He notes that almost 1000 lots have been approved between Essex and Harrow.

Deputy Mayor Queen indicates that he appreciates that the historical way of completing water application no longer applies and it is worth taking a second look.

Councillor DeYong wants to know where the UWSS is at with applications and further notes that there should be a deadline with the working group and suggests 90 days. The Manager indicates that no decision has been made as to how to proceed. Applications received in the Fall prior to any discussion have been approved. Applications are typically slower in the winter and no moratorium has been put in place by the UWSS Board.

Mayor Santos feels that 90 days might be a struggle to complete a working group and notes the remaining allocation will not be used up in this time period.

Councillor VanderDoelen notes that he will have to oppose the motion until he can consult with municipal staff. He is fearful this could jeopardize any developments that are already in place. He asks that the motion be delayed until the next meeting.

Councillor Tiessen asks how long before the UWSS can see this increased capacity through re-rating and secondly suggests a working group of 120 days. The Manager notes that he is hoping to have the increase in capacity by hopefully the end of 2022. Councillor Tiessen also suggests that this discussion shows why the UWSS should be a stand alone corporation.

Mayor MacDonald agrees that a time line needs to be put on any working group. She also notes that she does not want to see this board move in the direction of being territorial, as it was when she started. She notes that this board has always worked cohesively together and water flow determines how many people sit on the board. The greenhouse industry may have to be involved and put in the waterlines themselves. She asks the Manager to remind members how expansion is paid for currently.

The Manager briefly explains the historical rate structure and how it is now with one rate. He explains that UWSS uses wholesale water rates with all the money going into one pot. He reminds members of his report from October which suggested that growth pay for growth. UWSS should not make a decision on who gets what but rather ensuring that there is adequate water to meet the demands.

Mayor Santos briefly goes through the history on some of the special rates and notes that he respects Essex's decision however, 900 homes will not be built in the next six (6) months.

Councillor Walstedt apologizes for not having an official response from Lakeshore and asks if there is an issue deferring for one (1) month. Councillor DeYong asks if a legal opinion is required at this point.

The Manager then explains that his hope for the working group is that it will be comprised of municipal experts, including the planners. The Manager does note that he has already received an opinion on the transfer order and it includes how system ownership is completed, which is done every four (4) years but it does not identify that each municipal

owner owns a specific allocation of treatment plant capacity. The ownership review is scheduled to be completed again this month (the last time was 2017), with a report coming to the board in February, and there will be some significant changes with the ownership allocation, but again notes that future growth and treatment cannot be reserved.

#### **No. UW-08-21**

Moved by: Deputy Mayor Queen

Seconded by: Councillor Patterson

It is recommended that the Union Water Supply Joint Board of Management (UWSS Board) receives this report for information;

And further, that the UWSS Board supports the formation of a working group consisting of UWSS and municipal administration representatives to address the issue of treatment capacity allocation and develop a more robust and equitable application process for allocation of UWSS treatment capacity;

And further, that the any working group formed has 120 days to complete any discussions;

And further, that the UWSS Board directs the UWSS General Manager to send written correspondence to Administration of UWSS owner municipalities requesting their support and participation of the aforementioned working group;

And further, that the UWSS allocation is based on current ownership balance of capacity, on an interim basis.

Carried (UW06/21)

1 opposed

#### **Report UW/07/21 dated January 15, 2021 re: Kingsville Water Tower (KWT) Rehabilitation Project Tender Results**

The Manager reminds members that this was an approved project in the 2020 budget but was unable to be completed to the initial Covid-19 shutdown. Therefore it was carried over to the 2021 budget with approved monies at \$1.4 million. UWSS had retained OCWA Engineering services as the project engineer for this work. OCWA Engineering services sent this out to tender with seven (7) experts in the field. He notes that bids were received at the beginning of January 2021 and reviewed by OCWA staff and the Manager.

The lowest bid came from JDCMI at \$1.56 million with other bidders being significantly higher. There is a provisional cost included in the bid, which includes items that could potentially need to be completed, but that information won't be known until the start of the project. The Manager also indicates that JDCMI had the shortest project completion time of the bidders. He is hoping to have the project started in April when ground and weather conditions will be better to work in, until that time shop drawings will be completed.

Councillor VanderDoelen asks what the lifespan on a water tower is and how many rehabilitations can be completed. The Manager explains that by maintaining the water towers with new coatings his hope is that this will allow the water tower to last at least another 25 years.

Councillor Gaffan is concerned about the timeline. He does not want to have to tell residents that the contractors go way over. The Manager indicates that the provisional items could potentially add 15-20 days, however, JDCMI completed both the LWT and the EWT to satisfaction.

#### **No. UW-09-21**

Moved by: Councillor Patterson

Seconded by: Councillor Hammond

That the Union Water Supply System (UWSS) Board receives this report for information;

And further that the UWSS Board approves a budget of \$1,650,000 for the Rehabilitation of the Kingsville Water Tower;

And further that the UWSS Board authorizes the UWSS General Manager to award the Kingsville Water Tower Rehabilitation Project contract to Jacques Daoust Coatings Management Inc. (JDCMI) of Cambridge, Ontario for a sum of \$1,596,500.

Carried (UW/07/21)

#### **Report UW/08/21 dated January 14, 2021 re: Payments from December 2020 to January 14, 2021**

#### **No. UW-10-21**

Moved by: Deputy Mayor Verbeke

Seconded by: Councillor DeYong

That report UW/08/21 dated January 14, 2021 re: Payments from December 2020 to January 14, 2021 is received.

Carried (UW/08/21)

#### **New Business**

Councillor Patterson wants to acknowledge the repair crew of a watermain break off of County Road 20 recently. He notes it was a very deep line and a substantial break. At the same time he notes that a member of a water crew in Michigan lost his life doing similar work.

Councillor Patterson is proud of the local crew and all of the safety procedures in place during this recent break and thought it should be acknowledged.

The Manager thanks the crew for the repairs made, as well as the contractors we work with.

**Adjournment:**

No. UW-11-21

Moved by: Councillor Gaffan

Seconded by: Councillor VanderDoelen

That the meeting adjourn at 10:28 am

Carried

Date of Next Meeting: Wednesday, February 17, 2021 in zoom

/kmj



**To:** Chair and Members of the Union Water Supply  
System Joint Board of Management

**From:** Rodney Bouchard, UWSS General Manager

**Date:** February 12, 2021

**Re:** Status Update of UWSS Operations & Maintenance Activities and Capital  
Works to February 12, 2021

---



**Aim:**

To inform the UWSS Board about operational and maintenance activities and capital works projects for the Union Water Supply System since the last Board meeting on January 20, 2021.

**Discussion:**

The UWSS Manager conducts regular meeting with OCWA Operations staff in regards to on-going operations and maintenance programs for the UWSS facilities. The following provides an update on UWSS operations, regular maintenance and major maintenance and Capital Works at UWSS facilities:

1. Regular Maintenance on all process equipment and analyzers continue to be completed through OCWA's Workplace Maintenance Management System.
2. Empire Communications have addressed the deficiencies that were associated with their new security and access control system at UWSS. This project is now complete.
3. The UWSS intakes were affected by frazil ice on the morning of February 3<sup>rd</sup>, 2021, which severely limited the amount of raw water coming into the Low Lift plant raw water wells. Backflushing of the intakes was completed in an attempt to clear the ice blockage. During the intake backflushing procedure, the 8" crossover backflush valve stem broke and the valve couldn't be closed. The valve had to be excavated and repaired immediately so as to prevent the shutdown of entire treatment plant.
4. Clarifier #2 went into service on February 3<sup>rd</sup>, 2021. Clarifier #3 will come off line within the next month to install a new flow meter.
5. The work to rehabilitate Filters #2 and #4 was started on February 1, 2021. A crew from Continental Carbon Group (CCG) has been working to remove the filter media and underdrains. As of the date of this report, the filter media has been removed from both filters and the underdrains have been removed from filter #2. The removal of filter underdrains from filter #4 is also almost complete. Jacques Daoust Coatings Management Inc. (JDCMI) will begin installation of flexible cementitious waterproofing in filter #2 the week of February 22<sup>nd</sup>. It is anticipated that filter coating for both filters #2 and #4 will be completed by mid-March 2021. This will be followed by installation of Roberts Filter Infinity

Re: UW/09/21 - Status Update of UWSS Operations & Maintenance Activities and Capital Works to February 12, 2021

Underdrains, which are currently in the manufacturing stage, and then installation of new filter media.

6. The work for the rehabilitation of the Kingsville Water Tower has been started by the General Contractor. The base "foundation" work for the scaffolding around the water tower is set to start on February 16, 2021. It's anticipated that the installation of the scaffold and canvas enclosure around the entire water tower will take approximately 6-7 weeks to complete depending on the weather.
7. Other projects such as the new laboratory construction, retrofitting of former Ammonia Building into maintenance space are currently on-hold due to COVID-19 related restrictions.

The first chart shows comparative flows for 2017 through 2021 in Mega Litres (ML) and the second chart shows Millions of Imperial Gallons (MIG) for the period January 1<sup>st</sup> to February 11, 2021.

	2017	2018	2019	2020	2021
Flow to Date (ML)	1,109.77	1,244.20	1,261.31	1,315.53	1,565.86
Max Day (ML)	30.36	35.47	38.81	35.64	48.81
Min Day (ML)	20.73	23.56	20.13	25.44	26.74
Average Day (ML)	26.42	29.62	30.03	31.32	37.28
No of Days	42	42	42	42	42

	2017	2018	2019	2020	2021
Flow to Date (MG)	244.121	273.692	277.454	289.382	344.4478
Max Day (MGD)	6.68	7.80	8.54	7.84	10.74
Min Day (MGD)	4.56	5.18	4.43	5.60	5.88
Average Day (MGD)	5.81	6.52	6.61	6.89	8.20
No of Days	42	42	42	42	42

Flows to date are up 250.33 ML (55.07 MIG) or 19.03% from last year. The 2021 flows to date are up 27.03% over the previous 4 year average.

#### Recommendation:

That this report be received by the UWSS Board for information purposes.

Respectfully submitted,



Rodney Bouchard, Manager  
Union Water Supply System Joint Board of Management  
/kmj

UW/10/21

## Report

**To:** Chair and Members of the Union Water Supply System Joint Board of Management

**From:** Rodney Bouchard, Union Water Manager

**Date:** February 10, 2021

**Re:** Revision to Schedule C (Proportional Water Consumption and System Interests) of UWSS Transfer Order

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### Purpose:

To provide the Board with a revision to Schedule C (Proportional Water Consumption & System Interests) of the UWSS Transfer Order.

### Background:

The proportion of the UWSS that each municipality owns for the purposes of financial statements is governed by Schedule C of the UWSS Transfer Order. The original system interest was based on 1998 volumes. Schedule C provides that the system interest is to be updated every four years on the basis of the previous four years' flows. The system interest was last updated in 2017 and must now be updated as required by Schedule C. This update will cover the years 2021 through 2024.

The existing system interest is based on the 2013 to 2016 demands for each municipality and was set out in Report UW/03/17, dated January 10, 2017. The system interest as based on 2013-2016 flows (in mega litres) is as follows:

Municipality	Average Water Consumption (ML/year)	Proportional System Interest
The Corporation of the Municipality of Leamington	7,370.6	50.55%
The Corporation of the Town of Kingsville	5,881.2	40.33%
The Corporation of the Town of Essex	871.2	5.97%
The Corporation of the Town of Lakeshore	459.5	3.15%

February 10, 2021 - UW/10/21

Re: Revision to Schedule C (Proportional Water Consumption and System Interests) of  
UWSS Transfer Order

The following table gives the annual flows in mega litres (ML) for 2017 to 2020, the annual average for the four year period and the average percentage of the annual system flow volume:

	2017 (ML)	2018 (ML)	2019 (ML)	2020 (ML)	Average (ML/yr)	%
<b>Essex</b>	810.5	799.9	814.9	886.0	827.8	4.92%
<b>Kingsville</b>	6,577.5	6,197.6	6,207.8	7,053.2	6,509.1	38.72%
<b>Lakeshore</b>	499.7	482.2	555.7	721.4	564.8	3.36%
<b>Leamington</b>	<u>7,379.0</u>	<u>8,669.4</u>	<u>9,238.0</u>	<u>10,349.5</u>	<u>8,909.0</u>	<u>53.00%</u>
<b>Total:</b>	15,266.7	16,149.1	16,816.4	19,010.1	16,810.7	100%

In accordance with the UWSS Transfer Order, the system interests in Schedule C are to be revised on the basis of the amounts shown in the table above.

## Recommendation

Based on the information included in this report, the UWSS General Manager provides the following recommendations to the UWSS Board:

1. That UWSS system interests in Schedule C of the Transfer Order are updated as follows:

Municipality	Average Water Consumption (ML/year)	Proportional System Interest
The Corporation of the Municipality of Leamington	8,909.0	53.00%
The Corporation of the Town of Kingsville	6,509.1	38.72%
The Corporation of the Town of Essex	827.8	4.92%
The Corporation of the Town of Lakeshore	564.8	3.36%

February 10, 2021 - UW/10/21

Re: Revision to Schedule C (Proportional Water Consumption and System Interests) of  
UWSS Transfer Order

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2. That the municipalities of Leamington, Kingsville, Essex and Lakeshore be informed of this update to Schedule C of the UWSS Transfer Order. This update will apply from January 1, 2021 to December 31, 2024.

Respectfully submitted,



Rodney Bouchard, General Manager  
Union Water Supply System Joint Board of Management  
rb/kmj

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UW/11/21

To: Chair and Members of the Union Water Supply System  
(UWSS) Management Board

From: Rodney Bouchard, UWSS Manager

Date: February 11, 2021

Re: Drinking Water Inspection Report for the UWSS - January 28, 2021  
Inspection

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## RECOMMENDATION

That the Union Water Supply System (UWSS) Board receives this report for information.

## BACKGROUND

The UWSS is subject to annual inspections by the Ontario Ministry of Environment, Conservation and Parks (MECP) under the Safe Drinking Water Act, 2002 (SDWA) and its associated regulations.

The UWSS was inspected on January 28, 2021 and the final report for that inspection was issued by the MECP on February 11, 2021. The previous inspection was conducted on January 15, 2020. A copy of the MECP's February 11, 2021 inspection report is attached to this report.

## DISCUSSION:

MECP inspection reports are written to identify actions that need to be taken due to non-compliance with regulations or recommendations for "best practice" items that should be undertaken for purposes of continual improvements. The January 28, 2021 inspection report includes a section on page 10 titled ***Non-Compliance with Regulatory Requirements and Actions Required***. No items of non-compliance are identified in the report.

The inspection report also includes a section titled ***Summary of Recommendations and Best Practice Issues***, found on pages 11 of the Final Inspection Report. No recommended actions or best practices issue were identified in the Final Inspection Report.

The report also identifies a 100 percent inspection rating for the UWSS for the January 28, 2021 inspection.

As required by the regulations under the SDWA, the municipal water systems which receive drinking water from the UWSS have been provided with copies of the inspection

February 11, 2021- UW/11/21

Re: MECP Drinking Water Inspection Report for the UWSS-January 28, 2021  
Inspection

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report for the January 28, 2021 inspection. Further, the inspection has been posted on the UWSS website [www.unionwater.ca](http://www.unionwater.ca).

## CONCLUSION

This report is being provided to the Board for information purposes.

Respectfully submitted,



Rodney Bouchard, General Manager  
Union Water Supply System Joint Board of Management  
rb/kmj

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Ministry of the Environment,  
Conservation and Parks

Ministère de l'Environnement, de la  
Protection de la nature et des Parks

Southwestern Region

Direction régionale du Sud-Ouest

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File# SI-ES-KI-540

February 11, 2021

Union Water Supply System  
1615 Union Avenue  
Ruthven, ON  
N0P 2G0

Attention: Mr. Rodney Bouchard, Manager  
[rbouchard@unionwater.ca](mailto:rbouchard@unionwater.ca)

Dear Mr. Bouchard:

Re: Union Area Water Supply System  
Inspection Report

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Please find enclosed the Drinking Water System Inspection Report for the Union Area Water Supply System (DWS#210000853). This year's inspection was conducted remotely and the telephone interview/questionnaire was held on January 28, 2021. There was no physical inspection conducted at your drinking water system this year.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in *"Taking Care of Your Drinking Water: A guide for members of municipal council"* found on the Drinking Water Ontario website at [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater).

In order to measure individual inspection results, the Ministry has established an inspection compliance risk framework based on the principles of the Inspection, Investigation & Enforcement (II&E) Secretariat and advice of internal/external risk experts. The Inspection Summary Rating Record (IRR), included as Appendix B of the inspection report, provides the Ministry, the system



owner and the local Public Health Units with a summarized quantitative measure of the drinking water system's annual inspection and regulated water quality testing performance.

IRR ratings are published (for the previous inspection year) in the Ministry's Chief Drinking Water Inspectors' Annual Report. If you have any questions or concerns regarding the rating, please contact Marc Bechard, Water Compliance Supervisor, at (519) 490-0761.

Likewise, if you have any questions or concerns regarding this report, please call me at (226) 280-1556.

Yours truly,



Neil Gilbert, P.Eng.  
Provincial Officer – Water Inspector  
Southwestern Region  
Ministry of the Environment, Conservation and Parks  
Sarnia District – Windsor Area Office

Encl.

cc: Dr. Wajid Ahmed, Medical Officer of Health, Windsor-Essex County HU, [wahmed@wechu.org](mailto:wahmed@wechu.org)  
Theresa Marentette, CEO and Chief Nursing Officer, Windsor-Essex County HU, [tmarentette@wechu.org](mailto:tmarentette@wechu.org)  
Kristy McBeth, Director of Health Protection, Windsor-Essex County HU, [kmcbeth@wechu.org](mailto:kmcbeth@wechu.org)  
Phil Wong, Manager, Environmental Health, Windsor-Essex County HU, [pwong@wechu.org](mailto:pwong@wechu.org)  
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Dale Dillen, Sr Operations Manager – Union AWSS, OCWA, [ddillen@ocwa.com](mailto:ddillen@ocwa.com)  
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Marc Bechard, Water Compliance Supervisor, MECP Sarnia District, [marc.bechard@ontario.ca](mailto:marc.bechard@ontario.ca)



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

**UNION AREA WATER SUPPLY SYSTEM**  
**Inspection Report**

<b>Site Number:</b>	210000853
<b>Inspection Number:</b>	1-O088M
<b>Date of Inspection:</b>	Jan 28, 2021
<b>Inspected By:</b>	Neil Gilbert




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Appendix A: Stakeholder Appendix

Appendix B: Inspection Rating Record

## OWNER INFORMATION:

<b>Company Name:</b>	UNION WATER SYSTEM JOINT BOARD OF MANAGEMENT (LEAMINGTON, KINGSVILLE, ESSEX, LAKESHORE)		
<b>Street Number:</b>	1615	<b>Unit Identifier:</b>	
<b>Street Name:</b>	UNION Ave		
<b>City:</b>	RUTHVEN		
<b>Province:</b>	ON	<b>Postal Code:</b>	N0P 2G0

## CONTACT INFORMATION

<b>Type:</b>	Operating Authority	<b>Name:</b>	Sam Wen
<b>Phone:</b>	(519) 326-4447	<b>Fax:</b>	(519) 326-0450
<b>Email:</b>	swen@owca.com		
<b>Title:</b>	Process & Compliance Technician		

## INSPECTION DETAILS:

<b>Site Name:</b>	UNION AREA WATER SUPPLY SYSTEM
<b>Site Address:</b>	1615 UNION Avenue RUTHVEN ON N0P 2G0
<b>County/District:</b>	KINGSVILLE
<b>MECP District/Area Office:</b>	Windsor Area Office
<b>Health Unit:</b>	WINDSOR-ESSEX COUNTY HEALTH UNIT
<b>Conservation Authority:</b>	Essex Region Conservation Authority
<b>MNR Office:</b>	Chatham Regional Office
<b>Category:</b>	Large Municipal Residential
<b>Site Number:</b>	210000853
<b>Inspection Type:</b>	Special Announced
<b>Inspection Number:</b>	1-O088M
<b>Date of Inspection:</b>	Jan 28, 2021
<b>Date of Previous Inspection:</b>	Jan 15, 2020

## COMPONENTS DESCRIPTION

<b>Site (Name):</b>	Union AWSS	<b>Sub Type:</b>	Other
<b>Type:</b>	Other		

### Comments:

The Union Area Water Supply System (Union WSS) is located in Ruthven, Ontario. The drinking water system is owned by, and supplies water to, the municipalities of Kingsville, Leamington, Essex and Lakeshore via the Union Water System Joint Board of Management. Each of these respective municipalities forms part of the board, but each also owns and operates a separate standalone distribution system receiving water from the Union WSS. The drinking water system's total serviced population is approximately 66,600. The Union WSS system is considered a "large municipal residential system" under O. Regulation 170/03.

The communities of Kingsville, Leamington, Essex are equipped with elevated tanks. Other than the reservoirs on-site at the Union treatment plant, there is also a reservoir/booster station in the village of Cottam which serves the Town of Essex.

**Site (Name):** Union AWSS Low Lift Building

**Type:** Source

**Sub Type:** Surface Water

**Comments:**

The treatment facility in Ruthven, receives water from Lake Erie via a low lift pumping station. Seven low lifts pumps can draw water through two intake pipes and another emergency intake channel if needed. The low lift station is equipped with a zebra mussel control system consisting of two sodium hypochlorite chemical feed pumps to pre-chlorination lines retrofitted through both the #1 and 2 intake, extending to a diffuser within each intake crib. The low lift pumping station consists of a two cell interconnected pump-well, equipped with manually removed bar screens and automatic travelling screens. Low lift pump well #1 houses five low lift pumps and low lift pump well #2 houses the remaining two pumps. The low-lift also houses two surge tanks for pump pressure surges.

Raw water flows through 24 inch and 36 inch raw transmission mains to the treatment plant approximately one kilometre inland.

**Site (Name):** Union AWSS WTP

**Type:** Treated Water POE

**Sub Type:** Treatment Facility

**Comments:**

The Union WSS treatment plant is currently rated at 124,588 m<sup>3</sup>/d approved capacity. It is a conventional water treatment plant consisting of contact clarification via four solids upflow clarifiers after coagulant, coagulant aid (polymer) and activated carbon addition. Clarified water flows into eight dual media-type filters (sand and anthracite). Filter aid can be dosed on a contingency basis. The filters are equipped with backwash facilities via two backwash pumps. Sedimentation sludge and backwash from the filters is directed to a residue management pump station and is transferred to two settling/storage ponds. Supernatant overflow from the ponds is discharged into a storm sewer which discharges to Lake Erie.

Primary disinfection is provided via chlorine gas solution injection into the clarified effluent water (pre) and filtered effluent water (post) locations. Chlorine contact is achieved in two on-site reservoirs, operated in series.

Interconnecting piping and valves allow taking individual reservoirs out of service. Beginning on June 4, 2018, the UWSS initiated a routine shutdown of their chloramination system for maintenance purposes. On December 23, 2019, UWSS notified the MECP that based on their Consultant's monitoring report, the Union Water Supply System Joint Board of Management had decided to permanently switch to free chlorine for secondary disinfection. The high-lift pump station consists of two wells. High-lift pump well #1 houses six high lift pumps and high-lift pump well #2 houses two pumps. There is also an emergency diesel-drive for one of the high-lift pumps. The high-lift also houses two surge tanks for pump pressure surges.

## INSPECTION SUMMARY:

### Introduction

- The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water related policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multibarrier approach in the inspection of water systems that focuses on the source, treatment and distribution components as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This report is based on a "focused" inspection of the system and was conducted remotely. Although the inspection involved fewer activities than those normally undertaken in a detailed inspection, it contained critical elements required to assess key compliance issues. This system was chosen for a focused inspection because the system's performance met the ministry's criteria, most importantly that there were no deficiencies as identified in O.Reg. 172/03 over the past 3 years. The undertaking of a focused inspection at this drinking water system does not ensure that a similar type of inspection will be conducted at any point in the future.

**This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.**

The Union Area Water Supply System (UAWSS) is located in Ruthven, Ontario and the treatment facility receives water from Lake Erie.

The drinking water system is owned by, and supplies water to, the municipalities of Kingsville, Leamington, Essex and Lakeshore via the Union Water System Joint Board of Management. Each of these respective municipalities forms part of the board, but each also owns and operates a separate standalone distribution system receiving water from the UAWSS. The drinking water system's total serviced population is approximately 66,600. The Union Area Water Supply System is considered a "large municipal residential system" under O. Regulation 170/03.

This inspection was conducted remotely and the inspection review period was January 1, 2020 to December 31, 2020.

### Source

- **The owner had a harmful algal bloom monitoring plan in place.**

The Union Area Water Supply System's Harmful Algal Bloom monitoring, sampling and reporting plan is detailed in the Standard Operating Procedure (SOP) #OCWA-C6-15.

