



## Regular Council Meeting Agenda

March 15, 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 15, 2021

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

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

**That** the published agenda for the March 15, 2021 Regular Council Meeting be adopted as presented / amended.

6. Adoption of Minutes

6.1. Regular Council Meeting Minutes for March 1, 2021

1

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

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

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

6.2. Special Council Meeting Minutes for February 8, 2021

10

RE: Essex Climate Adaptation Plan

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

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

**That** the minutes of the Special Council Meeting held February 8, 2021 be adopted as circulated.

7. Public Presentations

7.1. Robin Greenall, CEO/Chief Librarian, Essex County Library

12

RE: ECL Enhanced Community Access service at the McGregor Branch

7.2.	<b>Tim Byrne, Shelley McMullen, Tania Jobin, Essex Region Conservation Authority</b>	23
	RE: Draft Budget/Implications of recent changes to Conservation Authorities Act.	
7.3.	<b>Perry Basden, Heritage Colchester</b>	94
	RE: Friends of Colchester Schoolhouse	
7.4.	<b>James Flynn and Kim Lewis</b>	123
	RE: 96 County Road 50 West	
8.	<b>Unfinished Business</b>	
9.	<b>Reports from Administration</b>	
9.1.	<b>Legal and Legislative Services-2021-01</b>	128
	RE: Stray Cat Intake Agreement with Windsor Essex County Humane Society	
	Moved by _____	
	Seconded by _____	
	<b>That</b> Legal and Legislative Services 2021-01 entitled Stray Cat Intake Agreement with Windsor-Essex County Humane Society prepared by Shelley Brown, Deputy Clerk, Legal and Legislative Services dated January 18, 2021 be received, and	
	<b>That</b> the agreement with Windsor-Essex County Humane Society for the intake of stray cats as approved in By-Law 1974, with the Town paying the Windsor-Essex County Humane Society amount of \$25.00 per stray cat, be extended for a one-year period, retroactive to January 1, 2021	
9.2.	<b>Finance and Business Services-2021-01</b>	133
	RE: 2020 Funding of Financial Commitments	
	Moved by _____	
	Seconded by _____	
	<b>That</b> Finance and Business Services-2021-01 entitled 2020 Funding of Financial Commitments prepared by Jeffrey R. Morrison, Director, Corporate Services dated March 15, 2021 be received,	
	<b>That</b> Council approve the funding of the balance of the Town's commitment to the John R. Park Homestead Education Centre for a designated Tourist Information Centre named for the Town of Essex that falls outside of the Colchester Community Improvement Plan (CIP) through the utilization of GG-20-0002 Council Contingency in the amount of \$34,793, with the balance remaining funded from the Town's Land Acquisition Reserve, and	
	<b>That</b> Council approve the temporary borrowing from the Landfill Reserve, for the deficit portion of waived development charges for hard and soft services in the amount of \$397,216.26 to be funded and repaid in the 2022 Budget.	
9.3.	<b>Economic Development-2021-02</b>	140
	RE: Building Report and Development Overview February 2021	

- Moved by \_\_\_\_\_  
 Seconded by \_\_\_\_\_  
**That** Economic Development-2021-02 entitled Building Report and Development Overview February 2021 prepared by Nelson Silveira, Economic Development Officer dated March 15, 2021 be received for information.
- 9.4. Development Services-2021-01** 148
- RE: Electronic Building Permit & Inspection Software
- Moved by \_\_\_\_\_  
 Seconded by \_\_\_\_\_  
**That** Development Services Report-2021-01 entitled Electronic Building Permit and Inspection Software prepared by Lori Chadwick, Director, Development Services dated March 15, 2021 be received; and
- That** Council authorize Administration to procure and implement the electronic building permit and inspection software “Cloudpermit” through single source means according to Procurement By-Law 1043 Section 9.08 j) for a period of 5 years.
- 9.5. Planning-2021-06** 155
- RE: Notice of Intention to Designate (195 Bagot Street, Colchester Schoolhouse)
- Moved by \_\_\_\_\_  
 Seconded by \_\_\_\_\_  
**That** Planning-2021-06 entitled Notice of Intention to Designate (195 Bagot Street, Colchester Schoolhouse) prepared by Rita Jabbour, RPP, Manager, Planning Services dated March 15, 2021 be received,
- That** Council authorize the ‘Notice of Intention to Designate’ for the property municipally known as 195 Bagot Street (Colchester Schoolhouse), and
- That** the Notice be published in a newspaper having general circulation in the Municipality and the Notice be served on the Ontario Heritage Trust in accordance with subsection 29 (3) of the Ontario Heritage Act.
- 9.6. Planning-2021-04** 169
- RE: Natural Heritage Conservation Easement Agreement on 3rd Concession Road, Part Lot 17, CON 2, designated Part 1 on 12R-28527,
- Moved by \_\_\_\_\_  
 Seconded by \_\_\_\_\_  
**That** Planning Report 2021-04 entitled Natural Heritage Conservation Easement Agreement – Part Lot 17, CON 2, designated Part 1 on 12R-28527, prepared by Corinne Chiasson, Assistant Planner, dated March 15, 2021 be received, and
- That** Council adopt By-Law 1994 being a bylaw to enter into a Conservation Easement Agreement between the Owner of Part Lot 17, CON 2, designated Part 1 on 12R-28527 and The Corporation of the Town of Essex.
- 9.7. Planning-2021-03** 183

RE: Subdivision Agreement for Parkland Woods (1552843 Ontario Limited)

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

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

**That** Planning Report-2021-03 entitled Subdivision Agreement for Parkland Woods (1552843 Ontario Limited) prepared by Rita Jabbour, RPP, Manager, Planning Services dated March 15, 2021 be received,

**That** Council adopt By-Law 1993 being a bylaw to enter into a Subdivision Agreement between the Corporation of the Town of Essex and 1552843 Ontario Limited for the lands comprising Part of Lot 12, Second Range of the Gore (former Colchester South), and

**That** the Subdivision Agreement be registered against the lands to which it applies by the Municipality as notice to prospective purchasers.