From June 3 to October 31, 2020, raw and treated water samples were collected weekly (typically 2 - 3 times) and tested for microcystins. All of the microcystin results were reported as below the Method Detection Limit (0.1 or 0.3 ug/L) with the exception of one raw sample collected on August 29, 2020 which had a concentration of 0.1 ug/L.

- **The owner did have a harmful algal bloom monitoring plan in place that met the requirements of the Municipal Drinking Water Licence condition.**

Condition 6.1 under Schedule C of the Union Area Water Supply System's Licence (#041-101) notes that the owner shall develop and keep up to date a Harmful Algal Bloom monitoring, reporting and sampling plan.

As previously noted, a Harmful Algal Bloom monitoring, reporting and sampling plan is detailed in SOP#OCWA-C6-15.

## Source

## Capacity Assessment

- **There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.**

Schedule C, Condition 2.1 of the Municipal Drinking Water Licence #041-101 requires that continuous flow measurement and recording shall be undertaken for:

2.1.1 The flow rate (L/s) and daily volume (m<sup>3</sup>/day) of treated water that flows from the treatment subsystem to the distribution system.

2.1.2 The flow rate (L/s) and daily volume (m<sup>3</sup>/day) of water that flows into the treatment subsystem.

The Union Area Water Supply System has flow meters for both the raw water entering the treatment plant and for treated water flowing from the plant to the distribution system.

- **The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.**

Schedule C, Condition 1.1 of the Municipal Drinking Water Licence #041-101 states that the maximum daily volume of treated water that flows from the Union Area Water Supply System shall not exceed 124,588 m<sup>3</sup>/day.

During the inspection review period (January 1 to December 31, 2020) the Union Area Water Supply System did not exceed the maximum rated capacity. Based on records, the average daily volume of treated water conveyed to the distribution system was approximately 51,720 m<sup>3</sup>/day. This is approximately 42% of the rated capacity of the drinking water system. A maximum daily volume of treated water conveyed to the distribution system was 97,115 m<sup>3</sup>/day (78% of the rated capacity) which occurred in July 2020.

## Treatment Processes

- **The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.**
- **The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period.**
- **Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.**
- **Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.**
- **Where an activity has occurred that could introduce contamination, all parts of the drinking water system were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit.**

The system's representative was made aware that the updated Ontario Watermain Disinfection Procedure was issued on August 1, 2020. The representative was advised that the municipality is required to modify its watermain repair/commissioning procedures and forms to meet the updated procedure's documentation requirements by the date required in its DWWP.

## Treatment Process Monitoring

- **Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking**

### Treatment Process Monitoring

**Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.**

Primary disinfection chlorine monitoring is conducted at the outlet of Reservoir #2 (chlorine monitor CRA-7) and this is at/near a location where the intended CT has just been achieved.

- **Continuous monitoring of each filter effluent line was being performed for turbidity.**
- **Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.**
- **All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.**  
Free chlorine is measured on the reservoir's outlet (CRA-7) for monitoring primary disinfection CT. Chlorine alarm setpoints for CRA-7 are currently LoLo: 1.00ppm, Lo: 1.15ppm, Hi: 1.75ppm and HiHi: 1.85ppm. Each filter effluent line is equipped for continuous measurement of turbidity. Filter turbidity alarm setpoints are Hi: 0.16 NTU and HiHi: 0.20 NTU. At 0.20 NTU, the filter is automatically directed to waste; however, this setting is operator modifiable between 0-0.9 NTU (i.e. to keep a filter online).
- **Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.**  
O. Reg. 170/03, s 6-5 requires the continuous monitoring equipment to record the date, time, sampling location and result of every test for the parameter with at least the minimum frequency prescribed as follows:  
1. Free chlorine residual required to achieve primary disinfection: 5 minutes  
2. Filter effluent turbidity: 15 minutes.  
Monitoring of free chlorine residual at CRA-7 and turbidity at each filter effluent was typically occurring at 2 minute intervals.
- **All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation.**

### Operations Manuals

- **The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.**
- **The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.**  
Condition 16.2 under Schedule B of the Union Area Water Supply System's Licence (#041-101) notes that the operations and maintenance manuals shall include (at a minimum) the following:  
16.2.1 The requirements of this licence and associated procedures;  
16.2.2 The requirements of the drinking water works permit for the drinking water system;  
16.2.3 A description of the processes used to achieve primary and secondary disinfection within the drinking water system including where applicable:  
a) A copy of the CT calculations that were used as the basis for primary disinfection under worst case operating conditions and other operating conditions, if applicable; and  
b) The validated operating conditions for UV disinfection equipment, including a copy of the validation certificate;  
16.2.4 Procedures for monitoring and recording the in-process parameters necessary for the control of any



### Operations Manuals

treatment subsystem and for assessing the performance of the drinking water system;  
16.2.5 Procedures for the operation and maintenance of monitoring equipment;  
16.2.6 Contingency plans and procedures for the provision of adequate equipment and material to deal with emergencies, upset conditions and equipment breakdown;  
16.2.7 Procedures for dealing with complaints related to the drinking water system, including the recording of the nature of the complaint and any investigation and corrective action taken in respect of the complaint;  
A review of the Union Area Water Supply System's Operation Manual suggests that these conditions appear to be satisfied.

### Logbooks

- **Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.**

### Security

- **The owner had provided security measures to protect components of the drinking water system.**

### Certification and Training

- **The overall responsible operator had been designated for each subsystem.**
- **Operators-in-charge had been designated for all subsystems which comprised the drinking water system.**
- **All operators possessed the required certification.**
- **Only certified operators made adjustments to the treatment equipment.**

### Water Quality Monitoring

- **All microbiological water quality monitoring requirements for treated samples were being met.**  
As per O.Reg. 170/03 s10-3, the owner/operating authority for the system shall ensure that a water sample (treated) is taken at least once every week and tested for E. coli, total coliforms and general bacteria population expressed as colony counts on a heterotrophic plate count (HPC).  
During the inspection review period (January 1 to December 31, 2020) all microbiological water monitoring requirements for treated water samples were performed.
- **All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**  
As per O.Reg. 170/03 s13-2, the owner/operating authority of a large municipal residential system that obtains water from a raw water supply that is surface water shall ensure that at least one water sample is taken every 12 months and tested for every inorganic parameter set out in Schedule 23.  
During the inspection review period (January 1 to December 31, 2020) this sample was collected on January 7, 2020.
- **All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**  
As per O.Reg. 170/03 s13-4, the owner/operating authority of a large municipal residential system that obtains

### Water Quality Monitoring

water from a raw water supply that is surface water shall ensure that at least one water sample is taken every 12 months and tested for every organic parameter set out in Schedule 24.

During the inspection review period (January 1 to December 31, 2020) this sample was collected on January 7, 2020.

- **All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.**

As per O.Reg. 170/03 s13-7, the owner/operating authority of a system shall ensure that at least one water sample is taken every three months and have the sample tested for nitrate and nitrite.

During the inspection review period (January 1 to December 31, 2020) these samples were collected on January 6, April 6, July 7 and October 5, 2020.

- **All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

As per O.Reg. 170/03 s13-8, the owner/operating authority of a drinking water system shall ensure that at least one water sample is taken every 60 months (+/- 90 days) and tested for sodium.

The operating authority is sampling and testing for sodium annually, which exceeds the testing requirements prescribed by O.Reg. 170/03. During the inspection review period (January 1 to December 31, 2020) a sodium test was performed on January 7, 2020 (7.83 mg/L) and no concerns were identified.

- **All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.**

As per O.Reg. 170/03 s13-9, the owner/operating authority of a drinking water system shall ensure that at least one water sample is taken every 60 months (+/- 90 days) and tested for fluoride.

The operating authority is sampling and testing for fluoride annually, which exceeds the testing requirements prescribed by O.Reg. 170/03. During the inspection review period (January 1 to December 31, 2020) a fluoride test was performed on January 7, 2020 (0.09 mg/L) and no concerns were identified.

- **All water quality monitoring requirements imposed by the MDWL or DWWP issued under Part V of the SDWA were being met.**

Additional environmental discharge sampling parameters, locations and frequencies are noted in Table 7, Schedule C of the Municipal Drinking Water Licence #041-101. These additional parameters are total suspended solids (monthly composite), filtered and unfiltered aluminum (monthly grab) and total chlorine residual (monthly grab). During the inspection review period (Jan. 1 - Dec. 31, 2020), TSS composite samples were collected monthly from the north and/or south waste management settling ponds. The TSS results ranged from <3 to 6 mg/L and the average being 3.4 mg/L which is well below the annual average limit of 25 mg/L (noted in Table 3, Schedule C of the Licence).

Filtered and unfiltered aluminum grab samples were collected from various lagoon sludge pile runoffs (SP#1, SP#2, SP#3 and SP#4) during the inspection review period. Due to the lack of runoff, no aluminum samples were collected/tested from April to September 2020 and November and December 2020. The total (unfiltered) aluminum results ranged from 0.06 to 1.85 mg/L and the dissolved (filtered) results ranged from <0.001 to 0.263 mg/L. There are no limits noted for aluminum in Table 3, Schedule C of the Licence.

Also during the inspection review period, grab samples were collected weekly from the north and/or south lagoon effluents and tested for total chlorine residual. The total chlorine residuals ranged from 0.02 to 0.25 mg/L with an average being 0.10 mg/L which exceeds the annual average concentration of 0.02 mg/L (noted in Table 3, Schedule C of the Licence). The ministry was notified of this non-compliance via letter on January 15, 2021. It was noted in this letter that a Pocket Colorimeter 2 test kit is being used to test the residuals and that test results below 0.02 mg/l may not be read properly and may be interfered by other factors and parameters. It was also noted that the operating authority is currently working on finding a more accurate way of testing for total chlorine residuals and that the owner/operating authority are also looking into treatment process options to alleviate the non-compliance issue.

**Water Quality Monitoring**

- Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.

**Water Quality Assessment**

- Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).

**Reporting & Corrective Actions**

- **Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.**  
On April 2, 2020, the ministry was notified of a 1 count of clostridium perfringens in a filter effluent sample (Incident # 1-NQCZ5). Correction action performed by the operating authority included optimizing the coagulation and filtration process and then resampling. The resample results were all non-detect for clostridium perfringens.
- **All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.**
- **Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.**

**NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED**

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

## SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

Not Applicable

## SIGNATURES

Inspected By:

Neil Gilbert

Signature: (Provincial Officer)



Reviewed & Approved By:

Marc Bechard

Signature: (Supervisor)

Review & Approval Date:

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.



Ministry of the Environment,  
Conservation & Parks  
Drinking Water System Inspection Report  
Appendix A

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**Stakeholder Appendix**

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# Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or [waterforms@ontario.ca](mailto:waterforms@ontario.ca).

For more information on Ontario's drinking water visit [www.ontario.ca/drinkingwater](http://www.ontario.ca/drinkingwater)



PUBLICATION TITLE	PUBLICATION NUMBER
<b>FORMS:</b> Drinking Water System Profile Information Laboratory Services Notification Adverse Test Result Notification	012-2149E 012-2148E 012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website



# Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau ci-dessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à [waterforms@ontario.ca](mailto:waterforms@ontario.ca) si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site [www.ontario.ca/eaupotable](http://www.ontario.ca/eaupotable)

TITRE DE LA PUBLICATION	NUMÉRO DE PUBLICATION
Renseignements sur le profil du réseau d'eau potable	012-2149F
Avis de demande de services de laboratoire	012-2148F
Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau potable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web



Ministry of the Environment,  
Conservation & Parks  
Drinking Water System Inspection Report  
Appendix B

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**Inspection Rating Record**

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## Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2020-2021)

**DWS Name:** UNION AREA WATER SUPPLY SYSTEM  
**DWS Number:** 210000853  
**DWS Owner:** Union Water System Joint Board Of Management (Leamington, Kingsville, Essex, Lakeshore)  
**Municipal Location:** Kingsville  
**Regulation:** O.REG 170/03  
**Category:** Large Municipal Residential System  
**Type Of Inspection:** Focused  
**Inspection Date:** January 28, 2021  
**Ministry Office:** Windsor Area Office

Maximum Question Rating: 448

Inspection Module	Non-Compliance Rating
Source	0 / 0
Capacity Assessment	0 / 30
Treatment Processes	0 / 81
Operations Manuals	0 / 28
Logbooks	0 / 14
Certification and Training	0 / 42
Water Quality Monitoring	0 / 75
Reporting & Corrective Actions	0 / 66
Treatment Process Monitoring	0 / 112
<b>TOTAL</b>	<b>0 / 448</b>

Inspection Risk Rating 0.00%

**FINAL INSPECTION RATING: 100.00%**

## Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2020-2021)

<b>DWS Name:</b>	UNION AREA WATER SUPPLY SYSTEM
<b>DWS Number:</b>	210000853
<b>DWS Owner:</b>	Union Water System Joint Board Of Management (Leamington, Kingsville, Essex, Lakeshore)
<b>Municipal Location:</b>	Kingsville
<b>Regulation:</b>	O.REG 170/03
<b>Category:</b>	Large Municipal Residential System
<b>Type Of Inspection:</b>	Focused
<b>Inspection Date:</b>	January 28, 2021
<b>Ministry Office:</b>	Windsor Area Office

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Maximum Question Rating: 448

Inspection Risk Rating	0.00%
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<b>FINAL INSPECTION RATING:</b>	<b>100.00%</b>
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UW/12/21

**To:** Chair and Members of the Union Water Supply  
System Joint Board of Management

**From:** Rodney Bouchard, Union Water Manager

**Date:** February 10, 2021

**Re:** 2020 Annual Report under the Safe Drinking Water Act and Ontario  
Regulation 170/03



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**Aim**

To present to the Board the Annual Report for 2020 as required under Regulation 170/03 made under the Safe Drinking Water Act 2002.

**Background**

Section 11 of Regulation 170/03 made under the Safe Drinking Water Act 2002 requires that an Annual Report be prepared for a water system and submitted to any water systems that are supplied from that water system. This is required to be done before February 28 of the following year.

**Discussion**

The attached Annual Report has been prepared in accordance with O. Reg. 170/03. A copy has been provided to each of the four participating municipalities therefore satisfying the requirement that it must be received before February 28, 2021.

There were no instances in 2020 when the Union Water Supply System was out of compliance with the requirements of the Safe Drinking Water Act 2002.

**Recommendation:**

That the Board receive the Annual Report for 2020 prepared under Section 11 of Regulation 170/03 made under the Safe Drinking Water Act 2002.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'R. Bouchard'.

Rodney Bouchard, Manager  
Union Water Supply System Joint Board of Management

Rb/kmj

Filename: t:\union wtr\reports to board\2021\uw12-21 annual report for 2020 (board report).docx



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**



**Annual Performance Report**

**Union Area Water Supply System**

**Drinking Water System # 210000853**

**2020**

**Prepared for the Corporation of the Town of Kingsville, the Corporation of the  
Town of Essex, the Town of Lakeshore & the Municipality of Leamington**

**By the Ontario Clean Water Agency**  
**Sam Wen**  
**Process & Compliance Technician**  
**swen@ocwa.com**  
**519-326-4447**



## Drinking Water Systems Regulation O. Reg. 170/03

## ANNUAL REPORT

Drinking Water System Number:	210000853
Drinking Water System Name:	Union Water Supply System
Drinking Water System Owner:	Union Water Supply System Joint Board of Management (Municipality of Leamington, Town of Kingsville, Town of Essex, Town of Lakeshore)
Drinking Water System Category:	Large Municipal Residential
Period being reported:	01-January-2020 to 31-December-2020

<p><b><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></b></p> <p>Does your Drinking Water System serve more than 10,000 people? Yes [ X ] No [ ]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [ X ] No [ ]</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Union Water Supply System P.O. Box 340, 1615 Union Ave., Ruthven, Ont. N0P 2G0</p> </div>	<p><b><u>Complete for all other Categories</u></b></p> <p>Number of Designated Facilities served: N/A</p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [ ] No [ ]</p> <p>Number of Interested Authorities you report to: N/A</p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [ ] No [ ]</p>
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**Note:** For the following tables below, additional rows or columns may be added, or an appendix may be attached to the report

List all Drinking Water Systems (if any), which receive all their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
Municipality of Leamington	220004992
Town of Kingsville	220003403
Town of Essex	220003680
Town of Lakeshore	260004995

Did you provide a copy of your annual report to all Drinking Water System owners that are connected to you and to whom you provide all drinking water?  
Yes [ X ] No [ ]

Indicate how you notified system users that your annual report is available and is free of charge.

- ☒ Public access/notice via the web  
☐ Public access/notice via Government Office  
☐ Public access/notice via a newspaper  
☒ Public access/notice via Public Request  
☐ Public access/notice via a Public Library  
☒ Public access/notice via other method \_\_\_\_\_

### Describe your Drinking Water System

The Union Water Supply System (UWSS) includes one water treatment plant, the Ruthven Water Treatment Plant (RWTP) that is located in the hamlet of Ruthven in the Town of Kingsville, Ontario. The RWTP is a chemically assisted conventional filtration plant that draws water from Lake Erie.

The UWSS supplies potable water to the Town of Kingsville, Municipality of Leamington, a portion of the Town of Essex and a portion of the Town of Lakeshore with an estimated service population of 66,600.

The treatment process includes raw water pH control, chemically assisted up-flow clarification, filtration with dual media filters, primary disinfection using Chlorine gas and secondary disinfection using Chlorine gas and Sodium Hypochlorite.

Seasonally, the RWTP uses sodium hypochlorite at its intakes to control Zebra Mussel formation.

There are also four water towers and a booster/storage station located on the Union Water Supply System.

### List all water treatment chemicals used over this reporting period

#### Zebra Mussel Control:

- Sodium Hypochlorite – (Seasonal)

#### Clarification Chemicals:

- DelPac 2020 – Coagulant
- DelPac XG-15 - Coagulant
- Magnafloc LT22S (polymer) - Coagulant Aid
- Powdered Activated Carbon – Taste and Odor Control
- CO<sub>2</sub> – PH adjustment

#### Filtration:

- Cat-Floc 8103 Plus (polymer) – Filter Aid (Seasonal)

#### Disinfection:

- Primary: Chlorine Gas
- Secondary: Chlorine Gas and Sodium Hypochlorite

### Were any significant expenses incurred to?

- ☒ Install required equipment  
☒ Repair required equipment



[X] Replace required equipment

**Please provide a brief description and a breakdown of monetary expenses incurred**

	<b><u>Item Description</u></b>	<b>Expenditures to 2020 Year End</b>
	<b><u>Capital Works and Major Maintenance</u></b>	
1	SCADA System Upgrades	\$554,317
2	Raw Water pH Adjustment System	\$186,300
3	Distribution Pressure/Temperature Monitoring System	\$170,299
4	Chlorine Gas System Upgrades	\$110,060
5	DAF System for Clarifier #2	\$138,378
6	Residuals Management	\$136,031
7	New Security and Access Control System	\$108,100
8	Kingsville Water Tower Rehabilitation	\$84,808
9	Treatment Plant Building and Grounds Improvements	\$52,900
10	Low Lift Electrical Upgrades	\$52,754
11	Clarifier #1 Raw Water Pipe–New Flow Meter, Valve & Rotork	\$26,320
12	Clarifier #2 Raw Water Pipe – New Flow Meter	\$18,113
13	New Laboratory	\$15,400
14	High Lift #9 Soft Start	\$9,677
15	Meter Pit #13 Flow Meter	\$8,170
16	Spare Actuator for Filters #5-8	\$5,410
17	Spare Powdered Activated Carbon Feed Pump	\$5,020
18	Clarifier #1 Blow off Valve	\$4,724
	<b>Total Capital Works/Major Maintenance:</b>	<b>\$1,686,781</b>

	<b><u>New Capital Works in 2021</u></b>	
1	DAF System for Clarifier #2	\$4,500,000
2	Kingsville Water Tower Rehabilitation	\$1,650,000
3	Filter #2 Rehabilitation	\$360,000
4	Filter #4 Rehabilitation	\$360,000
5	Low Lift Electrical Upgrades	\$200,000
6	High Lift #7 Pump - New	\$175,000
7	Grounds Improvements	\$170,000
8	PLC Upgrades (Low Lift, Cottam Booster, Generator B)	\$150,000
9	New Utility Building – Kingsville Water Tower	\$150,000
10	Distribution System Upgrades – Valves, Monitoring, etc.	\$150,000

**Drinking Water Systems Regulation O. Reg. 170/03**

11	Former Ammonia Building Retrofit to Maintenance Shop	\$125,000
12	Low Lift Roof Replacement	\$75,000
13	Cottam Booster Mixing System	\$75,000
14	New Laboratory Construction	\$75,000
15	Electrical Upgrades – New Capacitors, etc.	\$70,000
16	Filter Aid System Upgrades	\$60,000
17	Wastewater System – New Backup Pump	\$50,000
18	Billing Meters Upgrades	\$50,000
19	Essex Water Tower New Cathodic Protection System	\$40,000
20	Low Lift Pump #3 Rehabilitation	\$35,000
21	Communication System Upgrades	\$35,000
22	Treatment Plant Admin Area Improvements	\$30,000
23	Clearwell #1 Inlet Rotork	\$20,000
24	New Fencing–Treatment Plant and Leamington Water Tower	\$20,000
	Total Approve New Capital Works for 2021:	\$8,625,000

**Provide details on the notices submitted in accordance with subsection 18 (1) of the Safe Drinking Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre**

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
July 21, 2020	TC	count 5	cfu/100ml	Flushing affected area and resampling. BWA was issued on July 21, 2020.	July 24, 2020

**Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period**

	Number of Samples	Range of E. Coli Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	52	1 - 54	2-2000	0	N/A
Treated	52	0 – 0	0 – 0	52	<10 - <10
Distribution	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).				

**Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.**

	Number of Grab Samples	Range of Results	Unit of Measure
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**Drinking Water Systems Regulation O. Reg. 170/03**

		(min #)-(max #)	
Turbidity	8760	0.00- 1.998	NTU
Chlorine - Free	8760	0.975-1.698	Mg/L

*NOTE: For continuous monitors use 8760 as the number of samples*

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
July 18, 2019	Suspended Solids	Jan 06/20	3	mg/L
	Suspended Solids	Feb 03/20	3	mg/L
	Suspended Solids	Mar 02/20	3	mg/L
	Suspended Solids	April 06/20	3	mg/L
	Suspended Solids	May 04/20	3	mg/L
	Suspended Solids	June 01/20	3	mg/L
	Suspended Solids	July 06/20	4	mg/L
	Suspended Solids	Aug 04/20	4	mg/L
	Suspended Solids	Sept 08/20	4	mg/L
	Suspended Solids	Oct 05/20	4.5	mg/L
	Suspended Solids	Nov 02/20	3	mg/L
	Suspended Solids	Dec07 /20	3	mg/L

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
July 18, 2019	Total Chlorine residuals	Jan 03/20	0.13	mg/L
	Total Chlorine residuals	Feb 03/20	0.08	mg/L
	Total Chlorine residuals	Mar 02/20	0.06	mg/L
	Total Chlorine residuals	April 06/20	0.09	mg/L
	Total Chlorine residuals	May 05/20	0.12	mg/L
	Total Chlorine residuals	June 01/20	0.14	mg/L
	Total Chlorine residuals	July 06/20	0.06	mg/L
	Total Chlorine residuals	Aug 04/20	0.09	mg/L
	Total Chlorine residuals	Sept 09/20	0.19	mg/L
	Total Chlorine residuals	Oct 06/20	0.12	mg/L
	Total Chlorine residuals	Nov 02/20	0.02	mg/L
	Total Chlorine residuals	Dec10 /20	0.04	mg/L

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	2020/01/07	0.13	Ug/L	No
Arsenic	2020/01/07	0.2	Ug/L	No
Barium	2020/01/07	16.3	Ug/L	No
Boron	2020/01/07	16.0	Ug/L	No
Cadmium	2020/01/07	0.01	Ug/L	No

**Drinking Water Systems Regulation O. Reg. 170/03**

Chromium	2020/01/07	0.19	Ug/L	No
*Lead	N/A	N/A	N/A	N/A
Mercury	2020/01/07	0.01<MDL	Ug/L	No
Selenium	2020/01/07	0.07	Ug/L	No
Sodium	2020/01/07	7.83	Mg/L	No
Uranium	2020/01/07	0.166	Ug/L	No
Fluoride	2020/01/07	0.09	Mg/L	No
Nitrite	N/A	N/A	N/A	N/A
Nitrate	N/A	N/A	N/A	N/A

\*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Nitrite (N)	06-Jan-2020	<0.1	mg/L	No
Nitrate (N)		0.4	mg/L	No
Ammonia N-Total		0.04	mg/L	No
Nitrite (N)	06-Apr-2020	<0.1	mg/L	No
Nitrate (N)		0.6	mg/L	No
Ammonia N-Total		0.03	mg/L	No
Nitrite (N)	07-July-2020	< 0.1	mg/L	No
Nitrate (N)		0.4	mg/L	No
Ammonia N-Total		0.03	mg/L	No
Nitrite (N)	05-Oct-2020	<0.1	mg/L	No
Nitrate (N)		0.2	mg/L	No
Ammonia N-Total		0.03	mg/L	No

**Summary of lead testing under Schedule 15.1 during this reporting period**

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).		
Distribution	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).		

**Summary of Organic parameters sampled during this reporting period or the most recent sample results**

Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Unit of Measure	Exceedance
Alachlor (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Atrazine + N-dealkylated metabolites (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Azinphos-methyl (ug/L)	2020/01/07	<MDL 0.05	Ug/L	No
Benzene (ug/L)	2020/01/07	<MDL 0.32	Ug/L	No
Benzo(a)pyrene (ug/L)	2020/01/07	<MDL 0.004	Ug/L	No
Bromoxynil (ug/L)	2020/01/07	<MDL 0.33	Ug/L	No
Carbaryl (ug/L)	2020/01/07	<MDL 0.05	Ug/L	No
Carbofuran (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Carbon Tetrachloride (ug/L)	2020/01/07	<MDL 0.17	Ug/L	No
Chlorpyrifos (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Diazinon (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Dicamba (ug/L)	2020/01/07	<MDL 0.2	Ug/L	No
1,2-Dichlorobenzene (ug/L)	2020/01/07	<MDL 0.41	Ug/L	No
1,4-Dichlorobenzene (ug/L)	2020/01/07	<MDL 0.36	Ug/L	No
1,2-Dichloroethane (ug/L)	2020/01/07	<MDL 0.35	Ug/L	No
1,1-Dichloroethylene (ug/L)	2020/01/07	<MDL 0.33	Ug/L	No
Dichloromethane (Methylene Chloride) (ug/L)	2020/01/07	<MDL 0.35	Ug/L	No
2,4-Dichlorophenol (ug/L)	2020/01/07	<MDL 0.15	Ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L)	2020/01/07	<MDL 0.19	Ug/L	No
Diclofop-methyl (ug/L)	2020/01/07	<MDL 0.4	Ug/L	No
Dimethoate (ug/L)	2020/01/07	<MDL 0.06	Ug/L	No
Diquat (ug/L)	2020/01/07	<MDL 1.0	Ug/L	No
Diuron (ug/L)	2020/01/07	<MDL 0.03	Ug/L	No
Glyphosate (ug/L)	2020/01/07	<MDL 1.0	Ug/L	No
HAAs (Note: show latest running annual average)		7.55	Mg/L	No
Malathion (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Metolachlor (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Metribuzin (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Monochlorobenzene (Chlorobenzene) (ug/L)	2020/01/07	<MDL 0.3	Ug/L	No
Paraquat (ug/L)	2020/01/07	<MDL 1.0	Ug/L	No
PCB (ug/L) - TW	2020/01/07	<MDL 0.04	Ug/L	No
Pentachlorophenol (ug/L)	2020/01/07	<MDL 0.15	Ug/L	No
Phorate (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Picloram (ug/L)	2020/01/07	<MDL 1.0	Ug/L	No
Prometryne (ug/L)	2020/01/07	<MDL 0.03	Ug/L	No
Simazine (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Terbufos (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No

**Drinking Water Systems Regulation O. Reg. 170/03**

Tetrachloroethylene (ug/L)	2020/01/07	<MDL 0.35	Ug/L	No
2,3,4,6-Tetrachlorophenol (ug/L)	2020/01/07	<MDL 0.2	Ug/L	No
THMs (Note: show latest running annual average)		18.42	Mg/L	No
Triallate (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Trichloroethylene (ug/L)	2020/01/07	<MDL 0.44	Ug/L	No
2,4,6-Trichlorophenol (ug/L)	2020/01/07	<MDL 0.25	Ug/L	No
Trifluralin (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Vinyl Chloride (ug/L)	2020/01/07	<MDL 0.17	Ug/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards

Parameter	Result Value	Unit of Measure	Date of Sample
None			

**To:** Chair and Members of the Union Water Supply System Joint Board of Management

**From:** Rodney Bouchard, Union Water Manager

**Date:** February 10, 2021

**Re:** 2020 Summary Report for Municipalities under Regulation 170/03 made under the Safe Drinking Water Act




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**Aim:**

To provide to the Board a Summary Report for Municipalities for 2020 as required under Schedule 22 of Regulation 170/03 made under the Safe Drinking Water Act 2002.

**Background**

Schedule 22 of O. Reg. 170/03 requires a water system owner to prepare a "Summary Report for Municipalities". This requirement is applicable only to large and small municipal residential water systems. The UWSS is classified as a large municipal residential water system since it provides drinking water to greater than 10,000 year round residents.

The Summary Report for the preceding year is to be prepared and issued by March 31 of the following year.

The Summary Report must be distributed by the owner of the water system. In particular it must be given to the council or board that owns the system. There are three (3) ownership cases described under the Schedule:

- If the water supply is owned by a municipality then all members of council are to receive the report.
- If owned by a municipal service board established under Section 195 of the Municipal Act, 2001 then all members of that board are to receive the report.
- If owned by a corporation then the board of directors is to receive the report.

Although not explicitly covered by any of the situations above, the UWSS Board is clearly the owner of the Union Water Supply System for the purposes of the regulation.

Also, where a water system provides potable water to another system under contract then the owner of the supplying system shall give, by March 31, a copy of the Summary Report to the system being supplied. Since UWSS provides drinking water to the local municipal drinking water systems owned and operated by the Town of Lakeshore, Town of Essex, Town of Kingsville and Municipality of Leamington

February 10, 2021 - UW/13/21

Re: 2020 Summary Report under the SDWA and Ontario Reg. 170/03

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The contents of the Summary Report for Municipalities must include the following:

1. A list of the requirements of the Safe Drinking Water Act and its Regulations that the water system failed to meet during the year covered including the duration of the failure.
2. A list of the requirements of the water system's Certificate of Approval, drinking water works permit or municipal drinking water license that the water system failed to meet during the year covered including the duration of the failure.
3. A list of any Orders that the water system failed to meet during the year covered including the duration of the failure.
4. For each of the above failures, a description of the measures taken to correct the failures.
5. A summary of the quantities and flow rates of the water supplied during the year covered "including monthly average and maximum daily flows and daily instantaneous peak flow rates." (Information is to enable the owner to assess the capability of the water system to meet existing and future uses.).
6. A statement that captures the comparison of the flow information above to the rated capacity and flow rates approved in the water supply's approval.

### Discussion

The attached Summary Report fulfils the requirements of Schedule 22 listed above. It will also fulfil the requirements for the municipalities when it is presented to each municipal council for the municipal water supply system supplied with water by the Union Water Supply System if council so wishes.

The UWSS and its participating municipalities were in compliance with all requirements of Ontario Drinking Water legislation and regulations in 2020, except for the noted occurrences in the Summary Report.

### Recommendation

That the Board receive the Summary Report for 2020 which fulfils the requirements of Schedule 22 of Ontario Regulation 170/03; and

That the Summary Report be forwarded to the four participating municipalities namely the Town of Kingsville, Town of Essex, Town of Lakeshore, and Municipality of Leamington.

Respectfully submitted,



Rodney Bouchard, Manager  
Union Water Supply System Joint Board of Management

rb/kmj

Filename: t:\union wtr\reports to board\2021\uw13-21 summary report for 2020 (board report).docx



## UNION WATER SUPPLY SYSTEM SUMMARY REPORT 2020

For the Union Water Supply System  
(Made under Schedule 22 of Ontario Regulation 170/03, a regulation made under  
the Safe Drinking Water Act, 2002)

### **EXPLANATION**

Schedule 22 of Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002 requires that a large municipal residential drinking-water system that is owned by a municipality, municipal board or municipal corporation must provide to its councillors or board members a Summary Report on various aspects of the system before March 31 of the following year. The Union Water Supply System is classed as a large municipal residential drinking-water system and is therefore subject to Schedule 22.

The Summary Report must list the following:

- Any requirements of the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- Any requirements of the regulations made under the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- Any condition of the drinking-water system's drinking water works permit or municipal drinking water license that the system failed to meet during the period covered by the Summary Report
- Any order that the system failed to meet during the period covered by the Summary Report, the duration of any such failure and any measures that were taken to correct such failure
- A summary of the quantities and flow rates of water supplied by the drinking-water system by monthly average and maximum daily flow rates and instantaneous peak flow rates
- A comparison of actual flow rates with rated capacity and flow rates in the systems approval

A drinking-water system that supplies water to another drinking water system must provide a copy of the Summary Report to that system's owner by March 31 of the year following the year covered in the Summary Report.

The sections below details the occasions on which the Union Water Supply System (UWSS) and the connected municipal water systems failed to meet the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders in 2020.

### **Union Water Supply System (UWSS)**

The following provides details of occurrences where the Union Water Supply System was not in compliance with the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders.

***Non-Compliance Item:***

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Union Water common Distribution System that is supplied by Union Water Supply System.

**Leamington Water Distribution System*****Non-Compliance Item:***

The following Adverse Water Quality Incident (AWQI) identified for the Leamington Distribution System that is supplied by the Union Water Supply System.

- AWQI #150851 on July 21, 2020 - sample taken at distribution station SS-L-14 with a TC count of 5. A BWA was issued on July 21, 2020. Staff flushed and resampled the affected area upstream and downstream on July 22, 2020 and 24 hours later. Those samples were returned clean.

**Kingsville Water Distribution System*****Non-Compliance Item:***

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Kingsville Distribution System that is supplied by the Union Water Supply System.

**Essex Water Distribution System*****Non-Compliance Item:***

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Essex Distribution System that is supplied by the Union Water Supply System.

**Lakeshore Water Distribution System*****Non-Compliance Item:***

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Lakeshore Distribution System that is supplied by the Union Water Supply System

**SUMMARY OF THE QUANTITIES AND FLOW RATES OF WATER SUPPLIED DURING THE PERIOD COVERED BY THE REPORT, INCLUDING MONTHLY AVERAGE AND MAXIMUM DAILY FLOWS, AND DAILY INSTANTANEOUS PEAK FLOW RATES**

The following sections provide information in regards to the Union Water Supply System's Permit to Take Water, issued under Ontario Regulation 387/04 and Drinking Water License issued under the Safe Drinking Water Act, 2002.

**Permit to Take Water**

The Union Water Supply System operated under Permit to Take Water (PTTW) Number 0816-9T9SVT, which expires at the end of 2025. The PTTW has the following flow conditions:

- Maximum Allowable Amount Taken per Minute (Litres/Min) 113,650
- Maximum Allowable Amount Taken Per Day (Litres/Day) 163,656,000

The maximum amounts of raw water taken during 2020 (see Table 1 below) are as follows:

- Maximum Amount Taken per Minute in 2020 (Litres/Min) 88,304
- Maximum Amount Taken Per Day in 2020 (Litres/Day) 109,548,000

The system did not exceed the PTTW limits in 2020.

**Drinking Water License**

The UWSS operates under Municipal Drinking Water Licence 041-101; issue Number 7 which has been issued for the period July 18, 2020 to July 17, 2024. The Certificate of Approval and licence had the following condition:

- The drinking water system shall not be operated to exceed 124,588 m<sup>3</sup>/d (27.4 MIGD) on any calendar day, conveyed from the treatment system to the distribution system.
- The maximum daily volume of water pumped into the distribution system was 97,115m<sup>3</sup> (21.37 MIGD).

Tables 1A through 3B below provide the monthly average, maximum and peak flows for raw and treated water for the Union Water Supply System.

**Table 1A**  
**2020 Raw Water Taking from Lake Erie in Metric Units**

	Maximum Allowed Flow Rate (m3/Day)	Average Flow (m3/Day)	Maximum Flow (m3/Day)	Maximum Flow (Litres/Day)	Maximum Allowed Flow Rate (Litres/ Minute)	Peak Flow (Litres/ Minute)
January	163,656	37,015	53,328	53,328,000	113,650	39,327
February	163,656	49,162	61,784	61,784,000	113,650	54,153
March	163,656	49,790	62,419	62,419,000	113,650	56,430
April	163,656	56,648	72,729	72,729,000	113,650	68,639
May	163,656	65,811	89,261	89,261,000	113,650	70,877
June	163,656	87,655	102,430	102,430,000	113,650	88,304
July	163,656	89,066	109,548	109,548,000	113,650	85,443
August	163,656	80,258	95,148	95,148,000	113,650	81,234
September	163,656	70,016	83,782	83,782,000	113,650	65,909
October	163,656	53,097	70,882	70,882,000	113,650	57,231
November	163,656	45,276	55,625	55,625,000	113,650	44,825
December	163,656	39,059	50,225	50,225,000	113,650	38,658

**Table 1B**  
**2020 Raw Water Taking from Lake Erie in Imperial Units**

	Maximum Allowed Flow Rate (MGD)	Average Flow (MGD)	Maximum Flow (MGD)	Maximum Allowed Flow Rate (Gallons/ Minute)	Peak Flow (Gallons/ Minute)
January	36.00	8.14	11.73	25,000	8,651
February	36.00	10.81	13.59	25,000	11,912
March	36.00	10.95	13.73	25,000	12,413
April	36.00	12.46	16.00	25,000	15,098
May	36.00	14.48	19.63	25,000	15,591
June	36.00	19.28	22.53	25,000	19,424
July	36.00	19.59	24.10	25,000	18,795
August	36.00	17.65	20.93	25,000	17,869
September	36.00	15.40	18.43	25,000	14,498
October	36.00	11.68	15.59	25,000	12,589
November	36.00	9.96	12.24	25,000	9,860
December	36.00	8.59	11.05	25,000	8,504

**Table 2A****2020 Treated Water Flow Into Distribution System in Metric Units**

	Maximum Allowed Flow Rate (m3/Day)	Average Daily Flow (m3/Day)	Maximum Daily Flow (m3/Day)	Peak Instantaneous Flow (Litres/ Second)
January	124,588	30,367	34,881	692
February	124,588	35,813	43,409	991
March	124,588	40,043	51,603	1,281
April	124,588	48,283	60,293	1,415
May	124,588	57,150	80,559	1,432
June	124,588	78,083	94,982	1,680
July	124,588	79,103	97,115	1,668
August	124,588	71,457	86,082	1,574
September	124,588	61,282	75,349	1,384
October	124,588	46,019	62,831	1,265
November	124,588	39,226	46,742	1,247
December	124,588	33,815	42,260	740

**Table 2B****2020 Treated Water Flow Into Distribution System in Imperial Units**

	Maximum Allowed Flow Rate (MGD)	Average Daily Flow (MGD)	Maximum Daily Flow (MGD)	Peak Instantaneous Flow (Gallons/ Second)
January	27.4	6.68	7.67	152
February	27.4	7.88	9.55	218
March	27.4	8.81	11.35	282
April	27.4	10.62	13.26	311
May	27.4	12.57	17.72	315
June	27.4	17.18	20.90	370
July	27.4	17.40	21.37	367
August	27.4	15.72	18.94	346
September	27.4	13.48	16.58	304
October	27.4	10.12	13.82	278
November	27.4	8.63	10.28	274
December	27.4	7.44	9.30	163

**Table 3A**  
**2020 Treated Flow to Local Municipalities in Metric Units**

	<u>Leamington</u>		<u>Kingsville</u>		<u>Essex</u>		<u>Lakeshore</u>	
	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)
January	475,832	15,349	334,112	10,778	60,333	1,946	64,841	2,092
February	545,669	18,816	375,337	12,943	58,335	2,012	47,709	1,645
March	685,087	22,100	484,097	15,616	64,133	2,069	53,252	1,718
April	790,081	26,336	567,939	18,931	60,936	2,031	50,449	1,682
May	908,541	29,308	616,542	19,888	67,187	2,167	54,170	1,747
June	1,313,910	43,797	958,039	31,935	112,973	3,766	74,235	2,475
July	1,358,244	43,814	942,699	30,410	95,680	3,086	69,744	2,250
August	1,237,242	39,911	884,356	28,528	93,561	3,018	68,871	2,222
September	1,019,718	33,991	706,956	23,565	75,854	2,528	61,189	2,040
October	788,481	25,435	472,507	15,242	72,606	2,342	61,197	1,974
November	677,214	22,574	363,478	12,116	62,862	2,095	64,841	2,161
December	549,454	17,724	373,269	12,041	61,576	1,986	64,483	2,080
Total	10,349,473	28,263	7,079,331	19,333	886,036	2,421	734,981	2,007

**Table 3A**  
**2020 Treated Flow to Local Municipalities in Imperial Units**

	<u>Leamington</u>		<u>Kingsville</u>		<u>Essex</u>		<u>Lakeshore</u>	
	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)
January	104,668,407	3.38	73,494,365	2.37	13,271,405	0.43	14,263,026	0.46
February	120,030,400	4.14	82,562,598	2.85	12,831,906	0.44	10,494,513	0.36
March	150,698,072	4.86	106,486,453	3.44	14,107,288	0.46	11,713,802	0.38
April	173,793,524	5.79	124,929,115	4.16	13,404,046	0.45	11,097,229	0.37
May	199,851,081	6.45	135,620,280	4.37	14,779,074	0.48	11,915,734	0.38
June	289,019,795	9.63	210,739,119	7.02	24,850,586	0.83	16,329,417	0.54
July	298,771,912	9.64	207,364,790	6.69	21,046,658	0.68	15,341,535	0.49
August	272,155,193	8.78	194,531,125	6.28	20,580,543	0.66	15,149,502	0.49
September	224,306,602	7.48	155,508,580	5.18	16,685,547	0.56	13,459,698	0.45
October	173,441,573	5.59	103,937,010	3.35	15,971,087	0.52	13,461,458	0.43
November	148,966,255	4.97	79,953,982	2.67	13,827,707	0.46	14,263,026	0.48
December	120,862,983	3.90	82,107,701	2.65	13,544,826	0.44	14,184,277	0.46
Total	2,276,565,796	6.22	1,557,235,119	4.25	194,900,673	0.53	161,673,218	0.44

UW/14/21

**To:** Chair and Members of the Union Water Supply  
System Joint Board of Management

**From:** Rodney Bouchard, Union Water Manager

**Date:** February 12, 2021

**Re:** Payments for the UWSS from January 16<sup>th</sup> to February 11, 2021



---

**Aim:**

To provide the Board with a copy of payments made by the Union Water Supply System from January 16<sup>th</sup> to February 11, 2021.

**Recommendation:**

For information purposes.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'R. Bouchard', is positioned below the text 'Respectfully submitted,'.

Rodney Bouchard, Manager  
Union Water Supply System Joint Board of Management  
/kmj

Filename: t:\union wtr\reports to board\2021\uw14-21 payments from jan to feb 2021.docx



## Council/Board Report By Dept-(Computer)



AP5130

Page : 1

Date : Jan 22, 2021

Page 61 of 68

Vendor : 001200 To PT00000033

Batch : All

Department : 0700 To 0700

Cheque Print Date : 16-Jan-2021 To 22-Jan-2021

Bank : 07 To 08

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Inv Due Date	
G.L. Account	CC1	CC2	CC3	GL Account Name			Amount
DEPARTMENT	0700	Union Water System					
999525	HOME LOGIX AUDIO VIDEO						
2258	MONITOR WALL				756	31-Dec-2020	31-Dec-2020
70-7-0700-8780				SCADA System			18,445.80
180325	RICOH CANADA INC						
SCO93088069	USAGE NOV-DEC				756	31-Dec-2020	20-Jan-2021
70-5-0700-7010				002070	Office Supplies		86.64
Department Totals :							18,532.44



**Vendor :** 001200 To PT00000033  
**Batch :** All  
**Department :** 0700 To 0700

**EFT Paid Date :** 16-Jan-2021 **To** 22-Jan-2021  
**Bank :** 07 To 08  
**Class :** All

Vendor Code	Vendor Name								
Invoice No.	Description					Batch	Inv Date	Inv Due Date	
G.L. Account	CC1	CC2	CC3	GL Account Name					Amount
DEPARTMENT 0700	Union Water System								
010103	ASSOCIATED ENGINEERING (ONT) LTD								
528732	SCADA UPGRADES-PROCESS NARRATIVE TO DEC31/20				757	31-Dec-2020	20-Jan-2021		
70-7-0700-8780	SCADA System								5,459.93
030004	C3 WATER INC								
202012-467	UNION-WINDSOR WATER SERVICING & REDUNDANCY STUDY				757	31-Dec-2020	20-Jan-2021		
70-5-0700-7989	002075	Operational Programs & Studies							1,405.41
050099	ENBRIDGE GAS INC								
1929770177678	1212.03M3 CBS 163 CTY RD 34E				757	31-Dec-2020	20-Jan-2021		
70-5-0700-7410	002073	Gas							402.88
080250	HYDRO ONE NETWORKS INC								
200141677460	DEC/20 WTP				757	31-Dec-2020	20-Jan-2021		
70-5-0700-7420	002073	Electricity							53,417.41
200141680692	DEC/20 HYDRO-LOW LIFT				757	31-Dec-2020	20-Jan-2021		
70-5-0700-7420	002073	Electricity							-26.93
70-5-0700-7420	002073	Electricity							25,649.68
200152134969	DEC/20 HYDRO METER #17				757	31-Dec-2020	20-Jan-2021		
70-5-0700-7420	002073	Electricity							-13.87
70-5-0700-7420	002073	Electricity							47.20
200208899066	JAN21 HYDRO - METER#16				33	15-Jan-2021	20-Jan-2021		
70-5-0700-7420	002073	Electricity							112.15
70-5-0700-7420	002073	Electricity							-30.43
150365	ONTARIO CLEAN WATER AGENCY								
INV6672	NOV OCWA CONTRACT				757	30-Nov-2020	20-Jan-2021		
70-5-0700-6720	002071	OCWA Operating Contract							276,874.61
INV7691	DEC OCWA CONTRACT				757	31-Dec-2020	20-Jan-2021		
70-5-0700-6720	002071	OCWA Operating Contract							276,874.61
INV8093	DEC/20 KINGSVILLE WATER TOWER ENGINEERING SERVICES				757	31-Dec-2020	20-Jan-2021		
70-7-0700-8710	Kingsville Water Tower								54,926.67
190635	STANTEC CONSULTING LTD								
1567148	CBS RESERVOIR GRADING				757	31-Dec-2020	20-Jan-2021		
70-7-0700-8725	700030	Cottam Booster Station							537.59

**Department Totals :** **695,636.91**

Total Unpaid for Approval :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	18,532.44
Total EFT Paid for Approval :	695,636.91
<b>Grand Total ITEMS for Approval :</b>	<b>714,169.35</b>

## Council/Board Report By Dept-(Computer)



AP5130

Page : 26

Date : Feb 04, 2021

Page 63 of 68

Vendor : 0011450 To PT00000212

Batch : All

Department : All

Cheque Print Date : 25-Jan-2021 To 29-Jan-2021

Bank : 07 To 08

Class : All

Vendor Invoice	Vendor Name Description				Batch	Invc Date	Invc Due Date	
G.L. Account	CC1	CC2	CC3	GL Account Name				Amount
DEPARTMENT	0700	Union Water System						
020117	BELL - W.P.C.I. WINDSOR							
WINDSIN515	UW MANAGER PHONE REPLACEMENT				44	13-Jan-2021	28-Jan-2021	
70-5-0700-7280	002070	Telecommunication Purchases (non TCA)						371.77
020120	BELL MOBILITY CELLULAR							
514877178-JAI	BELL MOBILITY				44	01-Jan-2021	28-Jan-2021	
70-5-0700-7110	002070	002083	Telecommunications Usage					21.68
Department Totals :								393.45



Vendor : 0011450 To PT00000212  
Batch : All  
Department : All

EFT Paid Date : 25-Jan-2021 To 29-Jan-2021  
Bank : 07 To 08  
Class : All

Vendor Code	Vendor Name		Description		Batch	Inv Date	Inv Due Date	Amount
Invoice No.	CC1	CC2	CC3	GL Account Name				
G.L. Account								
<b>DEPARTMENT 0700</b>	Union Water System							
<b>010030</b>	<b>ADVANCE BUSINESS SYSTEMS (WINDSOR INC)</b>							
723309	LAPTOP				48	21-Jan-2021	28-Jan-2021	
70-5-0700-7250		002070		Tech Hardware Purchases (non TCA)				3,690.58
<b>010103</b>	<b>ASSOCIATED ENGINEERING (ONT) LTD</b>							
528736	DAF RETROFIT PHASE 1				764	31-Dec-2020	28-Jan-2021	
70-7-0700-8745		700220		Treatment Plant				14,912.18
528737	CBS RESERVOIR FLOW STUDY				764	31-Dec-2020	28-Jan-2021	
70-5-0700-7989		002075		Operational Programs & Studies				6,040.98
528738	INFRASTRUCTURE NEEDS STUDY				764	31-Dec-2020	28-Jan-2021	
70-5-0700-7989		002075		Operational Programs & Studies				5,810.34
<b>050099</b>	<b>ENBRIDGE GAS INC</b>							
1929770208308	10,869.48M3- WTP				48	21-Jan-2021	28-Jan-2021	
70-5-0700-7410		002073		Gas				3,386.34
1929770217397	2115.16M3- LOW LIFT				48	25-Jan-2021	28-Jan-2021	
70-5-0700-7410		002073		Gas				662.89
<b>080250</b>	<b>HYDRO ONE NETWORKS INC</b>							
200220161473J	JAN21-METER #14				48	25-Jan-2021	28-Jan-2021	
70-5-0700-7420		002073		Electricity				49.83
70-5-0700-7420		002073		Electricity				-11.96
70-5-0700-7420		002073		Electricity				0.47
<b>Department Totals :</b>								<b>34,541.65</b>