**10. Reports from Youth Members**

**11. County Council Update**

**12. Correspondence**

**12.1. Correspondence to be received**

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

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

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

**12.1.1. Correspondence relating to COVID-19 Pandemic**

12.1.1.1. Province of Ontario, Ministry of Municipal Affairs and Housing 228

RE: 2021 Recovery Funding for Municipalities program

12.1.1.2. The Corporation of the City of Sarnia 231

RE: Colour Coded Capacity Limits

12.1.1.3. Township of Lake of Bays 233

RE: Capacity Limits for Restaurants in Stage 2 under the Reopening Ontario Act, 2020

12.1.1.4. Windsor-Essex County Health Unit 235

RE: Elected Representatives Weekly report on COVID-19 Case Counts in Windsor and Essex County

12.1.2. Niagara Region 238

RE: Homelessness, Mental Health and Addiction in Niagara

12.1.3. Township of The Archipelago 241

RE: Ontario Fire College - Planned Closure

12.1.4. Howick Township 244



RE: Ontario Fire College

12.1.5. The Corporation of the Township of Brock 245

RE: Ontario Fire College Closure

12.1.6. The Corporation of the Township of Brock 247

RE: Cannabis Licencing and Enforcement

12.1.7. Town of Essex 249

RE: New Youth Council Member

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

12.2.1. Town of Essex 250

RE: Urgent Need for Hospital Funding in Windsor-Essex

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

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

**That** Essex Council join every other local Essex County municipality in affirming its support for this transformational project, noting that our municipalities continue to grow and that our residents require access to a state-of-the-art hospital servicing the entire region.

**13. Committee Meeting Minutes**

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

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

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

13.1. Arts, Culture and Tourism Minutes - January 20, 2021 253

13.2. Heritage Committee Minutes - January 28, 2021 259

13.3. Police Services Board - February 4, 2021 264

**14. Financial**

14.1. Section 284- Statement of Remuneration and Expenses Paid 2020 268

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

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

**That** the Section 284 Statement of Remuneration and Expenses Paid 2020 be received.

**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

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 third time and finally passed March 1, 2021

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

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

**That** by-law to confirm the proceedings of the March 1, 2021, Regular Meeting of Council of The Corporation of the Town of Essex

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

Being a by-law to appoint a Building Inspector for the Town of Essex

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

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

**That** By-Law 1998 being a by-law to Appoint a Building Inspector for the Town of Essex be read a first, a second and a third time and finally passed March 15, 2021.

Being a by-law to authorize a Lease Extension Agreement between Suncor Energy Products Partnership and the Town of Essex for the lease by the Town of the land located at 64 King Street West, Harrow.

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

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

**That** By-Law 1997 being a by-law to authorize a Lease Extension Agreement between Suncor Energy Products and the Town of Essex for the lease by the Town of the Land located at 64 King Street West, Harrow and legally described as Part Lots 2 and 3, Plan 180 (Geographic Township of Colchester & Town of Harrow) as in R765254 Town of Essex, County of Essex be read a first, a second and a third time and finally passed on March 15, 2021.

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

Being a by-law to confirm the proceedings of the March 15, 2021, Regular Meeting of the Council of The Corporation of the Town of Essex.

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

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

**That** By-Law 1996 being a by-law to confirm the proceedings of the March 15, 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 15, 2021.

**19. Adjournment**

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

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

That the meeting be adjourned at [TIME].

**20. Future Meetings**

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

RE: Zoning By-Law Amendments

- ZBA-01-21 V/L County Road 50 Essex
- ZBA-02-21 3900 North Malden Road
- ZBA-03-21 V/L South Talbot Road

Location: Electronic Meeting via Zoom

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

**20.2. Tuesday, April 6, 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, April 19, 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)



**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. 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](http://www.youtube.com/EssexOntario)

March 1, 2021, 6:00 pm

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

Present: Mayor Larry Snively  
Deputy Mayor Richard Meloche  
Ward 1 Councillor Joe Garon  
Ward 1 Councillor Morley Bowman  
Ward 2 Councillor Kim Verbeek  
Ward 3 Councillor Steve Bjorkman  
Ward 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  
Edua Marczinko, Youth Council Member

**1. Call to Order**

Mayor Snively called the meeting to order at approximately 6:02 PM.

**2. National Anthem**

**3. Closed Meeting Report**

Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk, provided a verbal report on the Closed Meetings that was held on February 22, 2021 at 3:00 PM and 4:00 PM respectively. He reported that Council met electronically in Closed Session, on February 22, 2021 at 3:00 PM, as permitted to do by Section 239 (2) (c) of the Municipal Act and then at 4:00 PM as permitted to do so by section 239 (3.1) of the Municipal Act.

At the Closed Meeting at 3:00 PM, Council discussed the potential sale of certain municipal properties. In particular, Council gave direction to Administration in regards to the municipal property known as 195 Bagot (and also known as the

Colchester School House Property). At this meeting Council directed Administration to remove 195 Bagot from the Town's Surplus property list.

Then, at the Closed Meeting at 4:00 PM, Council went into closed session for the sole purpose of receiving training and education in accordance with the provisions of section 239 (3.1) of the Municipal Act.

**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 March 1, 2021**

**R21-03-069**

Moved By Councillor Bowman

Seconded By Councillor Bjorkman

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

**Carried**

**6. Adoption of Minutes**

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

**R21-03-070**

Moved By Councillor Bowman

Seconded By Deputy Mayor Meloche

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

**Carried**

**7. Public Presentations**

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

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

Ms. Santarossa explained that the Youth Council of Canada is a National Non-Profit Organization that supports youth councils, youth committees, and the staff who host them. Youth Council of Canada supports municipalities and administrative staff who run or organize programs such as youth advisory committees and councils. The Youth Council creates an online environment where you can share the best practices and learn from other communities.

Ms. Santarossa said that the Hour-for-Hour challenge is geared for youths having a hard time finding volunteer hours as many organizations do not have the capacity to offer those opportunities. Ms. Santarossa stated that municipalities should stay on top of new trends as to build a community youths will call home. Youth Council of Canada is asking municipalities to participate in this program in order for youth to get involved build community service hours. Youth Council of Canada offers administrative support to Municipal staff as part of this program and only requires them to share activities online. Ms. Santarossa further explained that watching

Council meetings provides youths with opportunities to observe how Council functions, provide youths with the ability to read an agenda, and stay on top of local issues.