## Council/Board Report By Dept-(Computer)



AP5130

Page : 22

Date : Feb 05, 2021

Page 65 of 68

Vendor : 0011450 To PT00000212

Batch : All

Department : All

Cheque Print Date : 04-Feb-2021 To 05-Feb-2021

Bank : 07 To 08

Class : All

Vendor Invoice	Vendor Name Description				Batch	Invc Date	Invc Due Date	
G.L. Account	CC1	CC2	CC3	GL Account Name				Amount
DEPARTMENT 0700	Union Water System							
050003	E.L.K. ENERGY INC							
40010915-01-C 12 - 1,271.55KWH - ESSEX WATER TOWER					65	26-Jan-2021	04-Feb-2021	
70-5-0700-7420	002073			Electricity				-72.05
70-5-0700-7420	002073			Electricity				245.54
40047150-03-C 12 - 1,004.69KWH - METER#9					65	26-Jan-2021	04-Feb-2021	
70-5-0700-7420	002073			Electricity				-58.17
70-5-0700-7420	002073			Electricity				198.08
51976611-00-D 12 - 1,560.45KWH - KINGSVILLE WATER TOWER					65	27-Jan-2021	04-Feb-2021	
70-5-0700-7420	002073			Electricity				286.94
70-5-0700-7420	002073			Electricity				-84.25
90006300-01-C 12 - 22,447KWH - COTTAM BOOSTER STATION					65	28-Jan-2021	04-Feb-2021	
70-5-0700-7420	002073			Electricity				4,916.48
70-5-0700-7420	002073			Electricity				-1,443.39
Department Totals :								3,989.18



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**Vendor :** 0011450 To PT00000212

**Batch** : All

**Department :** All

**EFT Paid Date :** 04-Feb-2021      **To** 05-Feb-2021

**Bank :** 07 To 08

**Class :** All

Vendor Code	Vendor Name										
Invoice No.	Description										
G.L. Account	CC1	CC2	CC3	GL Account Name			Batch	Invc Date	Invc Due Date		Amount
<hr/>											
DEPARTMENT 0700		Union Water System									
030405		COLLABRIA									
APGO-PRAC-1- APGO DUES							57	04-Jan-2021	05-Feb-2021		
70-5-0700-7020		002070		Dues, Memberships and Subscriptions							474.60
STAR - DEC20 SUBSCRIPTION							767	13-Dec-2020	05-Feb-2021		
70-5-0700-7020		002070		Dues, Memberships and Subscriptions							16.94
ZOOM-INV6046 ZOOM SUBSCRIPTION							57	01-Jan-2021	05-Feb-2021		
70-5-0700-7270		002070		008002		Software Purchases					229.39
080250		HYDRO ONE NETWORKS INC									
200141680894-I 12 - 2175KWH - LEAM WATER TOWER							77	29-Jan-2021	04-Feb-2021		
70-5-0700-7420		002073		Electricity							568.62
70-5-0700-7420		002073		Electricity							-156.30
200141681706-I 12 - 100KWH - METER#2							77	28-Jan-2021	04-Feb-2021		
70-5-0700-7420		002073		Electricity							69.15
70-5-0700-7420		002073		Electricity							-19.28
200141682009-I 12 - 8411KWH - ALBUNA WATER TOWER							77	01-Feb-2021	04-Feb-2021		
70-5-0700-7420		002073		Electricity							-559.18
70-5-0700-7420		002073		Electricity							2,065.08
200141683019-I 12 - 71KWH - METER#3							77	29-Jan-2021	04-Feb-2021		
70-5-0700-7420		002073		Electricity							-17.14
70-5-0700-7420		002073		Electricity							62.11
200141683120-I 12 - 14KWH - METER#5							77	01-Feb-2021	04-Feb-2021		
70-5-0700-7420		002073		Electricity							-13.15
70-5-0700-7420		002073		Electricity							48.16
200141683423-I 12 - 51KWH - METER#6							77	29-Jan-2021	04-Feb-2021		
70-5-0700-7420		002073		Electricity							57.27
70-5-0700-7420		002073		Electricity							-15.81
200141683524-I 12 - 70KWH - METER#8							77	28-Jan-2021	04-Feb-2021		
70-5-0700-7420		002073		Electricity							-17.27
70-5-0700-7420		002073		Electricity							61.97
200141683726-I 12 - 29KWH - METER#15							77	26-Jan-2021	04-Feb-2021		
70-5-0700-7420		002073		Electricity							47.78
70-5-0700-7420		002073		Electricity							-13.90
200141687362-I 12 - 1KWH - METER#22							77	28-Jan-2021	04-Feb-2021		
70-5-0700-7420		002073		Electricity							-12.62
70-5-0700-7420		002073		Electricity							45.23
200141687766-I 12 - 27KWH - METER#29							77	28-Jan-2021	04-Feb-2021		
70-5-0700-7420		002073		Electricity							-14.34
70-5-0700-7420		002073		Electricity							51.45
200141687867-I 12 - 1KWH - METER#24							77	28-Jan-2021	04-Feb-2021		
70-5-0700-7420		002073		Electricity							45.19
70-5-0700-7420		002073		Electricity							-12.60
200141690190-I 12 - 164KWH - METER#26							77	27-Jan-2021	04-Feb-2021		
70-5-0700-7420		002073		Electricity							-23.90
70-5-0700-7420		002073		Electricity							85.65
150365		ONTARIO CLEAN WATER AGENCY									
INV0000000919 2020 CAPITAL YE RECONCILABLE EXPENSES							77	29-Jan-2021	04-Feb-2021		
70-5-0700-6720		002071		OCWA Operating Contract							6,757.48
190185		SGS CANADA INC. ENVIRONMENTAL SERVICES									
11394667 WATER QUALITY STUDIES CORROSION-KINGSVILLE							77	26-Jan-2021	04-Feb-2021		
70-5-0700-7961		002075		Water Quality/Corrosion Monitoring System							16.34
11394669 WATER QUALITY STUDIES CORROSION-LAKESHORE							77	26-Jan-2021	04-Feb-2021		

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Page 228 of 304



Vendor : 0011450 To PT00000212  
Batch : All  
Department : All

EFT Paid Date : 04-Feb-2021 To 05-Feb-2021  
Bank : 07 To 08  
Class : All

Vendor Code	Vendor Name									
Invoice No.	Description					Batch	Inv Date	Inv Due Date		
G.L. Account	CC1	CC2	CC3	GL Account Name						Amount
DEPARTMENT 0700	Union Water System									
70-5-0700-7961		002075		Water Quality/Corrosion Monitoring Prgm						98.31
11394674	WATER QUALITY STUDIES CORROSION-LEAMINGTON					77	26-Jan-2021	04-Feb-2021		
70-5-0700-7961		002075		Water Quality/Corrosion Monitoring Prgm						98.31
11394675	WATER QUALITY STUDIES CORROSION-UWSS					77	26-Jan-2021	04-Feb-2021		
70-5-0700-7961		002075		Water Quality/Corrosion Monitoring Prgm						621.50
190755	SUN LIFE ASSURANCE COMPANY OF CANADA									
FEB-21	FEB/21 UNION WATER LOAN 3724:1					77	04-Feb-2021	04-Feb-2021		
70-5-0700-6100		002010	006901	Debenture Interest						93,418.80
70-5-0700-6000		002020	006901	Debenture Principal						48,803.84
Department Totals :										153,047.96

## Council/Board Report By Dept-(Computer)



AP5130

Page : 22

Date : Feb 12, 2021

Page 68 of 68

Vendor : 0011450 To PT00000212

Batch : All

Department : All

Cheque Print Date : 11-Feb-2021 To 12-Feb-2021

Bank : 07 To 08

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Inv Due Date	
G.L. Account	CC1	CC2	CC3	GL Account Name			Amount
DEPARTMENT 0700	Union Water System						
020120	BELL MOBILITY CELLULAR						
514877178-FEI MONTHLY CELL PHONE CHARGES					84	01-Feb-2021	11-Feb-2021
70-5-0700-7110	002070	002083	Telecommunications Usage				21.75
Department Totals :							21.75





# *Union Water Supply System*

*P.O. Box 340, 1615 Union Avenue, Ruthven, Ontario, N0P 2G0*

*Tele: 519-326-1668 Fax: 519-326-3490*

*Email: [rbouchard@unionwater.ca](mailto:rbouchard@unionwater.ca)*

*[www.unionwater.ca](http://www.unionwater.ca)*

---

**SENT BY: EMAIL**

February 18, 2021

Municipality of Leamington

111 Erie St. N.

Leamington, Ontario

N8H 2Z9

**Attention: Mr. Peter Neufeld, Chief Administrative Officer**

Town of Kingsville

2021 Division Road North

Kingsville, Ontario

N9Y 2Y9

**Attention: Mr. John Norton, Chief Administrative Officer**

Town of Essex

33 Talbot Street South

Essex, Ontario

N8M 1A8

**Attention: Mr. Chris Nepszy, Chief Administrative Officer**

Town of Lakeshore

419 Notre Dame Street

Belle River, Ontario

N0R 1A0

**Attention: Mr. Truper McBride, Chief Administrative Officer**

**RE: Union Water Supply System Annual Report for 2020 in accordance with Section 11 O. Reg. 170/03**

At its meeting on February 17, 2021, the Joint Board of Management of the UWSS received the Annual Report for 2020 prepared in accordance with Section 11 of O. Reg. 170/03. By this letter and as required by O. Reg. 170/03 I am providing the owners of the drinking water systems that obtain water from the UWSS with a copy of the UWSS Annual Report for 2020.

I request that you do the following:

1. Provide each member of your municipal council with the report on or before February 28, 2021.
2. Provide a copy of the report to anyone who requests it, free of charge (Section 11 (8) O. Reg. 170/03) (Copies will also be made available free of charge at the Ruthven WTP).

3. Post a copy of the report on your municipal website (Section 11(10), O. Reg. 170/03).
4. Include a notice that the report is available at your municipal office and at the Ruthven Water Treatment Plant in any newsletter or other notice that you issue to your residents (Section 11(9.1) O. Reg. 170/03).

Please call me if you have any questions.

Yours truly,



Rodney Bouchard, Manager  
Union Water Supply System Joint Board of Management

kmj

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CC: Robert Sharon, Shannon Belleau, Nelson Carvalho, Andrew Plancke, Shaun Martinho, Andy Graf, Kevin Girard, Albert Dionne, Krystal Kalbol, Dale Dillen, Ken Penney, Sam Wen, Dave Jubenville



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**



**Annual Performance Report**

**Union Area Water Supply System**

**Drinking Water System # 210000853**

**2020**

**Prepared for the Corporation of the Town of Kingsville, the Corporation of the  
Town of Essex, the Town of Lakeshore & the Municipality of Leamington**

**By the Ontario Clean Water Agency**  
**Sam Wen**  
**Process & Compliance Technician**  
**swen@ocwa.com**  
**519-326-4447**

## ANNUAL REPORT

Drinking Water System Number:	210000853
Drinking Water System Name:	Union Water Supply System
Drinking Water System Owner:	Union Water Supply System Joint Board of Management (Municipality of Leamington, Town of Kingsville, Town of Essex, Town of Lakeshore)
Drinking Water System Category:	Large Municipal Residential
Period being reported:	01-January-2020 to 31-December-2020

<u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u>	<u>Complete for all other Categories</u>
<p>Does your Drinking Water System serve more than 10,000 people? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Union Water Supply System P.O. Box 340, 1615 Union Ave., Ruthven, Ont. N0P 2G0</p> </div>	<p>Number of Designated Facilities served: <div style="border: 1px solid black; padding: 2px;">N/A</div></p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Number of Interested Authorities you report to: <div style="border: 1px solid black; padding: 2px;">N/A</div></p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**Note:** For the following tables below, additional rows or columns may be added, or an appendix may be attached to the report

List all Drinking Water Systems (if any), which receive all their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
Municipality of Leamington	220004992
Town of Kingsville	220003403
Town of Essex	220003680
Town of Lakeshore	260004995

Did you provide a copy of your annual report to all Drinking Water System owners that are connected to you and to whom you provide all drinking water?  
Yes ☒ No ☐

Indicate how you notified system users that your annual report is available and is free of charge.

- ☒ Public access/notice via the web  
☐ Public access/notice via Government Office  
☐ Public access/notice via a newspaper  
☒ Public access/notice via Public Request  
☐ Public access/notice via a Public Library  
☒ Public access/notice via other method \_\_\_\_\_

**Describe your Drinking Water System**

The Union Water Supply System (UWSS) includes one water treatment plant, the Ruthven Water Treatment Plant (RWTP) that is located in the hamlet of Ruthven in the Town of Kingsville, Ontario. The RWTP is a chemically assisted conventional filtration plant that draws water from Lake Erie.

The UWSS supplies potable water to the Town of Kingsville, Municipality of Leamington, a portion of the Town of Essex and a portion of the Town of Lakeshore with an estimated service population of 66,600.

The treatment process includes raw water pH control, chemically assisted up-flow clarification, filtration with dual media filters, primary disinfection using Chlorine gas and secondary disinfection using Chlorine gas and Sodium Hypochlorite.

Seasonally, the RWTP uses sodium hypochlorite at its intakes to control Zebra Mussel formation.

There are also four water towers and a booster/storage station located on the Union Water Supply System.

**List all water treatment chemicals used over this reporting period**

**Zebra Mussel Control:**

- Sodium Hypochlorite – (Seasonal)

**Clarification Chemicals:**

- DelPac 2020 – Coagulant
- DelPac XG-15 - Coagulant
- Magnafloc LT22S (polymer) - Coagulant Aid
- Powdered Activated Carbon – Taste and Odor Control
- CO<sub>2</sub> – PH adjustment

**Filtration:**

- Cat-Floc 8103 Plus (polymer) – Filter Aid (Seasonal)

**Disinfection:**

- Primary: Chlorine Gas
- Secondary: Chlorine Gas and Sodium Hypochlorite

**Were any significant expenses incurred to?**

- ☒ Install required equipment  
☒ Repair required equipment

[X] Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

	<u>Item Description</u>	<u>Expenditures to 2020 Year End</u>
	<b><u>Capital Works and Major Maintenance</u></b>	
1	SCADA System Upgrades	\$554,317
2	Raw Water pH Adjustment System	\$186,300
3	Distribution Pressure/Temperature Monitoring System	\$170,299
4	Chlorine Gas System Upgrades	\$110,060
5	DAF System for Clarifier #2	\$138,378
6	Residuals Management	\$136,031
7	New Security and Access Control System	\$108,100
8	Kingsville Water Tower Rehabilitation	\$84,808
9	Treatment Plant Building and Grounds Improvements	\$52,900
10	Low Lift Electrical Upgrades	\$52,754
11	Clarifier #1 Raw Water Pipe—New Flow Meter, Valve & Rotork	\$26,320
12	Clarifier #2 Raw Water Pipe – New Flow Meter	\$18,113
13	New Laboratory	\$15,400
14	High Lift #9 Soft Start	\$9,677
15	Meter Pit #13 Flow Meter	\$8,170
16	Spare Actuator for Filters #5-8	\$5,410
17	Spare Powdered Activated Carbon Feed Pump	\$5,020
18	Clarifier #1 Blow off Valve	\$4,724
	Total Capital Works/Major Maintenance:	\$1,686,781

	<u>New Capital Works in 2021</u>	
1	DAF System for Clarifier #2	\$4,500,000
2	Kingsville Water Tower Rehabilitation	\$1,650,000
3	Filter #2 Rehabilitation	\$360,000
4	Filter #4 Rehabilitation	\$360,000
5	Low Lift Electrical Upgrades	\$200,000
6	High Lift #7 Pump - New	\$175,000
7	Grounds Improvements	\$170,000
8	PLC Upgrades (Low Lift, Cottam Booster, Generator B)	\$150,000
9	New Utility Building – Kingsville Water Tower	\$150,000
10	Distribution System Upgrades – Valves, Monitoring, etc.	\$150,000

11	Former Ammonia Building Retrofit to Maintenance Shop	\$125,000
12	Low Lift Roof Replacement	\$75,000
13	Cottam Booster Mixing System	\$75,000
14	New Laboratory Construction	\$75,000
15	Electrical Upgrades – New Capacitors, etc.	\$70,000
16	Filter Aid System Upgrades	\$60,000
17	Wastewater System – New Backup Pump	\$50,000
18	Billing Meters Upgrades	\$50,000
19	Essex Water Tower New Cathodic Protection System	\$40,000
20	Low Lift Pump #3 Rehabilitation	\$35,000
21	Communication System Upgrades	\$35,000
22	Treatment Plant Admin Area Improvements	\$30,000
23	Clearwell #1 Inlet Rotork	\$20,000
24	New Fencing–Treatment Plant and Leamington Water Tower	\$20,000
	Total Approve New Capital Works for 2021:	\$8,625,000

**Provide details on the notices submitted in accordance with subsection 18 (1) of the Safe Drinking Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre**

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
July 21, 2020	TC	count 5	cfu/100ml	Flushing affected area and resampling. BWA was issued on July 21, 2020.	July 24, 2020

**Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period**

	Number of Samples	Range of E. Coli Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	52	1 - 54	2-2000	0	N/A
Treated	52	0 – 0	0 – 0	52	<10 - <10
Distribution	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).				

**Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.**

	Number of Grab Samples	Range of Results	Unit of Measure
--	------------------------	------------------	-----------------

		(min #)-(max #)	
Turbidity	8760	0.00- 1.998	NTU
Chlorine - Free	8760	0.975-1.698	Mg/L

**NOTE:** For continuous monitors use 8760 as the number of samples

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
July 18, 2019	Suspended Solids	Jan 06/20	3	mg/L
	Suspended Solids	Feb 03/20	3	mg/L
	Suspended Solids	Mar 02/20	3	mg/L
	Suspended Solids	April 06/20	3	mg/L
	Suspended Solids	May 04/20	3	mg/L
	Suspended Solids	June 01/20	3	mg/L
	Suspended Solids	July 06/20	4	mg/L
	Suspended Solids	Aug 04/20	4	mg/L
	Suspended Solids	Sept 08/20	4	mg/L
	Suspended Solids	Oct 05/20	4.5	mg/L
	Suspended Solids	Nov 02/20	3	mg/L
	Suspended Solids	Dec07 /20	3	mg/L

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
July 18, 2019	Total Chlorine residuals	Jan 03/20	0.13	mg/L
	Total Chlorine residuals	Feb 03/20	0.08	mg/L
	Total Chlorine residuals	Mar 02/20	0.06	mg/L
	Total Chlorine residuals	April 06/20	0.09	mg/L
	Total Chlorine residuals	May 05/20	0.12	mg/L
	Total Chlorine residuals	June 01/20	0.14	mg/L
	Total Chlorine residuals	July 06/20	0.06	mg/L
	Total Chlorine residuals	Aug 04/20	0.09	mg/L
	Total Chlorine residuals	Sept 09/20	0.19	mg/L
	Total Chlorine residuals	Oct 06/20	0.12	mg/L
	Total Chlorine residuals	Nov 02/20	0.02	mg/L
	Total Chlorine residuals	Dec10 /20	0.04	mg/L

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	2020/01/07	0.13	Ug/L	No
Arsenic	2020/01/07	0.2	Ug/L	No
Barium	2020/01/07	16.3	Ug/L	No
Boron	2020/01/07	16.0	Ug/L	No
Cadmium	2020/01/07	0.01	Ug/L	No



Chromium	2020/01/07	0.19	Ug/L	No
*Lead	N/A	N/A	N/A	N/A
Mercury	2020/01/07	0.01<MDL	Ug/L	No
Selenium	2020/01/07	0.07	Ug/L	No
Sodium	2020/01/07	7.83	Mg/L	No
Uranium	2020/01/07	0.166	Ug/L	No
Fluoride	2020/01/07	0.09	Mg/L	No
Nitrite	N/A	N/A	N/A	N/A
Nitrate	N/A	N/A	N/A	N/A

\*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Nitrite (N)	06-Jan-2020	<0.1	mg/L	No
Nitrate (N)		0.4	mg/L	No
Ammonia N-Total		0.04	mg/L	No
Nitrite (N)	06-Apr-2020	<0.1	mg/L	No
Nitrate (N)		0.6	mg/L	No
Ammonia N-Total		0.03	mg/L	No
Nitrite (N)	07-July-2020	< 0.1	mg/L	No
Nitrate (N)		0.4	mg/L	No
Ammonia N-Total		0.03	mg/L	No
Nitrite (N)	05-Oct-2020	<0.1	mg/L	No
Nitrate (N)		0.2	mg/L	No
Ammonia N-Total		0.03	mg/L	No

## Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).		
Distribution	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).		

## Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date (yyyy/mm/dd)	Sample Result	Unit of Measure	Exceedance
Alachlor (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Atrazine + N-dealkylated metabolites (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Azinphos-methyl (ug/L)	2020/01/07	<MDL 0.05	Ug/L	No
Benzene (ug/L)	2020/01/07	<MDL 0.32	Ug/L	No
Benzo(a)pyrene (ug/L)	2020/01/07	<MDL 0.004	Ug/L	No
Bromoxynil (ug/L)	2020/01/07	<MDL 0.33	Ug/L	No
Carbaryl (ug/L)	2020/01/07	<MDL 0.05	Ug/L	No
Carbofuran (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Carbon Tetrachloride (ug/L)	2020/01/07	<MDL 0.17	Ug/L	No
Chlorpyrifos (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Diazinon (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Dicamba (ug/L)	2020/01/07	<MDL 0.2	Ug/L	No
1,2-Dichlorobenzene (ug/L)	2020/01/07	<MDL 0.41	Ug/L	No
1,4-Dichlorobenzene (ug/L)	2020/01/07	<MDL 0.36	Ug/L	No
1,2-Dichloroethane (ug/L)	2020/01/07	<MDL 0.35	Ug/L	No
1,1-Dichloroethylene (ug/L)	2020/01/07	<MDL 0.33	Ug/L	No
Dichloromethane (Methylene Chloride) (ug/L)	2020/01/07	<MDL 0.35	Ug/L	No
2,4-Dichlorophenol (ug/L)	2020/01/07	<MDL 0.15	Ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L)	2020/01/07	<MDL 0.19	Ug/L	No
Diclofop-methyl (ug/L)	2020/01/07	<MDL 0.4	Ug/L	No
Dimethoate (ug/L)	2020/01/07	<MDL 0.06	Ug/L	No
Diquat (ug/L)	2020/01/07	<MDL 1.0	Ug/L	No
Diuron (ug/L)	2020/01/07	<MDL 0.03	Ug/L	No
Glyphosate (ug/L)	2020/01/07	<MDL 1.0	Ug/L	No
HAAs (Note: show latest running annual average)		7.55	Ug/L	No
Malathion (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Metolachlor (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Metribuzin (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Monochlorobenzene (Chlorobenzene) (ug/L)	2020/01/07	<MDL 0.3	Ug/L	No
Paraquat (ug/L)	2020/01/07	<MDL 1.0	Ug/L	No
PCB (ug/L) - TW	2020/01/07	<MDL 0.04	Ug/L	No
Pentachlorophenol (ug/L)	2020/01/07	<MDL 0.15	Ug/L	No
Phorate (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Picloram (ug/L)	2020/01/07	<MDL 1.0	Ug/L	No
Prometryne (ug/L)	2020/01/07	<MDL 0.03	Ug/L	No
Simazine (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Terbufos (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No

Tetrachloroethylene (ug/L)	2020/01/07	<MDL 0.35	Ug/L	No
2,3,4,6-Tetrachlorophenol (ug/L)	2020/01/07	<MDL 0.2	Ug/L	No
THMs (Note: show latest running annual average)		18.42	Ug/L	No
Triallate (ug/L)	2020/01/07	<MDL 0.01	Ug/L	No
Trichloroethylene (ug/L)	2020/01/07	<MDL 0.44	Ug/L	No
2,4,6-Trichlorophenol (ug/L)	2020/01/07	<MDL 0.25	Ug/L	No
Trifluralin (ug/L)	2020/01/07	<MDL 0.02	Ug/L	No
Vinyl Chloride (ug/L)	2020/01/07	<MDL 0.17	Ug/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards

Parameter	Result Value	Unit of Measure	Date of Sample
None			



# Union Water Supply System

P.O. Box 340, 1615 Union Avenue, Ruthven, Ontario, N0P 2G0

Tele: 519-326-1668 Fax: 519-326-3490

Email: [rbouchard@unionwater.ca](mailto:rbouchard@unionwater.ca)

[www.unionwater.ca](http://www.unionwater.ca)

**SENT BY: EMAIL**

February 18, 2021

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

**Attention: Mr. Chris Nepszy, Chief Administrative Officer**

Dear Mr. Nepszy,

RE: Annual Report (2020) Requirement Section 11, Reg. 170/03 and Summary Report (2020) Requirement Schedule 22, Reg. 170/03

Attached are the following items for the Essex Water Distribution System supplied by the UWSS:

1. Annual Report (Section 11, Reg. 170/03)
2. Summary Report (Schedule 22, Reg. 170/03).

## Annual Report

The Annual Report must be prepared before February 28, 2021 which requirement is now satisfied. It must also be provided to all members of Council, given at no charge to the public on request and posted on the municipal website.