Ms. Santarossa advised that the Town can take part in Hour-for-Hour without being a member of the coalition of Canada but administrative support would not be included. This membership requires an annual membership fee but includes benefits such as managing your profile, connecting with a peer audience, discussions regarding recourses, downloading activities, and receiving insights. It is in essence an ecosystem of support to make sure youth are engaged.

In conclusion Ms. Santarossa asked Council for any comments.

Councillor Verbeek thanked her for recognizing the opportunity and need to engage our youths. Councillor Verbeek said she would love to see Essex join and would support.

Councillor Bjorkman also thanked her for bringing this forward and recognizing how important it is to engage. He thinks it is a great idea for community hours as there needs to be an avenue for kids who are interested in things other than sports.

Mayor Snively asked Ms. Santarossa for the cost of the membership.

Ms. Santarossa said that the Municipal government fee is \$1,200 but there is a 30 percent discount for the 1st year which would be \$840 plus HST. The membership can be cancelled after the first year.

Councillor Bondy mentioned that we need to do more things for youths. She asked the Director from Finance to review the budget costs.

**R21-03-071**

Moved By Deputy Mayor Meloche  
Seconded By Councillor Bowman

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

**Carried**

**R21-03-072**

Moved By Councillor Verbeek  
Seconded By Councillor Bondy

**That** Administration be directed to obtain a membership with the Youth Council Coalition of Canada to be funded from the Community Partnership Fund.

**Carried**

**8. Unfinished Business**

**9. Reports from Administration**

**9.1 Economic Development-2021-04**

RE: Building Report and Development Overview January 2021

**R21-03-073**

Moved By Councillor Garon  
Seconded By Councillor Verbeek

**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.

**Carried**

**9.2 Infrastructure Services-2021-02**

RE: Engineering Services for Ward 1 Storm Improvements

**R21-03-074**

Moved By Councillor Bowman  
Seconded By Councillor Vander Doelen

**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.

**Carried**

**9.3 Infrastructure Services-2021-05**

RE: Ward 1 Water Supply West of Highway 3

**R21-03-075**

Moved By Councillor Garon  
Seconded By Councillor Bjorkman

**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.

**Carried**

#### **9.4 Capital Works and Infrastructure-2021-02**

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

##### **R21-03-076**

Moved By Councillor Bowman

Seconded By Councillor Bjorkman

**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.

**Carried**

#### **9.5 Environmental Services-2021-01**

RE: 2021 Water and Wastewater Rates and Financial Plan

##### **R21-03-077**

Moved By Deputy Mayor Meloche

Seconded By Councillor Bowman

**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:

**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; and

**That** 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.

**Carried**

##### **9.5.1 By-Law 1992**

RE: Being a By-Law to establish Water and Sanitary Sewer Rates and Charges

#### **9.6 Planning-2021-05**

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

##### **R21-03-078**

Moved By Councillor Bjorkman

Seconded By Councillor Vander Doelen

**That** 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;



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

**That** 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

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

**Carried**

**9.7 Finance and Business Services-2021-04**

RE: Tax Adjustments - Section 357.(1) and Section 358

**R21-03-079**

Moved By Councillor Bowman  
Seconded By Councillor Garon

**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.

**Carried**

**10. Reports from Youth Members**

Edua Marczinko who was introduced as the newest Youth Council Member, had no reports but informed Council that she was happy to be joining Council as a Youth Council Member and was looking forward to bringing a youth perspective to the meetings.

**11. County Council Update**

**12. Correspondence**

**12.1 Correspondence to be received**

**R21-03-080**

Moved By Councillor Bowman  
Seconded By Deputy Mayor Meloche

**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 Association of Municipal Managers, Clerks and  
Treasurers of Ontario (AMCTO)**

RE: Essential Municipal Services during the COVID-  
19 Pandemic

12.1.1.2 Ministry of Municipal Affairs and Housing  
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  
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

12.1.2.2 February 17, 2021 Agenda

12.1.3 Union Water Supply System

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

RE: Windsor-Essex Regional Community Safety and Well-Being Plan

12.1.5 The Corporation of The Town of Amherstburg

RE: Closing of the Ontario Fire College

12.1.6 Town of Essex New Climate Change Adaptation Plan

RE: Council Adopts Action Plan and Declares Climate Emergency

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

**13. Committee Meeting Minutes**

**R21-03-081**

Moved By Councillor Bjorkman

Seconded By Councillor Garon

**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.

**Carried**

**13.1 Essex Climate Adaption Committee Minutes - December 17, 2020**

**13.2 Police Service Board Minutes - January 7, 2021**

**13.3 Arts, Culture and Tourism Committee Minutes - February 10, 2021**

**14. Financial**

#### **14.1 January 2021 Bank Payment Report**

##### **R21-03-082**

Moved By Councillor Bjorkman

Seconded By Councillor Vander Doelen

**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.

**Carried**

#### **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**

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.

##### **R21-03-083**

Moved By Councillor Bjorkman

Seconded By Councillor Vander Doelen

**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

**Carried**

##### **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**

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.

##### **R21-03-084**

Moved By Councillor Bowman

Seconded By Councillor Garon

**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.

**Carried**

19.    **Adjournment**

**R21-03-085**

Moved By Deputy Mayor Meloche

Seconded By Councillor Bjorkman

That the meeting be adjourned at 6:49PM.

**Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**The Corporation of the Town of Essex**

**Special Council Meeting Minutes**

February 8, 2021, 5:00 pm

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

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

The purpose of this meeting was to present the feedback received regarding the Town of Essex Climate Change Adaption Plan.

Present:

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

Also Present:

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

**1. Call to Order**

Mayor Snively 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 Special Council Meeting Agenda for February 8, 2021**

**SP21-02-001**

Moved By Councillor Garon

Seconded By Councillor Bowman

That the published agenda for the February 8, 2021 Special Council Meeting be adopted as presented.

Carried

4. Presentation from Administration

RE: Feedback regarding the Draft Climate Change Adaptation Plan presented to Council on January 13, 2021

Rita Jabbour, Manager, Planning Services explained that the purpose of the meeting was to provide Council with a summary of public and council feedback, questions and comments received during the consultation period on the Draft Climate Adaptation Plan received between January 14, 2021 and February 3, 2021.