## Summary Report

The Summary Report must be provided to all members of Council before March 31, 2021. Although the Report gives information for all parts of the UWSS, the information that refers to the Essex Water Distribution System satisfies the requirements of Schedule 22, Reg. 170/03.

Please call me if you have any questions or comments.

Yours truly,

A handwritten signature in blue ink, appearing to read 'R. Bouchard', is written over a light blue horizontal line.

Rodney Bouchard, Manager

kmj

cc: Andy Graf, Kevin Girard

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**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**



## **Annual Performance Report**

### **Essex Distribution System**

**Drinking Water System # 220003680**

**2020**

Prepared for the Corporation of the Town of Essex

By the Ontario Clean Water Agency  
Sam Wen  
Process & Compliance Technician  
[swen@ocwa.com](mailto:swen@ocwa.com)  
519-326-4447

## ANNUAL REPORT

Drinking Water System Number:	220003680
Drinking Water System Name:	Essex Distribution System (Union WSS)
Drinking Water System Owner:	The Corporation of the Town of Essex
Drinking Water System Category:	Large Municipal Residential
Period being reported:	01-January-2020 to 31-December 2020

<p><b><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></b></p> <p>Does your Drinking Water System serve more than 10,000 people? Yes [ ] No [ X ]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [ X ] No [ ]</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Town of Essex Municipal Office 33 Talbot St. South Essex, Ontario</p> </div>	<p><b><u>Complete for all other Categories</u></b></p> <p>Number of Designated Facilities served:  <div style="border: 1px solid black; padding: 2px; display: inline-block;">N/A</div> </p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [ ] No [ ]</p> <p>Number of Interested Authorities you report to:  <div style="border: 1px solid black; padding: 2px; display: inline-block;">N/A</div> </p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [ ] No [ ]</p>
---	--

**Note:** For the following tables below, additional rows or columns may be added, or an appendix may be attached to the report

List all Drinking Water Systems (if any), which receive all their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
N/A	N/A

Did you provide a copy of your annual report to all Drinking Water System owners that are connected to you and to whom you provide all drinking water?  
Yes [ ] No [ N/A ]

Indicate how you notified system users that your annual report is available and is free of charge.

- ☒ Public access/notice via the web  
☐ Public access/notice via Government Office  
☐ Public access/notice via a newspaper  
☒ Public access/notice via Public Request  
☐ Public access/notice via a Public Library  
☐ Public access/notice via other method \_\_\_\_\_

Describe your Drinking Water System

**Stand Alone Distribution System. Serving the northern portion of the Town of Essex with a population of approx. 9,500.**

List all water treatment chemicals used over this reporting period

N/A

Were any significant expenses incurred to?

- ☐ Install required equipment  
☒ Repair required equipment  
☒ Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

**Replacement of cast iron water mains-Gordon/Wilson Streets. \*\*Approx. cost \$550,000. Miscellaneous system repairs, hydrants, valves, etc.-Approx. cost \$20,000**

Provide details on the notices submitted in accordance with subsection 18 (1) of the Safe Drinking Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
N/A					

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period

	Number of Samples	Range of E. Coli Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	Please see the Annual Report for the Union Water Supply System # 210000853				
Treated	Please see the Annual Report for the Union Water Supply System # 210000853				
Distribution	306	0-0	0-0	153	<10 - <10

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)	Unit of Measure
Turbidity	Please see the Annual Report for the Union Water Supply System # 210000853		
Chlorine	471	1.08-1.74	mg/L
Fluoride (If the DWS provides fluoridation)	N/A	N/A	N/A

**NOTE: For continuous monitors use 8760 as the number of samples**

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
None				

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Nitrite (N)	13-Jan-2020	<0.1	mg/L	No
Nitrate (N)		0.4	mg/L	No
Ammonia N-Total		0.04	mg/L	No
Nitrite (N)	06-Apr-2020	<0.1	mg/L	No
Nitrate (N)		0.5	mg/L	No
Ammonia N-Total		0.01	mg/L	No
Nitrite (N)	07-July-2020	< 0.1	mg/L	No
Nitrate (N)		0.4	mg/L	No
Ammonia N-Total		0.06	mg/L	No
Nitrite (N)	05-Oct-2020	<0.1	mg/L	No
Nitrate (N)		0.2	mg/L	No
Ammonia N-Total		0.06	mg/L	No

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Unit of Measure	Number of Exceedances
Plumbing	N/A	N/A	N/A	N/A
Distribution	18	0.04-0.37	Ug/l	No

Summary of Organic parameters sampled during this reporting period or the most recent sample results



Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
THM (NOTE: show latest annual average)	Annual Average	36.50	ug/L	No
HAA (NOTE: show latest annual average)	Annual Average	17.15	ug/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards

Parameter	Result Value	Unit of Measure	Date of Sample
None			

# UNION WATER SUPPLY SYSTEM SUMMARY REPORT 2020

For the Union Water Supply System  
(Made under Schedule 22 of Ontario Regulation 170/03, a regulation made under  
the Safe Drinking Water Act, 2002)

## **EXPLANATION**

Schedule 22 of Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002 requires that a large municipal residential drinking-water system that is owned by a municipality, municipal board or municipal corporation must provide to its councillors or board members a Summary Report on various aspects of the system before March 31 of the following year. The Union Water Supply System is classed as a large municipal residential drinking-water system and is therefore subject to Schedule 22.

The Summary Report must list the following:

- Any requirements of the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- Any requirements of the regulations made under the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- Any condition of the drinking-water system's drinking water works permit or municipal drinking water license that the system failed to meet during the period covered by the Summary Report
- Any order that the system failed to meet during the period covered by the Summary Report, the duration of any such failure and any measures that were taken to correct such failure
- A summary of the quantities and flow rates of water supplied by the drinking-water system by monthly average and maximum daily flow rates and instantaneous peak flow rates
- A comparison of actual flow rates with rated capacity and flow rates in the systems approval

A drinking-water system that supplies water to another drinking water system must provide a copy of the Summary Report to that system's owner by March 31 of the year following the year covered in the Summary Report.

The sections below details the occasions on which the Union Water Supply System (UWSS) and the connected municipal water systems failed to meet the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders in 2020.

## **Union Water Supply System (UWSS)**

The following provides details of occurrences where the Union Water Supply System was not in compliance with the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders.

***Non-Compliance Item:***

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Union Water common Distribution System that is supplied by Union Water Supply System.

**Leamington Water Distribution System**

***Non-Compliance Item:***

The following Adverse Water Quality Incident (AWQI) identified for the Leamington Distribution System that is supplied by the Union Water Supply System.

- AWQI #150851 on July 21, 2020 - sample taken at distribution station SS-L-14 with a TC count of 5. A BWA was issued on July 21, 2020. Staff flushed and resampled the affected area upstream and downstream on July 22, 2020 and 24 hours later. Those samples were returned clean.

**Kingsville Water Distribution System**

***Non-Compliance Item:***

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Kingsville Distribution System that is supplied by the Union Water Supply System.

**Essex Water Distribution System**

***Non-Compliance Item:***

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Essex Distribution System that is supplied by the Union Water Supply System.

**Lakeshore Water Distribution System**

***Non-Compliance Item:***

There were no non-compliances or Adverse Water Quality Incidents (AWQIs) identified for the portion of the Lakeshore Distribution System that is supplied by the Union Water Supply System

**SUMMARY OF THE QUANTITIES AND FLOW RATES OF WATER SUPPLIED DURING THE PERIOD COVERED BY THE REPORT, INCLUDING MONTHLY AVERAGE AND MAXIMUM DAILY FLOWS, AND DAILY INSTANTANEOUS PEAK FLOW RATES**

The following sections provide information in regards to the Union Water Supply System's Permit to Take Water, issued under Ontario Regulation 387/04 and Drinking Water License issued under the Safe Drinking Water Act, 2002.

### **Permit to Take Water**

The Union Water Supply System operated under Permit to Take Water (PTTW) Number 0816-9T9SVT, which expires at the end of 2025. The PTTW has the following flow conditions:

- Maximum Allowable Amount Taken per Minute (Litres/Min) 113,650
- Maximum Allowable Amount Taken Per Day (Litres/Day) 163,656,000

The maximum amounts of raw water taken during 2020 (see Table 1 below) are as follows:

- Maximum Amount Taken per Minute in 2020 (Litres/Min) 88,304
- Maximum Amount Taken Per Day in 2020 (Litres/Day) 109,548,000

The system did not exceed the PTTW limits in 2020.

### **Drinking Water License**

The UWSS operates under Municipal Drinking Water Licence 041-101; issue Number 7 which has been issued for the period July 18, 2020 to July 17, 2024. The Certificate of Approval and licence had the following condition:

- The drinking water system shall not be operated to exceed 124,588 m<sup>3</sup>/d (27.4 MIGD) on any calendar day, conveyed from the treatment system to the distribution system.
- The maximum daily volume of water pumped into the distribution system was 97,115m<sup>3</sup> (21.37 MIGD).

Tables 1A through 3B below provide the monthly average, maximum and peak flows for raw and treated water for the Union Water Supply System.

**Table 1A**  
**2020 Raw Water Taking from Lake Erie in Metric Units**

	Maximum Allowed Flow Rate (m3/Day)	Average Flow (m3/Day)	Maximum Flow (m3/Day)	Maximum Flow (Litres/Day)	Maximum Allowed Flow Rate (Litres/ Minute)	Peak Flow (Litres/ Minute)
January	163,656	37,015	53,328	53,328,000	113,650	39,327
February	163,656	49,162	61,784	61,784,000	113,650	54,153
March	163,656	49,790	62,419	62,419,000	113,650	56,430
April	163,656	56,648	72,729	72,729,000	113,650	68,639
May	163,656	65,811	89,261	89,261,000	113,650	70,877
June	163,656	87,655	102,430	102,430,000	113,650	88,304
July	163,656	89,066	109,548	109,548,000	113,650	85,443
August	163,656	80,258	95,148	95,148,000	113,650	81,234
September	163,656	70,016	83,782	83,782,000	113,650	65,909
October	163,656	53,097	70,882	70,882,000	113,650	57,231
November	163,656	45,276	55,625	55,625,000	113,650	44,825
December	163,656	39,059	50,225	50,225,000	113,650	38,658

**Table 1B**  
**2020 Raw Water Taking from Lake Erie in Imperial Units**

	Maximum Allowed Flow Rate (MGD)	Average Flow (MGD)	Maximum Flow (MGD)	Maximum Allowed Flow Rate (Gallons/ Minute)	Peak Flow (Gallons/ Minute)
January	36.00	8.14	11.73	25,000	8,651
February	36.00	10.81	13.59	25,000	11,912
March	36.00	10.95	13.73	25,000	12,413
April	36.00	12.46	16.00	25,000	15,098
May	36.00	14.48	19.63	25,000	15,591
June	36.00	19.28	22.53	25,000	19,424
July	36.00	19.59	24.10	25,000	18,795
August	36.00	17.65	20.93	25,000	17,869
September	36.00	15.40	18.43	25,000	14,498
October	36.00	11.68	15.59	25,000	12,589
November	36.00	9.96	12.24	25,000	9,860
December	36.00	8.59	11.05	25,000	8,504

**Table 2A**  
**2020 Treated Water Flow Into Distribution System in Metric Units**

	Maximum Allowed Flow Rate (m3/Day)	Average Daily Flow (m3/Day)	Maximum Daily Flow (m3/Day)	Peak Instantaneous Flow (Litres/ Second)
January	124,588	30,367	34,881	692
February	124,588	35,813	43,409	991
March	124,588	40,043	51,603	1,281
April	124,588	48,283	60,293	1,415
May	124,588	57,150	80,559	1,432
June	124,588	78,083	94,982	1,680
July	124,588	79,103	97,115	1,668
August	124,588	71,457	86,082	1,574
September	124,588	61,282	75,349	1,384
October	124,588	46,019	62,831	1,265
November	124,588	39,226	46,742	1,247
December	124,588	33,815	42,260	740

**Table 2B**  
**2020 Treated Water Flow Into Distribution System in Imperial Units**

	Maximum Allowed Flow Rate (MGD)	Average Daily Flow (MGD)	Maximum Daily Flow (MGD)	Peak Instantaneous Flow (Gallons/ Second)
January	27.4	6.68	7.67	152
February	27.4	7.88	9.55	218
March	27.4	8.81	11.35	282
April	27.4	10.62	13.26	311
May	27.4	12.57	17.72	315
June	27.4	17.18	20.90	370
July	27.4	17.40	21.37	367
August	27.4	15.72	18.94	346
September	27.4	13.48	16.58	304
October	27.4	10.12	13.82	278
November	27.4	8.63	10.28	274
December	27.4	7.44	9.30	163

**Table 3A**  
**2020 Treated Flow to Local Municipalities in Metric Units**

	<u>Leamington</u>		<u>Kingsville</u>		<u>Essex</u>		<u>Lakeshore</u>	
	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)
January	475,832	15,349	334,112	10,778	60,333	1,946	64,841	2,092
February	545,669	18,816	375,337	12,943	58,335	2,012	47,709	1,645
March	685,087	22,100	484,097	15,616	64,133	2,069	53,252	1,718
April	790,081	26,336	567,939	18,931	60,936	2,031	50,449	1,682
May	908,541	29,308	616,542	19,888	67,187	2,167	54,170	1,747
June	1,313,910	43,797	958,039	31,935	112,973	3,766	74,235	2,475
July	1,358,244	43,814	942,699	30,410	95,680	3,086	69,744	2,250
August	1,237,242	39,911	884,356	28,528	93,561	3,018	68,871	2,222
September	1,019,718	33,991	706,956	23,565	75,854	2,528	61,189	2,040
October	788,481	25,435	472,507	15,242	72,606	2,342	61,197	1,974
November	677,214	22,574	363,478	12,116	62,862	2,095	64,841	2,161
December	549,454	17,724	373,269	12,041	61,576	1,986	64,483	2,080
Total	10,349,473	28,263	7,079,331	19,333	886,036	2,421	734,981	2,007

**Table 3A**  
**2020 Treated Flow to Local Municipalities in Imperial Units**

	<u>Leamington</u>		<u>Kingsville</u>		<u>Essex</u>		<u>Lakeshore</u>	
	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)
January	104,668,407	3.38	73,494,365	2.37	13,271,405	0.43	14,263,026	0.46
February	120,030,400	4.14	82,562,598	2.85	12,831,906	0.44	10,494,513	0.36
March	150,698,072	4.86	106,486,453	3.44	14,107,288	0.46	11,713,802	0.38
April	173,793,524	5.79	124,929,115	4.16	13,404,046	0.45	11,097,229	0.37
May	199,851,081	6.45	135,620,280	4.37	14,779,074	0.48	11,915,734	0.38
June	289,019,795	9.63	210,739,119	7.02	24,850,586	0.83	16,329,417	0.54
July	298,771,912	9.64	207,364,790	6.69	21,046,658	0.68	15,341,535	0.49
August	272,155,193	8.78	194,531,125	6.28	20,580,543	0.66	15,149,502	0.49
September	224,306,602	7.48	155,508,580	5.18	16,685,547	0.56	13,459,698	0.45
October	173,441,573	5.59	103,937,010	3.35	15,971,087	0.52	13,461,458	0.43
November	148,966,255	4.97	79,953,982	2.67	13,827,707	0.46	14,263,026	0.48
December	120,862,983	3.90	82,107,701	2.65	13,544,826	0.44	14,184,277	0.46
Total	2,276,565,796	6.22	1,557,235,119	4.25	194,900,673	0.53	161,673,218	0.44





**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

405 Clitherow Street  
P.O. Box 909  
Harrow, ON N0R 1G0  
Tel: (519) 738-3038  
whiggins@ocwa.com

January 22, 2021

Mr. Andy Graf  
Manager, Environmental Services  
Town of Essex  
120 Sinasac St.  
P.O. Box 359  
Harrow, ON N0R 1G0

Dear Mr. Graf:

**Re: Safe Drinking Water Act, O. Reg. 170/03 Schedule 22 Summary Report**

Attached is the 2020 Summary Report for the Harrow-Colchester South Water Treatment Plant. This report has been completed based on the information obtained from the water treatment plant records and in accordance with Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act, which requires a Summary Report to be prepared not later than March 31<sup>st</sup> of each year for the preceding calendar year. This report covers the period of January 1 to December 31, 2020.

Please remember that any Orders that you have received directly from the MECP should be reviewed. Where non-compliance with the Order is evident and it is not included in the attached 2020 Summary Report, then we recommend that this information be added to the Summary Report. Note: Schedule 22-2 (a) specifies that the summary report is given to, in the case of a drinking water system owned by a municipality, the members of the municipal council for the Town of Essex, and is not intended for distribution to the Ministry of the Environment.

After your review and inclusion of any additional information, these Summary Reports are to be provided to the members of the municipal council. Please ensure this distribution.

Section 12 of O. Reg. 170/03, requires the Summary Reports be made available for inspection by any member of the public during normal business hours without charge. The reports should also be made available for inspection at the office of the municipality or at a location that is reasonably convenient to the users of the water system.

Sincerely,

Warren Higgins  
PCT, Ontario Clean Water Agency

cc: Chris Nepszy, Chief Administrative Officer, Town of Essex  
Kevin Girard, Director, Infrastructure Services, Town of Essex  
Dave Jubenville, Regional Hub Manager, OCWA  
Karen Burgess, Senior Operations Manager, OCWA



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

**Annual Summary Report**

**Harrow-Colchester South Water Treatment Plant**

**2020**

**Prepared for: The Corporation of the Town of Essex**

**By: Warren Higgins**  
**Ontario Clean Water Agency**

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## **SECTION 1**

### **Compliance with the Safe Drinking Water Act and Regulation 170/03**

This report is a summary of water quality information for the Harrow-Colchester South Water Treatment Plant and published in accordance with Schedule 22 of Ontario's Safe Drinking Water Act, Ontario Regulation 170/03 for the reporting period of January 1, 2020 to December 31, 2020. The Harrow-Colchester South Water Treatment Plant is categorized as a Large Municipal Residential Drinking Water System.

This report was prepared by the Ontario Clean Water Agency on behalf of the Town of Essex.

### **Compliance with the Municipal Drinking Water License 029-101**

The Harrow-Colchester South Water Treatment Plant was operated and maintained in such a manner that the water supplied to the consumers serviced by the system satisfied all the requirements in the Safe Drinking Water Act, the Regulations and the MDWL 029-101.

## **SECTION 2**

### **Non-Compliance with the Safe Drinking Water Act, Regulation 170/03, MDWL & DWWP**

No Safe Drinking Water Act non-compliances occurred in 2020

## **SECTION 3**

### **Summary and discussion of quantity of water supplied**

In accordance with Schedule 22-2 (3) *"the report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system."*

1. *A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly average and maximum daily flows and daily instantaneous peak flow rate.*
2. *A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval must be discussed.*

The rated capacity specified in the Municipal Drinking Water License 029-101 for the Harrow-Colchester South Water Treatment Plant is 10,228 m<sup>3</sup>/day. The maximum daily flow for the reporting period was 5,567 m<sup>3</sup>/day on July 04, 2020.

The Permit to Take Water (Number 4088-9KDN6D) states the maximum amount of water taken is 21,154 L/min and 30,458,000 L/day. The maximum amount of water flow taken in 2020 was 7,022 L/min on June 18. The maximum amount of water taken in 2020 was 5,567,000 L/day on July 04<sup>th</sup>. The Permit to Take Water limit was not exceeded during this reporting period.

Attached in Appendix A, are the average daily volume (m<sup>3</sup>) and maximum daily volume (m<sup>3</sup>). Also noted is the % of Design Volume for each.

The quantity of water supplied during the reporting period did not exceed the rated capacity of this facility.

## Appendix A

### Harrow-Colchester South Water Treatment Plant Annual Volume Record for 2020

Design Treated Flows: 10, 228 m<sup>3</sup>/day

Month	Average Daily Volume(m <sup>3</sup> )	% of Design Volume	Maximum Daily Volume(m <sup>3</sup> )	% of Design Volume
January	2178	21	2558	25
February	2241	22	2733	27
March	2530	25	3080	30
April	2597	25	3079	30
May	3144	31	4460	44
June	3880	38	5354	52
July	4410	43	5567	54
August	4163	41	5211	51
September	3684	36	4352	43
October	3399	33	4000	39
November	2984	29	3675	36
December	2760	27	3088	30



<b>Drinking-Water System Number:</b>	<b>210000130</b>
<b>Drinking-Water System Name:</b>	<b>Harrow-Colchester South Water Treatment Plant</b>
<b>Drinking-Water System Owner:</b>	<b>Corporation of the Town of Essex</b>
<b>Drinking-Water System Category:</b>	<b>Large Municipal Residential System</b>
<b>Period being reported:</b>	<b>January 1, 2020 to December 31, 2020</b>

**Complete if your Category is Large Municipal Residential or Small Municipal Residential**

**Does your Drinking-Water System serve more than 10,000 people? Yes [ x ] No [ ]**

**Is your annual report available to the public at no charge on a web site on the Internet? Yes [ x ] No [ ]**

**Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.**

Town of Essex Municipal Office  
33 Talbot St. S.  
Essex, ON

**Complete for all other Categories.**

**Number of Designated Facilities served:**

**Did you provide a copy of your annual report to all Designated Facilities you serve?**

**Yes [ ] No [ ]**

**Number of Interested Authorities you report to:**

**Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?**

**Yes [ ] No [ ]**

**Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report**

**List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:**

<b>Drinking Water System Name</b>	<b>Drinking Water System Number</b>
Harrow-Colchester South Distribution System	210000130

**Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?**

**Yes [ x ] No [ ]**



**Indicate how you notified system users that your annual report is available, and is free of charge.**

- ☒ **Public access/notice via the web**
- ☐ **Public access/notice via Government Office**
- ☐ **Public access/notice via a newspaper**
- ☒ **Public access/notice via Public Request**
- ☐ **Public access/notice via a Public Library**
- ☒ **Public access/notice via other method As when requested**

**Describe your Drinking-Water System**

A surface water treatment plant, with a rated capacity of 10,228 m<sup>3</sup>/day consisting of:

1. An intake system is a rock-filled timber structure with a vertical steel bellmouth; an installed chlorination solution diffuser ring at bottom of the bellmouth for Zebra Mussel chemical control.
2. A low lift pumping station consisting of an inlet chamber, two screen chambers, two micro strainer chambers and one pump well.
3. A solids contact up-flow clarifier.
4. Two dual media type filters.
5. Chemical storage and feed equipment consisting of a storage tank and two chemical metering pumps.
6. Two clearwells following filters.
7. A two celled, in-ground treated water storage reservoir.
8. A high lift pumping station consisting of one, two-compartment, high lift pump well with three vertical turbine pumps.
9. The Harrow-Colchester South Distribution System supplies water to a population of approximately 10,400 persons. It consists of approximately 145 km of water lines ranging in size from 2" to 16". Operation and maintenance of the system is performed by the Essex Water Department. All regulatory sampling for the Distribution System is conducted by the Ontario Clean Water Agency staff. All water for this system is supplied by the Harrow-Colchester South Water Treatment Plant.

**List all water treatment chemicals used over this reporting period**

1. Clarion A5
2. Polymer LT22s
3. Powered Activated Carbon (PAC)
4. Chlorine Gas
5. Sodium Hypochlorite
6. Cat-Floc 8103 PLUS

**Were any significant expenses incurred to?**

- ☒ Install required equipment
- ☒ Repair required equipment
- ☒ Replace required equipment



Please provide a brief description and a breakdown of monetary expenses incurred

<b>Harrow-Colchester South WTP</b>	
Treated Water Flow Meter	\$9,335.46
Chlorine Analyzer Replacement	\$8,029.73
New Sample Station	\$4,140.51
Backwash Pond Dredging - Excavating	\$18,207.40
Painting Walls and Floors at Low Lift	\$6,445.27
Inspection of Raw Water Intake	\$4,757.28
Filter Drain Valve Replacement	\$22,094.23
CWWF projects:	
Low Lift MCC panel, High Lift MCC panel,	
Four Low Lift Pumps and Travelling Screen	\$1,062,566.23
<b>Total</b>	<b>\$1,135,576.11</b>
<b>Distribution System:</b>	
Miscellaneous upgrades and repairs Valves, hydrants, etc.	\$25,000.00
Replacement of cast iron water main	\$246,990.00
<b>Total</b>	<b>\$1,407,566.11</b>

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
N/A	N/A	N/A	N/A	N/A	N/A





Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03 during this reporting period

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	51	2 - 36	2 - 400	N/A	N/A
Treated	51	0 - 0	0 - 0	51	10 - 10
Distribution	300	0 - 0	0 - 0	104	10 - 20

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	No. of Samples Collected for period being reported	Range of Results	
		Minimum	Maximum
Turbidity, On-Line (NTU) - Filt1	8760	0	0.29
Turbidity, On-Line (NTU) - Filt2	8760	0	0.23
Free Chlorine Residual, On-Line (mg/L) - TW	8760	0.49	2
Total Chlorine Residual, In-House (mg/L) - TW	355	1.15	1.95
Free Chlorine Residual, In-House (mg/L) - DW1	104	0.73	1.49
Free Chlorine Residual, In-House (mg/L) - DW2	104	0.63	1.59
Free Chlorine Residual, In-House (mg/L) - DW3	104	0.62	1.24
Free Chlorine Residual, In-House (mg/L) - DW4	52	0.75	1.27

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
MDWL 029-101 Dated: April 18, 2016	Backwash Water	01/08/20	9	mg/L
	Decant	02/05/20	<2.0	mg/L
	Suspended Solids	03/01/20	<2.0	mg/L
	Annual Average	04/07/20	3.0	mg/L
	<25 mg/L	05/03/20	2.0	mg/L
		06/02/20	3.0	mg/L
		07/06/20	4.0	mg/L
		08/05/20	3.0	mg/L
		09/01/20	3.0	mg/L
		10/05/20	3.0	mg/L
		11/02/20	3.0	mg/L
		12/02/20	3.0	mg/L
		Annual Average	3.2	mg/L



**Summary of Inorganic parameters tested during this reporting period or the most recent sample results**

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Antimony: Sb (µg/L) - TW	2020/04/08	0.1	6.0	No	No
Arsenic: As (µg/L) - TW	2020/04/08	<MDL 0.2	10.0	No	No
Barium: Ba (µg/L) - TW	2020/04/08	16.7	1000.0	No	No
Boron: B (µg/L) - TW	2020/04/08	17.0	5000.0	No	No
Cadmium: Cd (µg/L) - TW	2020/04/08	0.01	5.0	No	No
Chromium: Cr (µg/L) - TW	2020/04/08	0.17	50.0	No	No
Mercury: Hg (µg/L) - TW	2020/04/08	<MDL 0.01	1.0	No	No
Selenium: Se (µg/L) - TW	2020/04/08	0.17	50.0	No	No
Uranium: U (µg/L) - TW	2020/04/08	0.047	20.0	No	No
<b>Additional Inorganics</b>					
Fluoride (mg/L) - TW	2020/04/08	0.09	1.5	No	No
Nitrite (mg/L) - TW	2020/01/15	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/04/08	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/07/06	<MDL 0.003	1.0	No	No
Nitrite (mg/L) - TW	2020/10/05	<MDL 0.003	1.0	No	No
Nitrate (mg/L) - TW	2020/01/15	0.489	10.0	No	No
Nitrate (mg/L) - TW	2020/04/08	1.16	10.0	No	No
Nitrate (mg/L) - TW	2020/07/06	0.322	10.0	No	No
Nitrate (mg/L) - TW	2020/10/05	0.189	10.0	No	No
Sodium: Na (mg/L) - TW	2020/04/08	9.01	20*	No	No
<p>*There is no "MAC" for Sodium. The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium restricted diets.</p>					



**Summary of lead testing under Schedule 15.1 during this reporting period**  
**(Applicable to the following drinking water systems; large municipal residential**  
**systems, small**  
**Municipal residential systems and non-municipal year-round residential systems)**

Location Type	Number of Samples	Range of Results		MAC (µg/L)	Number of Exceedances
		Minimum	Maximum		
Distribution - Lead Results (µg/L)	5	0.1	0.36	10	0
Distribution - Alkalinity (mg/L)	14	62	88	n/a	n/a
Distribution - pH Lab	14	7.1	8.05	n/a	n/a

**Summary of Organic parameters sampled during this reporting period or the most recent sample results**

TREATED WATER	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Alachlor (ug/L) - TW	2020/04/08	<MDL 0.02	5.0	No	No
Atrazine + N-dealkylated metabolites (ug/L) - TW	2020/04/08	<MDL 0.01	5.0	No	No
Azinphos-methyl (ug/L) - TW	2020/04/08	<MDL 0.05	20.0	No	No
Benzene (ug/L) - TW	2020/04/08	<MDL 0.32	1.0	No	No
Benzo(a)pyrene (ug/L) - TW	2020/04/08	<MDL 0.004	0.01	No	No
Bromoxynil (ug/L) - TW	2020/04/08	<MDL 0.33	5.0	No	No
Carbaryl (ug/L) - TW	2020/04/08	<MDL 0.05	90.0	No	No
Carbofuran (ug/L) - TW	2020/04/08	<MDL 0.01	90.0	No	No
Carbon Tetrachloride (ug/L) - TW	2020/04/08	<MDL 0.17	2.0	No	No
Chlorpyrifos (ug/L) - TW	2020/04/08	<MDL 0.02	90.0	No	No
Diazinon (ug/L) - TW	2020/04/08	<MDL 0.02	20.0	No	No
Dicamba (ug/L) - TW	2020/04/08	<MDL 0.2	120.0	No	No
1,2-Dichlorobenzene (ug/L) - TW	2020/04/08	<MDL 0.41	200.0	No	No
1,4-Dichlorobenzene (ug/L) - TW	2020/04/08	<MDL 0.36	5.0	No	No
1,2-Dichloroethane (ug/L) - TW	2020/04/08	<MDL 0.35	5.0	No	No
1,1-Dichloroethylene (ug/L) - TW	2020/04/08	<MDL 0.33	14.0	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW	2020/04/08	<MDL 0.35	50.0	No	No
2,4-Dichlorophenol (ug/L) - TW	2020/04/08	<MDL 0.15	900.0	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW	2020/04/08	<MDL 0.19	100.0	No	No
Diclofop-methyl (ug/L) - TW	2020/04/08	<MDL 0.4	9.0	No	No
Dimethoate (ug/L) - TW	2020/04/08	<MDL 0.06	20.0	No	No
Diquat (ug/L) - TW	2020/04/08	<MDL 1.0	70.0	No	No
Diuron (ug/L) - TW	2020/04/08	<MDL 0.03	150.0	No	No



Glyphosate (ug/L) - TW	2020/04/08	<MDL 1.0	280.0	No	No
Malathion (ug/L) - TW	2020/04/08	<MDL 0.02	190.0	No	No
Metolachlor (ug/L) - TW	2020/04/08	<MDL 0.01	50.0	No	No
Metribuzin (ug/L) - TW	2020/04/08	<MDL 0.02	80.0	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW	2020/04/08	<MDL 0.3	80.0	No	No
Paraquat (ug/L) - TW	2020/04/08	<MDL 1.0	10.0	No	No
PCB (ug/L) - TW	2020/04/08	<MDL 0.04	3.0	No	No
Pentachlorophenol (ug/L) - TW	2020/04/08	<MDL 0.15	60.0	No	No
Phorate (ug/L) - TW	2020/04/08	<MDL 0.01	2.0	No	No
Picloram (ug/L) - TW	2020/04/08	<MDL 1.0	190.0	No	No
Prometryne (ug/L) - TW	2020/04/08	<MDL 0.03	1.0	No	No
Simazine (ug/L) - TW	2020/04/08	<MDL 0.01	10.0	No	No
Terbufos (ug/L) - TW	2020/04/08	<MDL 0.01	1.0	No	No
Tetrachloroethylene (ug/L) - TW	2020/04/08	<MDL 0.35	10.0	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW	2020/04/08	<MDL 0.2	100.0	No	No
Triallate (ug/L) - TW	2020/04/08	<MDL 0.01	230.0	No	No
Trichloroethylene (ug/L) - TW	2020/04/08	<MDL 0.44	5.0	No	No
2,4,6-Trichlorophenol (ug/L) - TW	2020/04/08	<MDL 0.25	5.0	No	No
Trifluralin (ug/L) - TW	2020/04/08	<MDL 0.02	45.0	No	No
Vinyl Chloride (ug/L) - TW	2020/04/08	<MDL 0.17	1.0	No	No
DISTRIBUTION WATER					
Trihalomethane: Total (µg/L) Annual Average - DW	2020/01/01	26.0	100.0	No	No
HAA Total (ug/L) Annual Average - DW	2020/01/01	6.725	80.0*	No	No

**List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

Parameter	Result Value	Unit of Measure	Date of Sample
None	N/A	N/A	N/A



Greetings!

As you may know, the City of Windsor and Essex County are working together to develop a new, Regional Community Safety and Well-being Plan.

We are seeking resident participation in our community survey and in the virtual public meetings that will be taking place across the region. The goal of these consultations is to hear from local residents to better understand your community safety and well-being priorities and concerns. Voices like yours will help us in developing a regionally focused plan that aligns with the best interests of all residents and reflects the unique needs of each of the eight municipalities.

To complete the survey, please visit [https://www.surveymonkey.com/r/WE\\_rcswb\\_communitysurvey](https://www.surveymonkey.com/r/WE_rcswb_communitysurvey). The survey is available in English, French, Spanish and Arabic. To register for the virtual Zoom public meeting in your municipality visit [http://we\\_rcswb.eventbrite.com/](http://we_rcswb.eventbrite.com/). The dates of the public meetings are:

- [City of Windsor Consultation 1](#) - Tuesday, February 23, 2021 - 6:30 to 8:00 p.m.
- [Town of Amherstburg](#) - Thursday, February 25, 2021 - 6:30 to 8:00 p.m.
- [Town of Tecumseh](#) - Saturday, February 27, 2021 - 10:00 to 11:30 a.m.
- [Town of LaSalle](#) - Tuesday, March 2, 2021 - 6:30 to 8:00 p.m.
- [Municipality of Lakeshore](#) - Thursday March 4, 2021 - 6:30 to 8:00 p.m.
- [City of Windsor Consultation 2](#) - Saturday March 6, 2021 - 10:00 to 11:30 a.m.
- [Town of Essex](#) - Monday, March 8, 2021 - 6:30 to 8:00 p.m.
- [Town of Kingsville](#) - Wednesday March 10, 2021 - 6:30 to 8:00 p.m.
- [Municipality of Leamington](#) - Thursday, March 11, 2021 - 6:30 to 8:00 p.m.

For more information and for regular updates, please visit [cswbwindsorsex.ca](http://cswbwindsorsex.ca). Please feel free to share the information with your networks.

Thank you for your consideration.

Sincerely,

**Leonardo Gil,**

Project Manager, Windsor Essex Regional Community Safety and Well-Being Plan  
City of Windsor

**Jelena Payne**

Co-Chair, WE RCSWB Systems Leadership Table  
Commissioner of Community Development and Health Services, City of Windsor

**Mary Birch**

Co-Chair, WE RCSWB Systems Leadership Table  
Director of Council and Community Services/Clerk, County of Essex

**Chief Pamela Mizuno**

Co-Chair, WE RCSWB Systems Leadership Table  
Chief of Police, Windsor Police Services



# The Corporation of The Town of Amherstburg

February 12, 2021

Honourable Doug Ford  
Premier of Ontario  
Email: [premier@ontario.ca](mailto:premier@ontario.ca)

VIA EMAIL

## **Re: Ontario Fire College**

Dear Honourable Ford,

At its meeting of February 8<sup>th</sup>, 2021, Council for the Town of Amherstburg passed the following:

Resolution # 20210208-033

***WHEREAS the Ontario Fire College has been in existence since 1949; and***

***WHEREAS the Ontario Fire College is one of the primary sources of certified training for Ontario Firefighters; and***

***WHEREAS the Ontario Fire College has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and***

***WHEREAS the Ontario Fire College has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and***

***WHEREAS the Ontario Fire College gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and***

***WHEREAS the Ontario Fire College is the most cost-effective method to certify Firefighters to NFPA Standards in Ontario; and***

**WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and**

**WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and**

**THEREFORE, BE IT RESOLVED THAT the Council of the Corporation of the Town of Amherstburg hereby supports the resolution from the Township of Augusta and the Town of Lake of Bays and requests that the Province of Ontario reverse their decision to close the Ontario Fire College as the College is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents. Should the College continue to be closed as announced, that the Funds associated with the operation of the Fire College be retained for the exclusive use of the Ontario Fire Service to offset the financial impact of Fire fighter training; and,**

**BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.**

Enclosed is a copy of the correspondence from the Town of Lake of Bays, Muskoka, for convenience and reference purposes.

Regards,



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

cc:

Honourable Sylvia Jones, Ontario Solicitor General

Email: [sylvia.jones@pc.ola.org](mailto:sylvia.jones@pc.ola.org)

Honourable Steve Clark, Minister of Municipal Affairs and Housing

Email: [steve.clark@pc.ola.org](mailto:steve.clark@pc.ola.org)

Jon Pegg, Ontario Fire Marshall

Email: [Jon.Pegg@ontario.ca](mailto:Jon.Pegg@ontario.ca)

Chris McConnell

President, OPSEU Local 317

[savetheofc@gmail.com](mailto:savetheofc@gmail.com)

All Ontario Municipalities



February 3, 2021

Via email: [asimonian@augusta.ca](mailto:asimonian@augusta.ca)

Township of Augusta  
**Attention: Annette Simonian, Clerk**  
3560 County Road 26  
Prescott, ON  
K0E 1T0

Dear Ms. Simonian:

**RE: Correspondence – Ontario Fire College**

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On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted correspondence was presented at the last regularly scheduled meeting on February 2, 2021, and the following was passed.

**“Resolution #8(f)/02/02/21**

**BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays hereby supports the resolution from the Township of Augusta regarding their request for support for the Province of Ontario to reverse their decision to close the Ontario Fire College, dated January 25, 2021;**

**AND FURTHER THAT this resolution be forwarded to the Township of Augusta, the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all Ontario Municipalities.**

**Carried.”**

Should you have any questions, please do not hesitate to contact our Municipal Office at 705-635-2272.

...2

Page 2

Sincerely,



Carrie Sykes, *Dipl. M.A., CMO, AOMC*,  
Director of Corporate Services/Clerk.  
CS/cw

Encl.

Copy to: Hon. Doug Ford, Premier of Ontario  
Hon. Sylvia Jones, Ontario Solicitor General  
Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Jon Pegg, Ontario Fire Marshal  
All Ontario Municipalities

## TOWNSHIP OF AUGUSTA

Moved By: TANYA HENRY

Date: January 25, 2021

Seconded By: JEFF SHAWEN

Resolution No: 4

**WHEREAS** the Ontario Fire College has been in existence since 1949; and

**WHEREAS** the Ontario Fire College is one of the primary sources of certified training for Ontario Firefighters; and

**WHEREAS** the Ontario Fire College has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

**WHEREAS** the Ontario Fire College has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

**WHEREAS** the Ontario Fire College gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

**WHEREAS** the Ontario Fire College is the most cost-effective method to certify Firefighters to NFPA Standards in Ontario; and

**WHEREAS** the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

**WHEREAS** when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

**THEREFORE, BE IT RESOLVED THAT** the Township of Augusta requests that the Province of Ontario reverse their decision to close the Ontario Fire College as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

**BE IT FURTHER RESOLVED THAT** this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

**RECORDED VOTE:**

	<b>FOR</b>	<b>AGAINST</b>
Councillor Bowman	_____	_____
Councillor Henry	_____	_____
Mayor Malanka	_____	_____
Councillor Schapelhouman	_____	_____
Deputy Mayor Shaver	_____	_____

CARRIED: Donna  
MAYOR

DEFEATED: \_\_\_\_\_  
MAYOR

Declaration of pecuniary interest by: \_\_\_\_\_

Nature of interest: \_\_\_\_\_

- ☐ Disclosed His/Her/Their Interest
- ☐ Vacated His/Her/Their Seat
- ☐ Abstained from discussion and did not vote on the question

**RECORDED VOTE:**

	<b>FOR</b>	<b>AGAINST</b>
Councillor Bowman	_____	_____
Councillor Henry	_____	_____
Mayor Malanka	_____	_____
Councillor Schapelhouman	_____	_____
Deputy Mayor Shaver	_____	_____

CARRIED: *Dan Malanka*  
MAYOR

DEFEATED: \_\_\_\_\_  
MAYOR

Declaration of pecuniary interest by: \_\_\_\_\_

Nature of interest: \_\_\_\_\_

- ☐ Disclosed His/Her/Their Interest
- ☐ Vacated His/Her/Their Seat
- ☐ Abstained from discussion and did not vote on the question



Media Release

February 18, 2021

## **Town of Essex Passes New Climate Change Adaptation Plan**

Council adopts action plan and declares climate emergency

**Essex** – At their Regular Meeting on Tuesday, February 16, Council for the Town of Essex officially adopted [\*Climate Ready: A Climate Change Adaptation Plan for the Town of Essex, 2021-2026\*](#). The plan provides a roadmap for both Council and administration to prepare and adapt to the future impacts of climate change.

"The plan is not just a road map to help us, as a municipality, prepare for the impacts of climate change," said Mayor Larry Snively. "It will also serve as a resource for residents and local stakeholders on how they become involved in climate change adaptation, and how we can all do our part to make sure our community is safe and ready for these changes. The scientific evidence tells us how climate change will impact our community, and, as elected officials, we must do all that we can to prepare for those challenges."

The plan, which is the first of its kind to be adopted by an Essex County municipality, covers the basics of climate change science, discusses local impacts and projections, then outlines specific action items in 11 categories, which are further split between corporate objectives to be achieved by Town administration, and community objectives, which are designed to educate and promote climate resilience for citizens and stakeholder groups.

"Like our [\*Corporate Strategic Plan\*](#), *Climate Ready* provides our entire team with specific goals and action items which we will strive to achieve," said Chris Nepszy, Chief Administrative Officer. "However, given that the creation of the plan incorporated input from residents, business owners, community groups, Council Members, and Town staff, we expect our implementation efforts to be just as comprehensive. While the Town will lead the effort, we'll continue to seek support and input from the community and local stakeholders to accomplish these goals."

The plan was developed from late-2019 to 2021 in consultation with residents and local stakeholders, as well as with members of the [\*Essex Climate Adaptation Team\*](#) and Town of Essex administration.

"This was truly a team effort," Mayor Snively added. "I'd like to thank all of the hard-working members of the Essex Climate Adaptation Team, Town staff, residents, as well as my fellow Council Members who provided their input and who helped make this plan a reality."

At the same meeting, Council also declared a climate emergency, joining the Federal Government and 444 Canadian municipalities advocating for the drastic change needed to

reduce global carbon emissions to mitigate future climate impacts and adapt to the impacts from climate change.

**Media Contact**

Alex Denonville  
Manager, Communications  
[adenonville@essex.ca](mailto:adenonville@essex.ca)  
519-990-7546

**Background**

The creation of *Climate Ready* was spearheaded by the Town's Climate Change Analyst, Niharika Bandaru, who has served in a contract-based staff position funded by the Federation of Canadian Municipalities' climate change staff grants initiative under the Municipalities for Climate Innovation Program (MCIP). The Town of Essex was among 59 communities across Canada, and the first in Essex County, to benefit from the initiative.

The full resolution adopted by [Town of Essex Council at their February 16 Regular Meeting](#) is as follows:

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.





## **Essex Climate Adaptation Team Meeting Minutes**

Thursday, December 17<sup>th</sup>, 2020

Location: Virtual Zoom Meeting

Accessible formats or communication supports are available upon request. Please contact the Planning Department at [essexplanning@essex.ca](mailto:essexplanning@essex.ca) or 519-776-7336 extension 1128

Present: Councillor Kim Verbeek

Amandeep Hans

Maddie Peters

Matthew Child

Kelsey Amlin

Brian Lennie

Gina Pannunzio

Brian Hyland

Megan Balsillie

Also Present: Niharika Bandaru, Climate Change Analyst

Claire Sanders, Climate Change Specialist, ERCA

Jeff Watson, Planner, Planning Services

Corinne Chiasson, Assistant Planner, Planning Services

Sarah Aubin, Planning Assistant, Recording Secretary

Lori Chadwick, Director of Development Services

Regrets: Tyler Oglan

William Baker

Brandi Bechard

Andrea Descargar

Dan Metcalfe

### **1. Call to Order**

The Chair called the meeting to order at 5:00 PM.

### **2. Declarations of Conflict of Interest**

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

### 3. Adoption of Published Agenda

#### 3.1 Thursday, December 17<sup>th</sup>, 2020 Essex Climate Adaptation Team “ECAT” Agenda

Moved by Kim Verbeek, Councillor

Seconded by Amandeep Hans

**(ECAT 2020-12-20) That** the published agenda for the December 17<sup>th</sup>, 2020 Essex Climate Adaptation Team “ECAT” regular meeting, be adopted as presented

**Carried**

### 4. Adoption of Minutes

#### 4.1 Wednesday, October 7<sup>th</sup>, 2020 Essex Climate Adaptation Team “ECAT” meeting minutes.

Moved by Brian Lennie

Seconded by Amandeep Hans

**(ECAT 2020-12-21) That** the minutes for the October 7<sup>th</sup>, 2020 Essex Climate Adaptation Team “ECAT” regular meeting, be adopted as circulated.

**Carried**

### 5. New Discussions

#### 5.1 Town of Essex Senior Management Remarks

Lori Chadwick, Director, Development Services thanked the members for being a part of the Essex Climate Adaptation Team. She stated that the input, hard work, and coloration has truly played a pivotal role in the outcome of the Climate Adaptation Plan. She stated that the members should all give themselves a pat on the back for a job well done.

#### 5.2 Claire Sanders, Update on the Essex Community Energy Plan

Clair Sanders, Essex Region Conservation Authority provided a presentation on the progress Windsor – Essex has made with regards to climate adaptation.

### 6. New Discussions

#### 6.1 Recap of Climate Adaptation Planning

Niharika Bandaru, Chair recapped the progress made by the committee with regards to the Climate Adaptation Plan and thanked them for their input and expertise.

#### 6.2 Draft Adaptation Plan Review

Niharika reviewed the most up to date Climate Adaptation Plan with the members.

**6.3 General Comments**

Brian Lennie thanked administration for the Climate Adaptation Plan and all the information that was placed within it. He stated that the plan was easy to understand and follow.

Kim Verbeek, Councillor concurred with Brian Lennie on the ease of understanding and reading the Plan. She also stated that she was happy to see that the committees input and suggestions were placed within the Plan.

Gina Pannunzio stated that the plan is well written but that she had some suggestions. She suggested that administration consider COVID-19 and the current impacts. She suggested that administration do a SWOT (Strengths, Weaknesses, Opportunity’s, Threats), exercise against some of the recommended action items to ensure its feasibility.

**7. Delegations**

None

**8. Future Meetings**

No Future Meetings – Committee has dissolved.

**9. Adjournment**

Moved by: Brian Hyland

Seconded by: Kim Verbeek, Councillor

**(ECAT 2020-12-21)**That the meeting be adjourned at 6:23 p.m.

**Carried**

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Chair

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Recording Secretary

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Date



## **Essex Police Services Board (EPSB)**

### **Regular Meeting Minutes**

Thursday, January 7<sup>th</sup>, 2021 - 4:30 PM

Location: This meeting is being held electronically via Zoom

Accessible formats or communication supports are available upon request

Please contact the Recording Secretary at [saubin@essex.ca](mailto:saubin@essex.ca) or 519-776-7336 extension 1128

#### **1. Call to Order**

Present:	Councillor Kim Verbeek, Vice-Chair Katie McGuire Blais Richard Tapping Karen Robertson Councillor, Morley Bowman
Also Present:	Constable Joe Meloche A/Staff Sergeant Mike Bradley Inspector Glenn Miller Chris Nepszy, Chief Administrative Officer Doug Sweet, Director, Community Services / Deputy CAO Sarah Aubin, Recording Secretary
Public Members:	Sherry Bondy, Councillor

#### **2. Closed Meeting Reports**

None

### **3. Declarations of Conflict of Interest**

None

### **4. Adoption of Published Agenda**

4.1 Thursday January 7<sup>th</sup>, 2021 Essex Police Service Board Regular Meeting Agenda

Moved by Councillor Bowman

Seconded by Katie McGuire-Blais

**(EPSB-21-01-01)** That the published agenda for the January 7<sup>th</sup> 2021 Regular Essex Police Service Board meeting, be adopted as presented.