Ms. Jabbour explained that although the Plan has remained largely unchanged, there are some minor edits including a new graphic to depict the reporting structure to track the progress on action items. Ms. Jabbour advised that following this meeting, a final copy of the Plan will be distributed to Council.

Niharika Bandaru, Climate Change Specialist presented the feedback received since the January 13, 2021 meeting to introduce the Plan. Ms. Bandaru provided an overview of the feedback received highlighting the main public feedback themes.

SP21-02-002

Moved By Deputy Mayor Meloche  
Seconded By Councillor Garon

That the presentation entitled "Feedback - Climate Change Adaption Plan", be received.

Carried

5. Adjournment

SP21-02-003

Moved By Councillor Bjorkman  
Seconded By Councillor Vander Doelen

That the meeting be adjourned at 5:55 PM.

Carried

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



# Enhanced Community Services

ESSEXCOUNTYLIBRARY.CA

# Introduction



Robin Greenall

CEO/ Chief Librarian

360 Fairview Ave. West Suite 101, Essex, Ontario N8M 1Y3

T: 519-776-5241 ext. 122 C: 519 564 8195

[rgreenall@essexcountylibrary.ca](mailto:rgreenall@essexcountylibrary.ca)





# Enhanced Community Services

Background  
Information

Service  
Description

Implementation  
Plans

Anticipated  
Concerns

## Supporting the commitment and vision of the Essex County Library Board:

“innovative ideas and cutting-edge technology are embraced”



#243514076

# Service Description



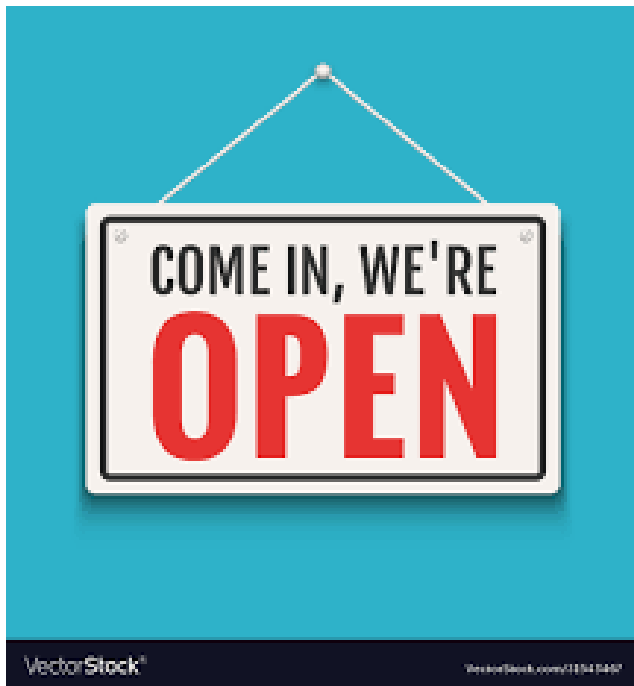
# Service Description



## Freelon Branch (HPL) Community Access Library

<https://www.bibliotheca.com/hpl/>

## Service Description



Community Service hours  
17 hours per week  
To  
49  
hours per week

# Service Description



# Implementation





# Anticipated Concerns





# QUESTIONS

# 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 \***

Nicole Kupnicki

**Date of Request \***

3/15/2021



**Are you representing a group? \***

☒ Yes

☐ No

**Name of Group (if applicable)**

Essex Region Conservation Authority

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

At a meeting of the Essex Region Conservation Authority' Board of Directors on February 18, 2021, the Draft 2021 Budget was approved for distribution to municipalities; and to provide notice that a weighted vote will be held at the Board of Directors' meeting on April 8, 2021. Ontario Regulation 139/96 (as amended by O.R. 231/97) requires that affected municipal partners receive a minimum 30-day notice for which a meeting where a weighted and recorded vote will be taken, regarding non-matching levies. The Regulation also requires that the notice be accompanied by the financial information used to determine that levy. This notice, along with ERCA's report to the Board, with appendices, and a 2021 Draft Budget Companion was circulated to municipal clerks for distribution to members of Council on Monday, February 22, 2021.

As described in the Draft 2021 Budget, the budget totals \$10,026,284 and includes a total levy contribution from member municipalities of approximately \$3,454,619, representing a total increase in levy of 2.0%. This levy equates to \$10.75 for every person in our watershed, based on data compiled by MPAC and the Ministry of Natural Resources and Forestry and municipal levies account for slightly less than 50% of the funding for the ongoing programs of the Authority.

The purpose of the delegation is to explain the recent changes to the Conservation Authorities Act, which have widespread and significant implications for operations and program delivery in 2022, due to the provincially-required bifurcation of services into mandatory and non-mandatory categories and resulting changes to the existing funding model. Representatives from Administration will highlight key points of the budget and demonstrate how it responds to provincial direction and objectives including: increased transparency to municipal funders; identification of mandatory and non-mandatory services and reallocation of municipal levies to core mandated responsibilities, as described in the Conservation Authorities Act.

For reference, are links to ERCA's 2020 Annual Report (<https://essexregionconservation.ca/wp-content/uploads/2021/01/ERCA-Annual-Report-2020.pdf>) and 2020 Annual Report Video ([https://www.youtube.com/watch?v=-fge8L\\_om\\_o&t=44s](https://www.youtube.com/watch?v=-fge8L_om_o&t=44s)) presented at our Annual General Meeting that highlight some of the work undertaken by ERCA in our community.

**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.**

**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.**

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

Essex Region Conservation Authority  
360 Fairview Avenue West, Suite 311, Essex, Ontario N8M 1Y6

**Your Phone Numbers**

**Home**

Use format 519-  
776-7336

**Work**

Use format 519-  
776-7336

**Cell**

519-562-9088

**Email Address**

nkupnicki@erca.org

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

Tania Jobin, Chair  
tjobin@tecumseh.ca t: 519-791-4213  
Tim Byrne, CAO/Secretary-Treasurer  
tbyrne@erca.org t: 519-796-2300  
Shelley McMullen, Interim CFO/Director Finance and Corporate Services  
smcmullen@erca.org t. 226-344-7714

# 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**



admin@erca.org

P.519.776.5209

F.519.776.8688

360 Fairview Avenue West  
Suite 311, Essex, ON N8M 1Y6

February 22, 2021

Town of Amherstburg

Town of Essex

Town of Kingsville

Town of LaSalle

Municipality of Leamington

Town of Lakeshore

Township of Pelee

Town of Tecumseh

City of Windsor

Attention: Municipal Council Clerks (for distribution)

**RE: ESSEX REGION CONSERVATION AUTHORITY 2021 DRAFT BUDGET  
30 DAY NOTICE TO MEMBER MUNICIPALITIES**

Please find attached the 2021 Draft Budget for the Essex Region Conservation Authority (ERCA) as approved for circulation by the Board of Directors, on February 18th. The Board of Directors has approved a 2% increase in municipal levies totalling \$67,952, as detailed in the attached levy allocation schedule.

Ontario Regulation 139/96 (as amended by O.R. 231/97) requires that participating municipalities receive a minimum a 30-day notice for which a meeting where a weighted and recorded vote will be taken, respecting non-matching levies. The weighted vote will take place on Thursday, April 8, 2021 at the regular meeting of the ERCA Board of Directors.

Should you have any questions regarding this 2021 draft budget, please feel free to contact Mr. Tim Byrne, tbyrne@erca.org or by phone 519-776-5209 ext. 350.

Thank you,

Tim Byrne  
CAO/Secretary-Treasurer

Shelley McMullen  
Director, Finance and Corporate Services

Attachments: Report BD03/21 – 2021 Draft Budget Options and Levy Request

# Essex Region Conservation

the place for life



## DRAFT 2021 MUNICIPAL LEVY ALLOCATION

MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY			
	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021-2020	%
			DRAFT \$2,485,204	APPROVED \$2,336,667	DRAFT \$969,415	APPROVED \$1,050,000	DRAFT \$3,454,619	APPROVED \$3,386,667	\$ 67,952 \$ Difference	CHANGE 2.0%
TOWN OF AMHERSTBURG	5.95%	5.95%	\$ 147,897	\$ 138,948	\$ 57,691	\$ 62,437	\$ 205,588	\$ 201,386	\$ 4,203	2.1%
TOWN OF ESSEX	4.76%	4.79%	\$ 118,222	\$ 111,810	\$ 46,115	\$ 50,243	\$ 164,337	\$ 162,052	\$ 2,284	1.4%
TOWN OF KINGSVILLE	6.24%	6.15%	\$ 154,982	\$ 143,820	\$ 60,455	\$ 64,626	\$ 215,437	\$ 208,446	\$ 6,991	3.4%
TOWN OF LAKESHORE	9.61%	9.45%	\$ 238,901	\$ 220,816	\$ 93,189	\$ 99,225	\$ 332,090	\$ 320,041	\$ 12,049	3.8%
TOWN OF LASALLE	8.83%	8.68%	\$ 219,360	\$ 202,898	\$ 85,567	\$ 91,174	\$ 304,927	\$ 294,072	\$ 10,856	3.7%
MUNICIPALITY LEAMINGTON	6.07%	5.95%	\$ 150,891	\$ 139,055	\$ 58,859	\$ 62,486	\$ 209,749	\$ 201,541	\$ 8,208	4.1%
TOWNSHIP OF PELEE	0.28%	0.29%	\$ 6,883	\$ 6,774	\$ 2,685	\$ 3,044	\$ 9,568	\$ 9,817	\$ (249)	-2.5%
TOWN OF TECUMSEH	8.33%	8.34%	\$ 206,947	\$ 194,990	\$ 80,725	\$ 87,620	\$ 287,672	\$ 282,610	\$ 5,061	1.8%
CITY OF WINDSOR	49.94%	50.39%	\$ 1,241,121	\$ 1,177,557	\$ 484,130	\$ 529,145	\$ 1,725,250	\$ 1,706,701	\$ 18,549	1.1%
<b>TOTALS</b>	<b>100%</b>	<b>100%</b>	<b>\$ 2,485,204</b>	<b>\$ 2,336,667</b>	<b>\$ 969,415</b>	<b>\$ 1,050,000</b>	<b>\$ 3,454,619</b>	<b>\$ 3,386,667</b>	<b>\$ 67,952</b>	<b>2.0%</b>



## Essex Region Conservation Authority

BD 03/21

From: Shelley McMullen, Director of Finance & Corporate Services

Date: February 9, 2021

Subject: 2021 Draft Budget Options & Levy Request

Compliance Action: Conservation Authorities Act  
Ontario Regulation 139/96 Municipal Levies

Recommendation: THAT the 2021 Draft Budget and Levy Options be received for members' review and approval; and further,

THAT the Board of Directors support Option #2, from the three (3) levy funding options presented and outlined herein, and as recommended by Administration and supported by the Finance and Audit Advisory Board; and further,

THAT Administration circulate Report 03/21, with the companion 2021 Budget Summary document, based on Option #2 (2%), to member municipalities for review; and further,

THAT Administration provide notice under the Conservation Authorities Act of a weighted vote, in accordance with Ontario Regulation 139/96, regarding the 2021 Draft Budget at the Board of Directors Meeting on April 8, 2021; and further,

THAT the 2019 accumulated unrestricted surplus of \$118,000, be directed to the partial replenishment of the Revenue Stabilization Reserve.

## Summary & Highlights

- The Authority's budget includes expenses of \$9,655,284, including capital projects plus an additional \$371,000 in transfers to reserve funds, for a total of **\$10,026,284**. Total revenues of \$9,536,284, plus reserve transfers of \$490,000, are expected to provide the required funds of \$10,026,284 for operations and replacement/purchase of assets.
- The budgeted expenses include \$2.4 million of costs, attributable to municipal-owned projects/lands, for which the Authority secures partial funding for from government and NGO groups.
- Administration has drafted a hybrid budget, which reflects a construct for the new services and funding model for Conservation Authorities, as identified through recent

changes to the Conservation Authorities Act, including More Homes, More Choice Act, 2019 and Bill 229.

- The Authority has been funded with two levies, since 2003, described as 'General Levy' and 'Clean Water ~Green Spaces (CW~GS) Levy'. Since 2013, the CW~GS levy has been supporting various operating requirements of the Authority's programs, beyond land acquisition and tree planting. Since 2003, the CW~GS levy has been fixed at \$1,050,000/year, with an allocation for land acquisition comprising 40-60% of CW~GS funding. Levy increases have been assigned to the General Levy funding stream.
- The Authority's programs have been segregated into mandatory and non-mandatory services, based on the information that is currently available and in the absence of detailed *Regulations*, or further guidance from the Province, the classification will likely be adopted. **Levy funding of \$2,514,204 is required to fulfil the Authority's mandated obligations in 2021**, consistent with the categories of mandated services, listed in the Conservation Authorities Act.
- **Three options are included for consideration, ranging from 0% increase to a 5.2% increase**, or \$177,537. Combined levies would be \$3,386,667 (2020), under Option 1, \$3,454,619 under Option 2, or \$3,564,204 under Option 3. **Administration, in consultation with the Finance and Audit Advisory Board on January 29, 2021, is supporting Option 2, resulting in a \$67,952 increase (2%) or 26 cents per person, in the watershed (\$10.75 per person).**
- Operating expenses, apart from land acquisition, are identical for each option and have been bifurcated between mandatory and non-mandatory services, as determined by the inventory of services.
- The draft budget includes a reallocation of funding from non-mandatory services, using Covid-19 service (staffing) reductions (non-mandatory services) as an opportunity to pivot and redirect levy from outreach/events/communications to mandated functions, primarily in watershed management and corporate services. Some continuation of global pandemic conditions is anticipated in the 2021 budget.
- 2021 expenses were projected to be \$178,000 higher without staffing/expense reductions in Community Outreach Services (~\$104,000) and with all vacant positions filled for the entire operating year. The Authority recently entered into a four year agreement with CUPE Local 3784, and this budget reflects negotiated changes to wages and benefits.
- **General (Mandatory) levy is projected to support 51% of mandatory services**, with the balance funded through fees and chargebacks/recoveries to various programs and projects. **Clean Water ~Green Spaces levy (Non-Mandatory) levy funds only 18% of non-mandatory programs and services**, which receive significant support from other levels of government, NGOs, including the Essex Region Conservation Foundation, and fees.

- Despite the low percentage of CW~GS support for non-mandatory programs, the allocation provides approximately \$1million in funding and as required by the Conservation Authorities Act, the approved non-mandatory services will need to be funded with either fees, grants, donations or where levy may still be required, municipal agreements will need to be in place by 2022.
- There is a confirmed accumulated surplus of \$118,000 as of 12/31/2019, and while not required in 2020 to address operating expenses, it could be utilized to partially replenish the Revenue Stabilization Reserve. **Administration, in consultation and discussion with the Finance and Audit Advisory Board, recommends a transfer of \$118,000 to the Revenue Stabilization Reserve.**

## Background and Discussion

- As recently reported by Administration (BD 38/20), the anticipated changes to the Conservation Authorities Act have widespread and significant implications for operations and program delivery with the proposed narrowing of the *Objects* of Conservation Authorities. The Authority is currently developing a funding transition plan, in accordance with the legislated requirements of the revised Act and concurrently will develop an updated Sustainability/Strategic Plan, to align with provincial implementation timelines.
- The revised Conservation Authorities Act requires the Authority to undertake a transition plan, including the identification and inventorying of mandatory and non-mandatory services and to obtain funding agreements with participating municipalities where levy is needed to fund non-mandatory services.
- Covid-19 will continue to affect financial results in 2021, due to staffing reductions in Community Outreach Services and the financial savings are expected to exceed \$104,000.
- In response to the Provincial government's concerns, the More Homes, More Choice Act and Bill 229, the Authority is reallocating resources to the identified mandatory services.

## Inventory of Services

Mandatory Services Section 21.1		
Risks of Natural Hazards	Conservation and Management of Lands Owned /Controlled	Duties, functions and responsibilities relating to obligations under other Acts
S 28 Regulations/Permits	CA Lands & Infrastructure Management (Forestry, Biology, Long Range Plans). Includes JRPH lands	General Corporate Administration & Governance
S39 Flood/Erosion Program	CA Lands & Infrastructure Maintenance (Operational day to day). Includes JRPH site maintenance	Finance
Watershed Engineering	CA Lands - Restoration of Natural Areas (Tree replacement, wetlands, etc.)	Human Resources
Planning - OP input hazards		Information Systems/ Records/Technology
Climate Change – hazards		Corporate Communications
		Drinking Water Source Protection Authority
ASSET REPLACEMENT & RESERVES		

Non-mandatory/Other Services Section		
Watershed Management Services	Conservation/Research Services	Outreach, Education & Other Services
Planning - Operational planning & natural heritage opinions/comments	Land Acquisition	JRPH Heritage Centre & Museum Operations
	Restoration - Non ERCA lands (fee for service or grant subsidized)	Educational programming - various CA locations
	Holiday Beach Management - Agreement 2001-2031	General outreach, events and partnership engagement
	Water Quality program, including special term limited research studies	ERCF supports
	Landowner Incentives & Grants - WQ/Erosion	Municipal Services provided through agreement (Risk Management Services Part IV CWA)
	ESCIA Supports Demonstration Farm	
	Climate Change - Biological Adaptation	

## Human Resources Analysis

The budget for staffing identifies 42 permanent/Long-Term Contract staff positions, although some positions will likely be partially vacant during the year, due to ongoing recruitment challenges for specialized classifications resulting in approximately 41 Full-Time Equivalents (FTEs). Seasonal and short-term contract positions account for approximately 5.5 FTEs in this budget. Levy funding reallocations have been made between departments, due to reduced activity, primarily related to events, education and outreach and to respond to overwhelming demand for staffing capacity in development services. Additionally, the Authority has included new senior management capacity in the budget, related to technology, data/information management, and business-process transformation initiatives.

Compensation, including payroll taxes and benefits is the Authority's largest category of expense, comprising 41% of the budget and two-thirds of the compensation expense is associated with mandatory services.

Staff are engaged in the provision of mandatory services to a varying degree, with Watershed Management Services and Corporate Services having the highest percentage of staff engaged in mandatory functions as shown below.

COMPENSATION AS RELATED TO PROVISION OF MANDATORY SERVICES	
% of Watershed Management Services wages directed to mandatory service- Risks of Natural Hazards	91%
% of Conservation Services wages directed to mandatory service-Conservation Land Management	46%
% of Watershed Research Services wages directed to mandatory services-Drinking Water Source Protection Authority	18%
% of Community Outreach Services wages directed to mandatory services-Corporate Communications & Mandatory Service communications supports	63%
% of Corporate Services wages directed to mandatory services - Legislative Compliance and Mandatory Service supports	97%
<b>% OF TOTAL COMPENSATION DIRECTED TO MANDATORY SERVICES</b>	<b>67%</b>

Actual full-time staff equivalents (FTEs) are included in the draft budget as noted below.

<b>Watershed Management Services FTEs associated with Mandatory Services</b>	<b>11.8</b>
<b>Conservation Services FTEs associated with Mandatory Services</b>	<b>7.0</b>
<b>Drinking Water Source Protection</b>	<b>0.9</b>
<b>Community Outreach Services FTEs associated with Mandatory Services</b>	<b>1.8</b>
<b>Corporate Services FTEs associated with Mandatory Services</b>	<b>6.9</b>
<b>Total FTEs associated with provision of mandatory services</b>	<b>28.3</b>

<b>Watershed Management Services FTEs associated with NMS</b>	<b>1.0</b>
<b>Conservation Services FTEs associated with NMS</b>	<b>8.0</b>
<b>Watershed Research FTEs associated with NMS</b>	<b>7.9</b>
<b>Community Outreach Services FTEs associated with NMS</b>	<b>1.2</b>
<b>Corporate Services FTEs associated with NMS</b>	<b>0.2</b>
<b>Total FTEs associated with provision of non mandatory services</b>	<b>18.2</b>

## Department Highlights

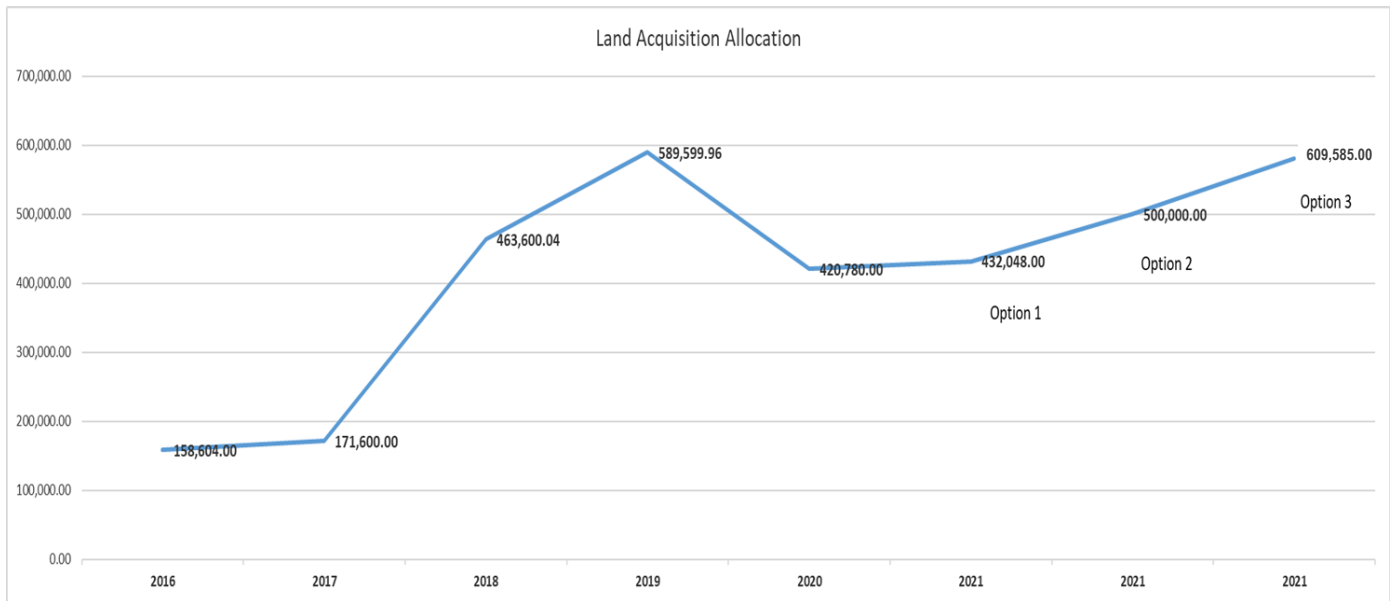
The detailed program narratives for each department appear in the 2021 Budget Summary companion document and program financial details are outlined in **Appendix A-Detailed Draft Projected Statement of Activities**.

## Reserve Funds

The Authority maintains several reserve funds and this budget includes transfers of \$371,000 to several reserve funds and transfers from reserves, of \$490,000, as identified in **Appendix C**, for a net transfer to operating accounts, of \$119,000. A transfer of \$300,000 is budgeted to the infrastructure reserve, slightly higher than in previous years (2020-\$250,000), due to an anticipated funding requirement, relating to the JRPH Heritage Centre and as outlined in BD 34/20. A budgeted transfer of \$64,000 to the HR/Administrative reserve is included to address exposures related to pay equity, contractual obligations relating to employment agreements and taxes, primarily WSIB and HST audits.

## Levies Analysis & Proposed Allocation

The Authority has been funded with two levies, since 2003, described as 'General Levy' and 'Clean Water ~Green Spaces (CW~GS) Levy' respectively. As of 2013, the CW~GS levy has been supporting various operating requirements of the Authority's programs, beyond land acquisition and tree planting, as directed through strategic and sustainability plans. Since 2003, the CW~GS levy has been fixed at \$1,050,000/year and levy increases have been assigned to the General Levy funding stream, with the CW~GS allocation remaining stable. The CW~GS levy allocates roughly 40-60% to land acquisition and more recently, the allocation for land acquisition has fluctuated between \$421,000 and \$590,000, The 2020 land acquisition allocation was reduced by \$170,000 from the 2019 allocation, due to uncertainties surrounding potential provincial cutbacks and to minimize the levy increase for 2020.



Based on the 2021 Draft Operating Budget (**Appendix A**), the amount available for land acquisition specifically, would range between a low of \$432,000 to a maximum of \$609,585, depending on the chosen option for the CW~GS levy request.

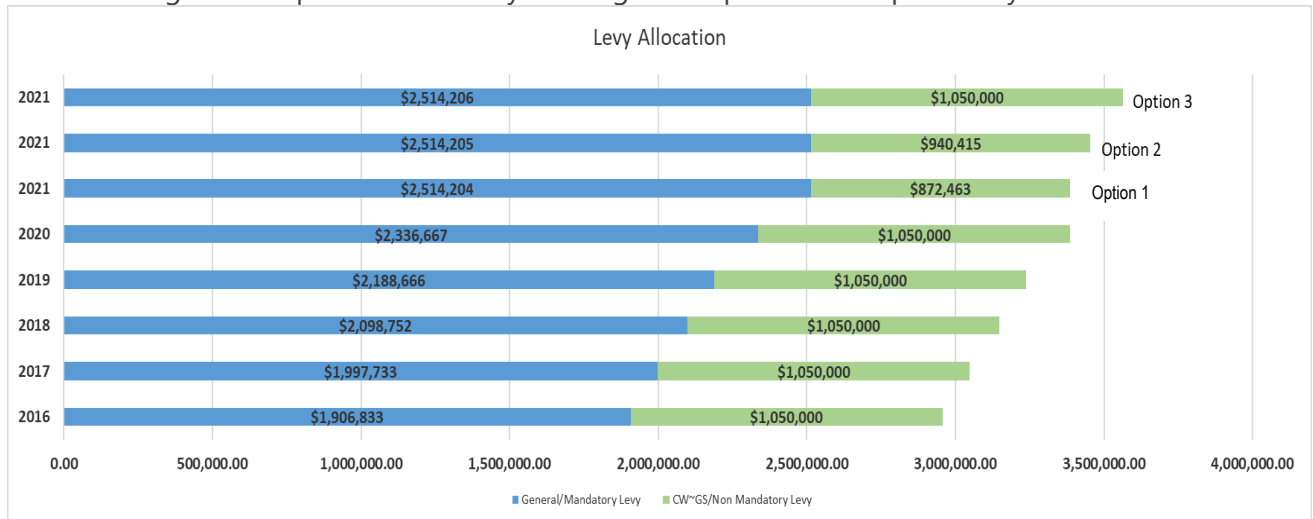
In order to determine the amount of levy that would be required to fund the mandatory activities of the Authority, programs and departmental sub-units were segregated into mandatory and non-mandatory services, as shown in the included charts above. After determining wage obligations and operating costs, Administration calculated a **required Levy funding of \$2,514,204 to fulfil the Authority's mandated obligations**, as shown below. Note that in 2019, there was comingling of levies, in that General levy was allocated to what is now classified as a non-mandatory service and CW~GS levy was allocated to mandatory services. The 2021 budget aligns mandatory (General) levy with mandatory functions and CW~GS levy is now associated with non-mandatory services.

	Audited 2019	Approved Budget	Option #1	Option #2	Option #3
<b>GENERAL LEVY</b>					
CA Lands & Infrastructure Maintenance	492,742	578,642	635,226	<b>635,226</b>	635,226
Corporate Services & Compliance	237,025	287,050	456,750	<b>456,750</b>	456,750
Transfer to reserves	200,000	300,000	300,000	<b>300,000</b>	300,000
Development Services	229,915	234,915	234,650	<b>234,650</b>	234,650
CA Lands & Infrastructure Management	130,000	133,100	179,215	<b>179,215</b>	179,215
Corporate Communications	150,150	160,150	177,700	<b>177,700</b>	177,700
Flood Forecasting & Warning	131,520	148,000	144,263	<b>144,263</b>	144,263
Watershed Engineering	9,400	111,800	94,150	<b>94,150</b>	94,150
John R Park Homestead- lands/infrastructure	160,000	114,130	90,000	<b>90,000</b>	90,000
Planning-risks of natural hazards	110,484	208,580	89,550	<b>89,550</b>	89,550
CA Lands -Restoration Natural Areas	-	-	58,700	<b>58,700</b>	58,700
Climate Change -hazards	-	-	25,000	<b>25,000</b>	25,000
Holiday Beach - lands management	96,680	60,300	-	-	-
Water Quality	23,000	-	-	-	-
Demonstration farm	24,000	-	-	-	-
Climate Change - regional strategy	50,000	-	-	-	-
Outreach & Engagement	115,750	-	-	-	-
Conservation Education	28,000	-	-	-	-
Transfer to other reserves	-	-	-	-	-
	2,188,666	2,336,667	2,485,204	<b>2,485,204</b>	2,485,204
<b>CLEAN WATER~GREEN SPACES LEVY</b>					
Land securement and acquisition	582,600	420,780	<b>432,048</b>	<b>500,000</b>	<b>580,585</b>
John R Park Homestead-Museum ops/school pgm	-	61,470	97,065	<b>97,065</b>	97,065
Regional Water Quality Science	88,000	89,000	72,750	<b>72,750</b>	72,750
Transfer to HR/Admin reserve	-	-	64,000	<b>64,000</b>	64,000
Outreach & Public Engagement	10,000	139,750	62,600	<b>62,600</b>	62,600
Restoration - ERCA owned/non owned properties	160,000	160,000	60,000	<b>60,000</b>	60,000
Landowner incentive program-WQ /Erosion	38,000	26,000	35,000	<b>35,000</b>	35,000
Demonstration farm	-	41,000	35,000	<b>35,000</b>	35,000
Holiday Beach - Campground Ops	-	-	27,000	<b>27,000</b>	27,000
Conservation Education	-	36,000	16,000	<b>16,000</b>	16,000
Watershed Engineering	60,000	-	-	-	-
Planning-risks of natural hazards	54,400	-	-	-	-
Climate Change- regional strategy	-	50,000	-	-	-
CA Lands & Infrastructure Management	7,000	-	-	-	-
Corporate Communications	25,000	26,000	-	-	-
Corporate Services & Compliance	25,000	-	-	-	-
Transfer to other reserves	-	-	-	-	-
	1,050,000	1,050,000	901,463	<b>969,415</b>	1,050,000
<b>TOTAL LEVIES</b>	<b>3,238,666</b>	<b>3,386,667</b>	<b>3,386,667</b>	<b>3,454,619</b>	<b>3,535,204</b>