**Carried**

### **5. Adoption of Minutes**

**5.1** Thursday, December 3<sup>rd</sup> 2020 Essex Police Service Board Regular Meeting Minutes

Moved by Richard Tapping

Moved by Katie McGuire-Blais

**(EPSB 21-01-02)** That the minutes of the, December 3<sup>rd</sup> 2020 Essex Police Service Board Meeting, be adopted as circulated.

**Carried**

### **6. Public Presentations**

None

### **7. Unfinished Business**

### **8. Reports from Administration**

#### **1. Monthly Reports**

##### **October**

- I. Police Services Board Report for Essex
- II. Police Services Board Monthly Overview October 2020
- III. O.P.P. Detachment Board Report
- IV. Windsor & Essex County Crime Stoppers Report

Inspector Glenn Miller introduced Staff Sergeant Mike Bradley, Senior Member of the Ontario Provincial Police who has 19 years of experience. He stated that Mike is stationed out of Chatham-Kent. Experience in traffic Management and heavily engaged within the community in various capacities such as Big Brother, Meals on Wheels and youth sports activities.

A/Staff Sergeant Mike Bradley stated that he is happy to have the opportunity and has spoken with residence throughout the Town of Essex as well as Town administration and he is excited for his tenor with the Town of Essex.

Inspector Glenn Miller advised the members that AM760 interviewed the Constable Blake Cohoe regarding Mental Health. He stated that The Essex Police Service Board has supported Essex County when they rolled out the mental health unit. He stated the OPP is victim focused and are able to help those of all ages. He stated the stats on youth are 1 in 5 face mental health issues and he stated that their goal is to assist the youth in the community in guidance and help.

He stated that this time is particularly difficult for the youth as school closures continue, they are unable to meet with their friends, sports are cancelled and church events are unavailable to transpire. He stated that the youth are at risk.

He advised that there is a Windsor Essex Child Youth Advocacy Centre that has been years in the making and has recently opened its doors.

He advises that the program has worked with 121 youth to date from October to January.

He continued to state that the youth and members of the community are not alone and can call the OPP anytime for help.

He advised that the Town of Essex has the fewest number of COVID instances.

He stated that members are staying home and following the rules.

He advised that at this time the OPP doors are physical closed however a phone call can be had to any detachment to discuss any concerns any member of the public may have.

Kim Verbeek, Chair thanked Inspector Miller and the O.P.P. for their continued encouragement and professionalism during these times. She advised that she is also

very happy to see the Windsor Essex Child Youth Advocacy Centre up and running and states that this is a great program to help the youth of our community.

Constable Joe Meloche reviewed the reports with the members.

He advised the members that concerns have come through to the O.P.P regarding the 4<sup>th</sup> and 3<sup>rd</sup> Concession with regards to trucks and speeding.

He stated he has spoken with the trucking companies in the area and that he will place the speed truck on the concessions and will report to the committee with the finds at the next meeting.

Katie McGuire- Blais thanked the OPP for doing the R.I.D.E. programs throughout the community.

She stated that the community feels safer with the O.P.P.'s constant presence.

Karen Robertson, stated that those who live along the lake are grateful to the O.P.P. checking on the cottages.

Richard Tapping, asked the Inspector if the monthly reports can have the response times of the O.P.P.

Inspector Glenn Miller stated that placing the response time of OPP in the report could not happen as they do not track that information.

Kim Verbeek, Chair, asked Inspector Miller regarding Air B&B at the Marina. She stated that residence are concerned with the safety, behavior of renters and insurance of those renting the house boat as summer 2020 seen rather unsafe activities.

Inspector Miller advised that the Town of Essex administration may be better to answer the inquiry regarding AIR B&B and Insurance but stated that if safety is a concern he recommended that the O.P.P. are called.

Doug Sweet, Director Community Services/Deputy CAO, stated that those who obtain a slip to dock at the marina are required to show proof of insurance.

Kim Verbeek, Chair, asked Inspector Glenn Miller if there was an increased cost associated with the investigation with the investigation relating to the Mayor Larry Snively election charge matter.

Inspector Glenn Miller advised that there was no additional cost to the municipality.

Moved by: Councillor Bowman

Seconded by: Karen Robertson

**(EPSB 21-01-03)** That the Reports from item 8.1 be received.

**Carried**

## **9. Other Reports**

### **9.1 Information Purposes Only**

**9.1.1 20-0165** Special Investigations Unit Act in Force Date

**9.1.1.120-0165** Memo from Jane Mallen

**9.1.2 20-0166** COVID-19 Enforcement Support Line Update

**9.1.3 20-0167** Virtual Case Management

**9.1.3.1** Memo from Beverly Leonard and Susan Kyle

**9.1.3.2** OCJ-Notice-Criminal-Case-Management-Appearances-on-or-after-November-30-2020

**9.1.4** Proclamation-of-the-Security-from-Trespass-and-Protecting-Food-Safety-Act

**9.1.4.1** Memo-from-David-Hagarty

**9.1.4.2** STPFSA-QAs

**9.1.5** Upcoming-Changes-to-Custody-and-Access-Terminology-in-Family-Law

**9.1.5.1** Memo-from-Jane-Mallen

**9.1.6** Compelled-Fingerprinting-during-the-COVID-19-Pandemic

**9.1.6.1** Memo-from-Susan-Kyle

**9.1.7** Further-Changes-to-Regulations-under-the-Reopening-Ontario-Act

**9.1.8** Extension-of-Temporary-Exemptions-under-the-Police-Record-Checks-Reform-Act

Moved by Katie McGuire-Blais

Seconded by Richard Tapping

**(EPSB 21-01-04)** That the Reports from item 9.1 be received.



**Carried**

**I. New Business**

**11. Announcements**

**12. Notices of Motion**

**13. Adjournment**

Moved by: Richard Tapping

Seconded by: Katie McGuire Blais

**(EPSB-21-01-05)** That the meeting be adjourned at 5:24 p.m.

**14. Future Meeting Date**

Thursday, February 4, 2021 at 4:30 p.m. electronic meeting via zoom.

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Chair

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Recording Secretary



## Regular Arts, Culture and Tourism Committee Meeting Agenda

February 10, 2021, 4:30 pm

Zoom Video Conferencing

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

This meeting will be hosted from the Essex Recreation Complex.

Present: Anthony Paniccia, Chair  
Patti Oshar, Vice Chair (4:41 PM)  
Tracy Armstrong  
Councillor Steve Bjorkman  
Jeannette Kervoelen  
Grant Maguire  
Diane Quinn-Ouellette (4:41 PM)

Also Present: Cynthia Cakebread, Manager, Recreation and Culture  
Trevor Martin, Recording Secretary

### 1. Call to Order

Chair Tony Paniccia called the meeting to order at 4:33 PM.

### 2. Declarations of Conflict of Interest

None declared.

### 3. Adoption of Published Agenda

#### 3.1 Regular Arts, Culture and Tourism Meeting Agenda for February 10, 2021

Moved by: Jeannette Kervoelen  
Seconded by: Councillor Steve Bjorkman

**(ACT21-02-001) That** the published agenda for the February 10, 2021 regular Arts, Culture and Tourism Meeting, be adopted as presented.

**Carried**

#### 4. Adoption of Minutes

##### 4.1 Zoom video conferencing Arts, Culture and Tourism **Meeting Minutes** for January 20, 2021

Moved by: Jeannette Kervoelen

Seconded by: Grant Maguire

**(ACT21-02-002) That** the minutes of the Zoom video conferencing Arts, Culture and Tourism Meeting held January 20, 2021, be adopted as circulated.

**Carried**

#### 5. Unfinished Business

##### 5.1 Tune Up the Parks 2021 – Cynthia Cakebread

###### 5.1.1 Update on Plans 2021

Cynthia Cakebread advised that the call for artists would normally take place at this point but that the Committee should wait to discuss further at the March meeting due to the ongoing impacts of Covid-19.

Jeannette Kervoelen raised the topic of performer compensation and question if this is something the Committee would like to take any action on. The Committee decided to further discuss at the March meeting.

##### 5.2 12 Days of Christmas – Tracy Armstrong

###### 5.2.1 Update on Critical Path

Tracy Armstrong shared the critical path document she created for Committee review. Tracy stated that the timing outlined on the critical path does depends on Covid-19 so may need to be flexible.

Cynthia Cakebread requested that Committee members review the critical path and volunteer for any tasks that they are well suited for in addition to reaching out to community contacts and organizations who may be able to support and/or participate in the event.

Chair Tony Paniccia suggested the Committee members consider ways to bring the event to all centres. Committee members were in agreement.

Cynthia Cakebread suggested that 12 Days of Christmas could be tied together with the Breakfast with Santa event that recreation staff runs at both Essex Centre Sports Complex and Colchester Community Centre.

Chair Tony Paniccia also suggested considering hosting some events at community partner locations.

The Committee members commended Tracy for her work on the critical path document.

**5.3 Kite Festival 2021 – Cynthia Cakebread**

**5.3.1 Update on Plans 2021**

Cynthia Cakebread informed the Committee that the last event was held on the third weekend of September 2019 and was very well received. She suggested the Committee make it a firm to-do for this year pending any impacts from Covid-19. She advised the event will be largely unchanged but that recreation staff will make some modifications to activities.

**6. New Business**

Chair Tony Paniccia highlighted that Heritage Week is coming up and there are some great events being offered as part of the Town’s “Lost Settlements of Essex” theme including talks taking place on February 17 and 18. He encouraged Committee members to visit [www.essex.ca/HeritageWeek](http://www.essex.ca/HeritageWeek) to learn about upcoming events.

**7. Future Meetings**

**7.1 Scheduled for March 10, 2021.**

The next regular meeting of the Committee will be held on Wednesday March, 10 at 4:30 PM via Zoom.

**8. Adjournment**

Moved by: Patti Oshar  
Seconded by: Grant Maguire

**(ACT21-02-003) That** the meeting be adjourned at 4:50 PM.

**Carried**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Date



## **January 2021 Bank Payments Report**

### Contents Include

General Account Cheque Register

Pre-Authorized Payments

Payroll



General Account Cheque Register for January 2021

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
52501	2744872	2744872 Ontario Ltd.	January 7, 2021	\$1,650.00
52502	ALL023	Allegra	January 7, 2021	\$735.63
52503	BEA016	Bear Construction & Engineerin	January 7, 2021	\$518,826.52
52504	BIN002	Binder, Nathan Frederick Verno	January 7, 2021	\$250.00
52505	COM037	Comartin, Justin	January 7, 2021	\$200.00
52506	COT006	Cottam Radiator	January 7, 2021	\$36.10
52507	CTR001	Canadian Tire #172	January 7, 2021	\$1,208.64
52508	DEP002	Dependable Emergency Vehicles	January 7, 2021	\$5,066.86
52509	ESS048	Essex Appliance Centre Ltd.	January 7, 2021	\$676.87
52510	EVE007	Everjonge Homes Ltd.	January 7, 2021	\$1,000.00
52511	EZE002	Ezekiel Digital Creative Co.	January 7, 2021	\$600.00
52512	FAU002	Faustino, Justin	January 7, 2021	\$465.00
52513	HAN010	Hansen, John & Sandra	January 7, 2021	\$8,583.00
52514	INT020	Integrated Audio Visual	January 7, 2021	\$8,982.94
52515	JIR001	Jireh Tools	January 7, 2021	\$758.23
52516	JON003	Jones Group Inc.	January 7, 2021	\$21,931.65
52517	KVC001	KVC Inc.	January 7, 2021	\$3,000.00
52518	LAC007	Lacasse Spg	January 7, 2021	\$248.60
52519	LEF004	Lefebvre, Linda	January 7, 2021	\$76.00
52520	MAJ004	Majors McGuire Inc.	January 7, 2021	\$1,019.83
52521	MCC029	McCoy, Meghan	January 7, 2021	\$45.22
52522	MUN012	Munger Plumbing & Electric	January 7, 2021	\$6,860.68
52523	POO007	Poolocity	January 7, 2021	\$2,875.85
52524	PRA001	Praxair Canada Inc	January 7, 2021	\$377.88
52525	SAM001	Sammour, Fathi	January 7, 2021	\$8,799.00
52526	SCH031	Schiller, Carsten	January 7, 2021	\$250.00
52527	SEN003	Seneca Holding Inc.	January 7, 2021	\$3,161.00
52528	SOU001	South West Area Recreation Gui	January 7, 2021	\$1,000.00
52529	STE001	Sterling Marking Products Inc.	January 7, 2021	\$1,473.31
52530	TOW002	Town of Essex	January 7, 2021	\$200.00
52531	VAN034	Vanlare, Everett	January 7, 2021	\$100.00
52532	1ST001	1st Defense M.A.	January 14, 2021	\$594.00
52533	538436	538436 Ontario Ltd.	January 14, 2021	\$113.00
52534	ABE001	Abell Pest Control	January 14, 2021	\$73.45
52535	AMC002	AMCTO	January 14, 2021	\$1,158.25
52536	ANG007	Anger, Danny Wayne	January 14, 2021	\$500.00
52537	AUX001	Auxilium Group	January 14, 2021	\$6,780.00
52538	BEN032	Benedek, Erno	January 14, 2021	\$250.00
52539	BUT008	Butler, Dorianne Dr.	January 14, 2021	\$20.00
52540	CED004	Cedar Manor Farms	January 14, 2021	\$3,884.38
52541	CEN014	Central Animal Hospital	January 14, 2021	\$375.00
52542	COT006	Cottam Radiator	January 14, 2021	\$783.24
52543	COW006	Cowell, Scott	January 14, 2021	\$100.00
52544	DRA004	Drainage Superintendents Assoc	January 14, 2021	\$555.00
52545	ESS017	Essex Free Press	January 14, 2021	\$1,160.27
52546	FOU009	Fournier, Amy (Lottery)	January 14, 2021	\$504.00
52547	FRA011	Francotyp - Postalia Canada In	January 14, 2021	\$101.70
52548	GIR013	Girard, Kevin	January 14, 2021	\$451.35
52549	KRA008	Kranicz, Susane	January 14, 2021	\$1,950.25
52550	LAB018	Dr. Laba-Kaczmarek Medical Gro	January 14, 2021	\$3,500.00
52551	LAZ002	Lazure, Guy	January 14, 2021	\$112.00
52552	MEN011	Mendonca, Ryan	January 14, 2021	\$1,350.00
52553	MIN001	Minister of Finance	January 14, 2021	\$277,030.80
52554	PAR006	Parks & Recreation Ontario	January 14, 2021	\$791.00
52555	PBS001	PBS Business Systems	January 14, 2021	\$785.35
52556	POO007	Poolocity	January 14, 2021	\$1,186.50
52557	PRA001	Praxair Canada Inc	January 14, 2021	\$445.56
52558	REN021	Renaud, Robert V.	January 14, 2021	\$200.00
52559	SHR001	Shred-it International ULC	January 14, 2021	\$153.28
52560	SIM012	Simic, Steven	January 14, 2021	\$120.00
52561	SKA001	Skate Harrow	January 14, 2021	\$2,585.70
52562	STR022	Stratichuk, Jeff	January 14, 2021	\$100.00
52563	ULI002	Uline Canada Corporation	January 14, 2021	\$1,040.48
52564	WIN003	Windsor-Essex County Health Un	January 14, 2021	\$1,555.90
52565	CAL010	Caliber Sport Systems	January 15, 2021	\$20,086.10



General Account Cheque Register for January 2021

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
52566	BRU017	Brush, Cheryl	January 21, 2021	\$118.50
52567	CAN006	Canada Post Corporation	January 21, 2021	\$2,478.43
52568	COT006	Cottam Radiator	January 21, 2021	\$135.54
52570	LAC007	Lacasse Spg	January 21, 2021	\$297.19
52571	LAR013	Larivee, Ronald & Sandy	January 21, 2021	\$950.00
52572	LAW008	Law Society of Ontario	January 21, 2021	\$2,116.49
52573	LEN002	Len Taylor & Sons Ltd	January 21, 2021	\$282.50
52574	MOS003	Mosaique Creative & Marketing	January 21, 2021	\$1,648.06
52575	OKT003	OK Tire	January 21, 2021	\$589.86
52576	POO007	Poolocity	January 21, 2021	\$2,949.30
52581	STE027	Stephenson Engineering Limited	January 21, 2021	\$15,368.00
52583	SUM003	Summit Windsor Floor & Wall	January 21, 2021	\$10,087.19
52584	TEA006	Team Truck Centres Limited	January 21, 2021	\$177,838.19
52585	158385	1583855 Ontario Ltd	January 28, 2021	\$250.00
52586	538436	538436 Ontario Ltd.	January 28, 2021	\$56.50
52587	ALL023	Allegra	January 28, 2021	\$339.00
52588	ARD002	Ardis, Janice	January 28, 2021	\$100.00
52589	CAN061	Canadian Institute of Planners	January 28, 2021	\$246.66
52590	CAN065	Canada Lighting & Sign Service	January 28, 2021	\$3,195.08
52591	CCD001	Essex Countryside Chrysler-Dod	January 28, 2021	\$351.43
52592	COL025	Colchester Garden Club	January 28, 2021	\$259.63
52593	ESS096	Essex Law Association	January 28, 2021	\$140.00
52594	EVE004	Everbridge, Inc.	January 28, 2021	\$6,554.00
52595	FAM002	Family Services Windsor-Essex	January 28, 2021	\$1,567.50
52596	GAG001	Gagnon Demolition Inc	January 28, 2021	\$500.00
52597	GAS002	GASPAR, MANUEL	January 28, 2021	\$250.00
52598	HAR052	Harrow Garden Society	January 28, 2021	\$291.05
52599	HAR077	Harms, Abram	January 28, 2021	\$250.00
52600	LAC007	Lacasse Spg	January 28, 2021	\$1,435.10
52601	LEA005	Leamington International Truck	January 28, 2021	\$113.88
52602	LEN002	Len Taylor & Sons Ltd	January 28, 2021	\$2,429.50
52603	MAL001	Malenfant, David Vincent	January 28, 2021	\$500.00
52604	MCG016	McGregor Garden Club	January 28, 2021	\$785.27
52605	ONT031	Ontario Professional Planners	January 28, 2021	\$601.51
52606	PRA001	Praxair Canada Inc	January 28, 2021	\$1,066.64
52607	ROB034	Robson, Breagh	January 28, 2021	\$276.00
52608	ROB035	Robitaille, Daniel	January 28, 2021	\$250.00
52609	SHE045	Sherk, Susan	January 28, 2021	\$12,000.00
52610	SHR001	Shred-it International ULC	January 28, 2021	\$308.62
52611	SIG004	Sigma Safety Corp.	January 28, 2021	\$2,723.30
52612	SNA002	Snap-on Tools	January 28, 2021	\$135.60
52613	STE003	Stiers, Gary	January 28, 2021	\$250.00
52614	STE038	Sterling Ridge Infrastructure	January 28, 2021	\$227,798.85
52615	SYK002	Sykes, Catherine Jane	January 28, 2021	\$250.00
52616	TEC004	Technical Standards & Safety A	January 28, 2021	\$309.62
52617	VIN005	VINCE FERRO CONSTRUCTION LTD	January 28, 2021	\$4,689.50
52618	WIL040	William, Leschyna Mason	January 28, 2021	\$200.00
52619	YOS001	Yost, Chelsey	January 28, 2021	\$93.00
52620	YOU013	Young, Erica	January 28, 2021	\$19.50
EFT003828	AKO001	Akoustik Engineering Ltd.	January 7, 2021	\$7,458.00
EFT003829	ALO001	Aloisio, Janice	January 7, 2021	\$248.98
EFT003830	APP005	Applied Computer Solutions Inc	January 7, 2021	\$918.13
EFT003831	AUT001	Auto Barn Parts	January 7, 2021	\$67.65
EFT003832	BEZ001	Bezaire, Mike	January 7, 2021	\$1,593.30
EFT003833	BOW001	Bowman, Morley	January 7, 2021	\$110.68
EFT003834	CAN001	K & S Windsor Salt Ltd	January 7, 2021	\$7,232.12
EFT003835	CAR011	Carrier Centers	January 7, 2021	\$217.13
EFT003836	CED003	Cedar Signs	January 7, 2021	\$5,081.61
EFT003837	CIM001	CIMCO Refrigeration	January 7, 2021	\$734.04
EFT003838	CIN001	Cintas Canada Limited	January 7, 2021	\$105.36
EFT003839	CLS001	Canadian Linen and Uniform Ser	January 7, 2021	\$271.43
EFT003840	COL001	Colenutt Signs Limited	January 7, 2021	\$2,799.59
EFT003841	COM030	Commercial Cleaning Services	January 7, 2021	\$7,378.90
EFT003842	COR004	Corporate Billing	January 7, 2021	\$270.12
EFT003843	DIL001	Dillon Consulting Ltd.	January 7, 2021	\$18,927.44



General Account Cheque Register for January 2021

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT003844	ELK001	E.L.K. Solutions Inc	January 7, 2021	\$3,230.07
EFT003845	EMC002	EMCO Corporation	January 7, 2021	\$395.27
EFT003846	FEE001	The Feed Store	January 7, 2021	\$451.94
EFT003847	GEO001	Georgian Bay Fire & Safety Ltd	January 7, 2021	\$1,455.20
EFT003848	GIL008	Gillett Roofing Inc.	January 7, 2021	\$1,855.46
EFT003849	GRE003	Greater Essex County District	January 7, 2021	\$13,908.60
EFT003850	HAL015	Haller Mechanical Contractors	January 7, 2021	\$1,685.15
EFT003851	HAR060	Harrow Animal Hospital	January 7, 2021	\$405.00
EFT003852	HEA002	Heaton Sanitation	January 7, 2021	\$2,522.73
EFT003853	HOL001	Holland Cleaning Solutions Ltd	January 7, 2021	\$47.47
EFT003854	HUR007	Hurricane SMS Inc.	January 7, 2021	\$1,576.35
EFT003855	JEF003	Jeffrey, Ed	January 7, 2021	\$340.00
EFT003856	JUT001	Jutzi Water Technologies	January 7, 2021	\$192.10
EFT003857	KEL001	Kelcom - Windsor Copier Inc.	January 7, 2021	\$18.96
EFT003858	KEN002	Ken Lapain & Sons Ltd.	January 7, 2021	\$6,964.38
EFT003859	LIF001	Lifesaving Society	January 7, 2021	\$1,432.60
EFT003860	MON001	Monarch Office Supply Inc.	January 7, 2021	\$911.16
EFT003861	MUN004	Municipal Media Inc.	January 7, 2021	\$678.00
EFT003862	ONT016	Ontario Clean Water Agency	January 7, 2021	\$23,049.30
EFT003863	REN002	Larry Renaud Ford & RV Sales	January 7, 2021	\$1,845.28
EFT003864	RES002	Resurfice Corp.	January 7, 2021	\$5,344.41
EFT003865	SNY001	Snyder Automotive	January 7, 2021	\$1,112.13
EFT003866	SOU007	Southwestern Sales Corporation	January 7, 2021	\$14,790.14
EFT003867	SOU041	Southpoint Equipment	January 7, 2021	\$1,117.04
EFT003868	STA030	Stationery & Stuff Inc.	January 7, 2021	\$22.59
EFT003869	SWA006	Swayze, Robert J.	January 7, 2021	\$1,221.53
EFT003870	SWE004	Sweet, Doug	January 7, 2021	\$451.94
EFT003871	TOR004	Toromont Industries Ltd	January 7, 2021	\$308.63
EFT003872	TSC002	Peavey Industries LP	January 7, 2021	\$278.47
EFT003873	TUZ001	Tuzlova, Tanya	January 7, 2021	\$111.51
EFT003874	VAL009	Valvoline Express Care	January 7, 2021	\$44.75
EFT003875	WAL024	Walker Aggregates Inc.	January 7, 2021	\$386.89
EFT003876	WOL002	Wolf Hooker Professional Corpo	January 7, 2021	\$3,286.66
EFT003877	XER001	Xerox Canada	January 7, 2021	\$27.45
EFT003878	120001	1206662 Ontario Ltd	January 14, 2021	\$9,805.01
EFT003879	183943	1839431 Ontario Ltd	January 14, 2021	\$11,371.76
EFT003880	AGR002	Agris Co-Operative Ltd.	January 14, 2021	\$6,567.12
EFT003881	AIR001	Air Liquide Canada Inc.	January 14, 2021	\$247.37
EFT003882	ANC002	Anchor Doors & Service Inc	January 14, 2021	\$820.38
EFT003883	AUT001	Auto Barn Parts	January 14, 2021	\$184.18
EFT003884	BOR007	Bortolotto, Katie	January 14, 2021	\$96.17
EFT003885	CAN001	K & S Windsor Salt Ltd	January 14, 2021	\$67,145.07
EFT003886	CCC002	Colonial Coffee Co. Ltd.	January 14, 2021	\$57.40
EFT003887	CIN001	Cintas Canada Limited	January 14, 2021	\$2,783.19
EFT003888	CLS001	Canadian Linen and Uniform Ser	January 14, 2021	\$443.65
EFT003889	COL001	Colenutt Signs Limited	January 14, 2021	\$367.25
EFT003890	CTY002	County of Essex	January 14, 2021	\$525.00
EFT003891	CUL001	Culligan Water	January 14, 2021	\$122.30
EFT003892	DAV013	Davey Tree Expert Co. of Canad	January 14, 2021	\$8,927.00
EFT003893	DEL013	Delta Power Equipment	January 14, 2021	\$26.74
EFT003894	ERC001	Essex Region Conservation Auth	January 14, 2021	\$1,200.00
EFT003895	ERI009	Erie North Shore Minor Hockey	January 14, 2021	\$1,980.00
EFT003896	ESB001	Hubb-Cap Limited	January 14, 2021	\$4,016.84
EFT003897	ESS030	Essex Windsor Solid Waste Auth	January 14, 2021	\$66,637.08
EFT003898	ESS084	Essex County K9 Services	January 14, 2021	\$2,585.72
EFT003899	FEE001	The Feed Store	January 14, 2021	\$17.75
EFT003900	GAL005	Gallant, Tanner	January 14, 2021	\$12.00
EFT003901	GFL001	GFL Environmental Inc.	January 14, 2021	\$43.16
EFT003902	GRE001	Great Lakes Safety Products	January 14, 2021	\$75.64
EFT003903	GRE005	Green Shield Canada	January 14, 2021	\$52,635.71
EFT003904	HAR001	The Harrow News & County Print	January 14, 2021	\$1,090.17
EFT003905	HAY001	Hayes Brothers Excavating & Tr	January 14, 2021	\$8,598.74
EFT003906	HOL001	Holland Cleaning Solutions Ltd	January 14, 2021	\$2,779.99
EFT003907	HUR007	Hurricane SMS Inc.	January 14, 2021	\$7,585.15
EFT003908	JAB002	Jabbour, Rita	January 14, 2021	\$412.45





General Account Cheque Register for January 2021

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT003909	JAC001	Jack's Auto Service	January 14, 2021	\$997.98
EFT003910	JEF001	Jeff Shepley Excavating Ltd.	January 14, 2021	\$1,290.33
EFT003911	KEL015	Kelcom - Radio Division	January 14, 2021	\$2,778.67
EFT003912	KEN002	Ken Lapain & Sons Ltd.	January 14, 2021	\$1,942.96
EFT003913	KUC002	Kucera Group	January 14, 2021	\$346.36
EFT003914	LAN010	Landscape Effects Group	January 14, 2021	\$23,713.05
EFT003915	LEK001	Lekter Industrial Services Inc	January 14, 2021	\$740.72
EFT003916	LIF001	Lifesaving Society	January 14, 2021	\$192.53
EFT003917	MER001	Merchants Paper Company Windso	January 14, 2021	\$50.03
EFT003918	MOR009	Morassut, Jake	January 14, 2021	\$468.17
EFT003919	ONT009	Ontario Association of Fire Ch	January 14, 2021	\$576.30
EFT003920	ONT026	Ontario One Call Ltd	January 14, 2021	\$222.02
EFT003921	RCA001	RCAP Leasing Inc.	January 14, 2021	\$478.89
EFT003922	RES002	Resurfice Corp.	January 14, 2021	\$5,362.18
EFT003923	ROL005	Roles, Breanna	January 14, 2021	\$290.28
EFT003924	SEC002	Security One Alarm Systems Ltd	January 14, 2021	\$779.36
EFT003925	SHE005	Wilf Shepley Electrical & Plum	January 14, 2021	\$107.35
EFT003926	STE033	Stephens, Tracy	January 14, 2021	\$38.97
EFT003927	SUN002	Sun Life Assurance Company of	January 14, 2021	\$21,563.04
EFT003928	THY001	Thyssenkrupp Elevator	January 14, 2021	\$813.60
EFT003929	TSC002	Peavey Industries LP	January 14, 2021	\$21.10
EFT003930	VAL009	Valvoline Express Care	January 14, 2021	\$117.10
EFT003931	WAL024	Walker Aggregates Inc.	January 14, 2021	\$1,274.02
EFT003932	WIN005	WFS Ltd	January 14, 2021	\$97.90
EFT003933	WIN058	WINDSOR TIRE INC	January 14, 2021	\$452.84
EFT003934	WOL002	Wolf Hooker Professional Corpo	January 14, 2021	\$1,430.00
EFT003935	WOL004	Wolseley Canada Inc	January 14, 2021	\$8,766.87
EFT003936	XER001	Xerox Canada	January 14, 2021	\$1,117.29
EFT003937	ANC002	Anchor Doors & Service Inc	January 15, 2021	\$1,093.76
EFT003938	ARC004	Architecttura	January 15, 2021	\$10,309.81
EFT003939	COR004	Corporate Billing	January 15, 2021	\$354.30
EFT003940	GFL001	GFL Environmental Inc.	January 15, 2021	\$627.12
EFT003941	ONT016	Ontario Clean Water Agency	January 15, 2021	\$30,489.43
EFT003942	VIK001	Viking Cives Ltd	January 15, 2021	\$1,253.78
EFT003943	WUR001	Wurth Canada Limited	January 15, 2021	\$438.08
EFT003944	120001	1206662 Ontario Ltd	January 21, 2021	\$12,038.75
EFT003945	BAR031	Barrette Excavating Inc.	January 21, 2021	\$6,746.10
EFT003946	BEZ001	Bezaire, Mike	January 21, 2021	\$5,555.83
EFT003947	CIN001	Cintas Canada Limited	January 21, 2021	\$261.64
EFT003948	CLS001	Canadian Linen and Uniform Ser	January 21, 2021	\$61.81
EFT003949	COM030	Commercial Cleaning Services	January 21, 2021	\$6,520.10
EFT003950	COR004	Corporate Billing	January 21, 2021	\$2,023.63
EFT003951	CTY002	County of Essex	January 21, 2021	\$1,305.04
EFT003952	CUP001	Canadian Union of Public Emplo	January 21, 2021	\$2,090.44
EFT003953	EMC002	EMCO Corporation	January 21, 2021	\$683.65
EFT003954	JAC001	Jack's Auto Service	January 21, 2021	\$1,048.97
EFT003955	JEF001	Jeff Shepley Excavating Ltd.	January 21, 2021	\$4,593.20
EFT003956	LAN010	Landscape Effects Group	January 21, 2021	\$1,327.75
EFT003957	LIF001	Lifesaving Society	January 21, 2021	\$701.15
EFT003958	MUN008	Municipal Employer Pension Cen	January 21, 2021	\$456.80
EFT003959	OME001	OMERS	January 21, 2021	\$76,541.34
EFT003960	ONT016	Ontario Clean Water Agency	January 21, 2021	\$274,845.23
EFT003961	RCS001	RC Spencer Associates Inc.	January 21, 2021	\$9,284.66
EFT003962	REG001	Reg Clark Truck Ltd	January 21, 2021	\$72,156.21
EFT003963	SCL001	Stantec Consulting Ltd.	January 21, 2021	\$63,249.06
EFT003964	SKY004	SkyMobile	January 21, 2021	\$6,132.51
EFT003965	TEA001	Team Truck Centres	January 21, 2021	\$317.32
EFT003966	WIN010	Windsor-Essex County Humane So	January 21, 2021	\$265.00
EFT003967	WOL002	Wolf Hooker Professional Corpo	January 21, 2021	\$303.29
EFT003968	WOL004	Wolseley Canada Inc	January 21, 2021	\$10,305.63
EFT003969	XER001	Xerox Canada	January 21, 2021	\$80.46
EFT003970	120001	1206662 Ontario Ltd	January 28, 2021	\$847.50
EFT003971	AGR002	Agris Co-Operative Ltd.	January 28, 2021	\$2,192.88
EFT003972	AJS001	A. J. Stone Company Ltd.	January 28, 2021	\$2,197.23
EFT003973	AMO001	Association of Municipalities	January 28, 2021	\$6,966.16



General Account Cheque Register for January 2021

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT003974	AUT001	Auto Barn Parts	January 28, 2021	\$225.89
EFT003975	BAR031	Barrette Excavating Inc.	January 28, 2021	\$60,245.98
EFT003976	BEZ001	Bezaire, Mike	January 28, 2021	\$1,334.92
EFT003977	BON026	Bondy, Sherry	January 28, 2021	\$135.70
EFT003978	BRA029	Brandt	January 28, 2021	\$713.48
EFT003979	CAN037	Canadian Diesel Services	January 28, 2021	\$519.84
EFT003980	CHE003	Checker Industrial Ltd	January 28, 2021	\$238.36
EFT003981	CIM001	CIMCO Refrigeration	January 28, 2021	\$3,355.16
EFT003982	CLA007	Classic Displays	January 28, 2021	\$7,078.04
EFT003983	CLS001	Canadian Linen and Uniform Ser	January 28, 2021	\$388.20
EFT003984	COR004	Corporate Billing	January 28, 2021	\$159.98
EFT003985	COU023	CountrySide Drilling Ltd.	January 28, 2021	\$2,514.25
EFT003986	CTY002	County of Essex	January 28, 2021	\$525.00
EFT003987	CUL004	Culinary Tourism Alliance	January 28, 2021	\$6,686.78
EFT003988	DIL001	Dillon Consulting Ltd.	January 28, 2021	\$21,718.32
EFT003989	ELE003	Electrozad Supply Company	January 28, 2021	\$3,193.15
EFT003990	EMP003	Empire Communications	January 28, 2021	\$2,874.91
EFT003991	EMP006	Empire Business Continuity Con	January 28, 2021	\$536.07
EFT003992	ERC001	Essex Region Conservation Auth	January 28, 2021	\$40,513.00
EFT003993	ESS019	Essex Home Hardware	January 28, 2021	\$4,292.72
EFT003994	ESS030	Essex Windsor Solid Waste Auth	January 28, 2021	\$58,667.74
EFT003995	ESS084	Essex County K9 Services	January 28, 2021	\$2,585.72
EFT003996	FIR002	Fire Marshal's Public Fire Saf	January 28, 2021	\$100.00
EFT003997	FIR005	Fireservice Management Ltd	January 28, 2021	\$49.86
EFT003998	GIR011	Aubin, Sarah	January 28, 2021	\$412.45
EFT003999	GRA025	Grand & Toy	January 28, 2021	\$283.74
EFT004000	GRE001	Great Lakes Safety Products	January 28, 2021	\$1,161.08
EFT004001	GRE003	Greater Essex County District	January 28, 2021	\$16,636.40
EFT004002	HAR001	The Harrow News & County Print	January 28, 2021	\$40.00
EFT004003	HAR060	Harrow Animal Hospital	January 28, 2021	\$160.00
EFT004004	HAY001	Hayes Brothers Excavating & Tr	January 28, 2021	\$500.00
EFT004005	HHH001	Harrow Home Hardware	January 28, 2021	\$1,899.18
EFT004006	HOL001	Holland Cleaning Solutions Ltd	January 28, 2021	\$1,224.59
EFT004007	HUR007	Hurricane SMS Inc.	January 28, 2021	\$1,197.80
EFT004008	KEL015	Kelcom - Radio Division	January 28, 2021	\$2,778.67
EFT004009	KIN009	Kingsville Roofing	January 28, 2021	\$3,420.62
EFT004010	LAN010	Landscape Effects Group	January 28, 2021	\$5,034.15
EFT004011	MAR070	Marks Supply Inc	January 28, 2021	\$105.63
EFT004012	PUR001	Purolator Inc.	January 28, 2021	\$184.97
EFT004013	REG001	Reg Clark Truck Ltd	January 28, 2021	\$23,909.82
EFT004014	ROL005	Roles, Breanna	January 28, 2021	\$3.54
EFT004015	ROO002	Rood Engineering	January 28, 2021	\$19,991.96
EFT004016	STI007	Stinson Equipment	January 28, 2021	\$2,004.01
EFT004017	STR021	StrategyCorp Inc.	January 28, 2021	\$44,606.75
EFT004018	TEA001	Team Truck Centres	January 28, 2021	\$1,295.19
EFT004019	VAN029	Vander Doelen, Chris	January 28, 2021	\$1,537.69
EFT004020	VIK001	Viking Cives Ltd	January 28, 2021	\$1,532.91
EFT004021	WAV002	Wave Direct Telecommunications	January 28, 2021	\$718.32
EFT004022	WIN010	Windsor-Essex County Humane So	January 28, 2021	\$300.00
EFT004023	WIN027	Windsor Starter's Powerhouse	January 28, 2021	\$135.60
EFT004024	WOL004	Wolseley Canada Inc	January 28, 2021	\$328.02
EFT004025	WPW001	WP - Web & Print Boutique	January 28, 2021	\$167.13
EFT004026	WUR001	Wurth Canada Limited	January 28, 2021	\$220.52
EFT004027	XER001	Xerox Canada	January 28, 2021	\$213.60
Total Cheques				\$2,962,701.93



Preauthorized Payments for January 2021

Date	Vendor	Description	Amount
January 4, 2021	API Alarm Monitoring	Miscellaneous Payment	\$22.60
January 15, 2021	957590 Global Leasing	Bill Payment	\$319.89
January 4, 2021	Allstream	Bill Payment	\$65.81
January 4, 2021	Allstream	Bill Payment	\$73.63
January 4, 2021	Allstream	Bill Payment	\$120.38
January 4, 2021	Allstream	Bill Payment	\$139.44
January 4, 2021	Allstream	Bill Payment	\$139.44
January 4, 2021	Allstream	Bill Payment	\$143.04
January 4, 2021	Allstream	Bill Payment	\$170.72
January 4, 2021	Allstream	Bill Payment	\$256.40
January 11, 2021	Allstream	Bill Payment	\$65.81
January 11, 2021	Allstream	Bill Payment	\$65.81
January 11, 2021	Allstream	Bill Payment	\$74.85
January 11, 2021	Allstream	Bill Payment	\$76.73
January 12, 2021	Allstream	Bill Payment	\$66.56
January 12, 2021	Allstream	Bill Payment	\$101.93
January 12, 2021	Allstream	Bill Payment	\$224.87
January 15, 2021	BAM Fee	Lease Payment	\$13.10
January 4, 2021	Bell Canada	Bill Payment	\$385.86
January 13, 2021	Bell Canada	Bill Payment	\$163.12
January 19, 2021	Bell Canada	Bill Payment	\$226.96
January 25, 2021	Bell Canada	Bill Payment	\$68.79
January 25, 2021	Bell Canada	Bill Payment	\$102.54
January 25, 2021	Bell Canada	Bill Payment	\$155.27
January 25, 2021	Bell Canada	Bill Payment	\$164.92
January 25, 2021	Bell Canada	Bill Payment	\$200.14
January 26, 2021	Bell Canada	Bill Payment	\$81.40
January 4, 2021	Cogeco Connexion	Bill Payment	\$141.19
January 6, 2021	Cogeco Connexion	Bill Payment	\$124.24
January 6, 2021	Cogeco Connexion	Bill Payment	\$169.44
January 7, 2021	Cogeco Connexion	Bill Payment	\$141.13
January 11, 2021	Cogeco Connexion	Bill Payment	\$137.74
January 21, 2021	Cogeco Connexion	Bill Payment	\$101.64
January 27, 2021	Cogeco Connexion	Bill Payment	\$124.24
January 29, 2021	Cogeco Connexion	Bill Payment	\$124.24
January 4, 2021	Dell Finance	Lease Payment	\$87.22
January 18, 2021	Dell Finance	Lease Payment	\$699.43
January 20, 2021	Dell Finance	Lease Payment	\$4,589.96
January 21, 2021	Dell Finance	Lease Payment	\$164.77
January 26, 2021	Dell Finance	Lease Payment	\$2,490.73
January 20, 2021	ELK Energy	Bill Payment	\$12.90
January 20, 2021	ELK Energy	Bill Payment	\$14.24
January 20, 2021	ELK Energy	Bill Payment	\$14.24
January 20, 2021	ELK Energy	Bill Payment	\$14.24
January 20, 2021	ELK Energy	Bill Payment	\$15.31
January 20, 2021	ELK Energy	Bill Payment	\$17.97
January 20, 2021	ELK Energy	Bill Payment	\$19.69
January 20, 2021	ELK Energy	Bill Payment	\$19.69
January 20, 2021	ELK Energy	Bill Payment	\$19.69
January 20, 2021	ELK Energy	Bill Payment	\$19.69
January 20, 2021	ELK Energy	Bill Payment	\$20.13
January 20, 2021	ELK Energy	Bill Payment	\$24.23
January 20, 2021	ELK Energy	Bill Payment	\$25.32
January 20, 2021	ELK Energy	Bill Payment	\$25.65
January 20, 2021	ELK Energy	Bill Payment	\$28.97
January 20, 2021	ELK Energy	Bill Payment	\$29.25
January 20, 2021	ELK Energy	Bill Payment	\$33.33
January 20, 2021	ELK Energy	Bill Payment	\$38.23
January 20, 2021	ELK Energy	Bill Payment	\$40.37
January 20, 2021	ELK Energy	Bill Payment	\$44.93



Preauthorized Payments for January 2021

Date	Vendor	Description	Amount
January 20, 2021	ELK Energy	Bill Payment	\$45.18
January 20, 2021	ELK Energy	Bill Payment	\$45.39
January 20, 2021	ELK Energy	Bill Payment	\$46.14
January 20, 2021	ELK Energy	Bill Payment	\$47.30
January 20, 2021	ELK Energy	Bill Payment	\$48.54
January 20, 2021	ELK Energy	Bill Payment	\$49.92
January 20, 2021	ELK Energy	Bill Payment	\$53.88
January 20, 2021	ELK Energy	Bill Payment	\$77.69
January 20, 2021	ELK Energy	Bill Payment	\$77.94
January 20, 2021	ELK Energy	Bill Payment	\$86.63
January 20, 2021	ELK Energy	Bill Payment	\$107.86
January 20, 2021	ELK Energy	Bill Payment	\$108.18
January 20, 2021	ELK Energy	Bill Payment	\$111.61
January 20, 2021	ELK Energy	Bill Payment	\$113.44
January 20, 2021	ELK Energy	Bill Payment	\$131.47
January 20, 2021	ELK Energy	Bill Payment	\$138.14
January 20, 2021	ELK Energy	Bill Payment	\$138.14
January 20, 2021	ELK Energy	Bill Payment	\$140.02
January 20, 2021	ELK Energy	Bill Payment	\$142.52
January 20, 2021	ELK Energy	Bill Payment	\$155.11
January 20, 2021	ELK Energy	Bill Payment	\$159.09
January 20, 2021	ELK Energy	Bill Payment	\$165.93
January 20, 2021	ELK Energy	Bill Payment	\$186.38
January 20, 2021	ELK Energy	Bill Payment	\$203.17
January 20, 2021	ELK Energy	Bill Payment	\$212.01
January 20, 2021	ELK Energy	Bill Payment	\$226.71
January 20, 2021	ELK Energy	Bill Payment	\$295.29
January 20, 2021	ELK Energy	Bill Payment	\$453.51
January 20, 2021	ELK Energy	Bill Payment	\$514.12
January 20, 2021	ELK Energy	Bill Payment	\$698.92
January 20, 2021	ELK Energy	Bill Payment	\$730.25
January 20, 2021	ELK Energy	Bill Payment	\$963.94
January 20, 2021	ELK Energy	Bill Payment	\$1,243.65
January 20, 2021	ELK Energy	Bill Payment	\$1,920.35
January 20, 2021	ELK Energy	Bill Payment	\$2,022.99
January 20, 2021	ELK Energy	Bill Payment	\$4,895.88
January 20, 2021	ELK Energy	Bill Payment	\$6,653.37
January 20, 2021	ELK Energy	Bill Payment	\$10,111.36
January 20, 2021	ELK Energy	Bill Payment	\$10,447.51
January 20, 2021	ELK Energy	Bill Payment	\$10,636.32
January 20, 2021	ELK Energy	Bill Payment	\$31,142.29
January 4, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$68.15
January 4, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$152.31
January 4, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$204.39
January 4, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$438.12
January 4, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$467.55
January 4, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$872.57
January 4, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$1,206.98
January 6, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$113.39
January 6, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$125.05
January 6, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$139.82
January 25, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$158.90
January 25, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$475.60
January 25, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$535.39
January 25, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$803.02
January 26, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$139.85
January 27, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$982.60
January 28, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$368.76
January 28, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$1,757.02
January 28, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$1,804.08





Preauthorized Payments for January 2021

Date	Vendor	Description	Amount
January 26, 2021	GFL (WDS)	Miscellaneous Payment	\$316.40
January 26, 2021	GFL (WDS)	Miscellaneous Payment	\$113,633.43
January 6, 2021	Hydro One	Bill Payment	\$139.51
January 7, 2021	Hydro One	Bill Payment	\$258.82
January 7, 2021	Hydro One	Bill Payment	\$3,310.11
January 11, 2021	Hydro One	Bill Payment	\$6.13
January 11, 2021	Hydro One	Bill Payment	\$58.38
January 11, 2021	Hydro One	Bill Payment	\$382.29
January 11, 2021	Hydro One	Bill Payment	\$6,256.35
January 11, 2021	Hydro One	Bill Payment	\$7,368.25
January 13, 2021	Hydro One	Bill Payment	\$10,629.57
January 18, 2021	Hydro One	Bill Payment	\$28.46
January 18, 2021	Hydro One	Bill Payment	\$28.46
January 18, 2021	Hydro One	Bill Payment	\$32.40
January 18, 2021	Hydro One	Bill Payment	\$67.09
January 18, 2021	Hydro One	Bill Payment	\$79.16
January 18, 2021	Hydro One	Bill Payment	\$518.29
January 18, 2021	Hydro One	Bill Payment	\$723.24
January 19, 2021	Hydro One	Bill Payment	\$28.47
January 19, 2021	Hydro One	Bill Payment	\$47.17
January 20, 2021	Hydro One	Bill Payment	\$34.26
January 25, 2021	Hydro One	Bill Payment	\$27.82
January 25, 2021	Hydro One	Bill Payment	\$360.78
January 25, 2021	Hydro One	Bill Payment	\$563.39
January 26, 2021	Hydro One	Bill Payment	\$32.84
January 26, 2021	Hydro One	Bill Payment	\$74.87
January 26, 2021	Hydro One	Bill Payment	\$91.55
January 26, 2021	Hydro One	Bill Payment	\$92.81
January 26, 2021	Hydro One	Bill Payment	\$96.94
January 26, 2021	Hydro One	Bill Payment	\$114.87
January 26, 2021	Hydro One	Bill Payment	\$248.74
January 27, 2021	Hydro One	Bill Payment	\$30.10
January 20, 2021	Ontario Clean Water	Miscellaneous Payment	\$91,235.02
January 20, 2021	Reliance Comfort	Bill Payment	\$33.90
January 26, 2021	Reliance Comfort	Bill Payment	\$22.60
January 26, 2021	Reliance Comfort	Bill Payment	\$28.70
January 28, 2021	Reliance Comfort	Bill Payment	\$28.70
January 29, 2021	Reliance Comfort	Bill Payment	\$16.95
January 29, 2021	Reliance Comfort	Bill Payment	\$28.70
January 29, 2021	Reliance Comfort	Bill Payment	\$159.10
January 27, 2021	Superpass	Bill Payment	\$246.01
January 19, 2021	Telus Mobility	Bill Payment	\$2,905.68
January 11, 2021	US Bank	Bill Payment	\$8,029.20
January 4, 2021	Union Water WBP	Bill Payment	\$40,596.28
Total Pre-Authorized Payments			\$399,993.53



Payroll for January 2021

Pay Week Ending	Pay Date	Amount
January 2, 2021	January 7, 2021	\$83,162.25
January 9, 2021	January 14, 2021	\$90,082.13
January 16, 2021	January 21, 2021	\$77,013.26
January 23, 2021	January 28, 2021	\$78,597.16
Council Remuneration	January 28, 2021	\$13,949.69
Total		\$342,804.49

## **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



# **The Corporation of the Town of Essex**

## **By-Law Number 1995**

### **Being a by-law to confirm the proceedings of the March 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 March 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 March 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 March 1, 2021.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Read a third time and finally adopted on March 15, 2021.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk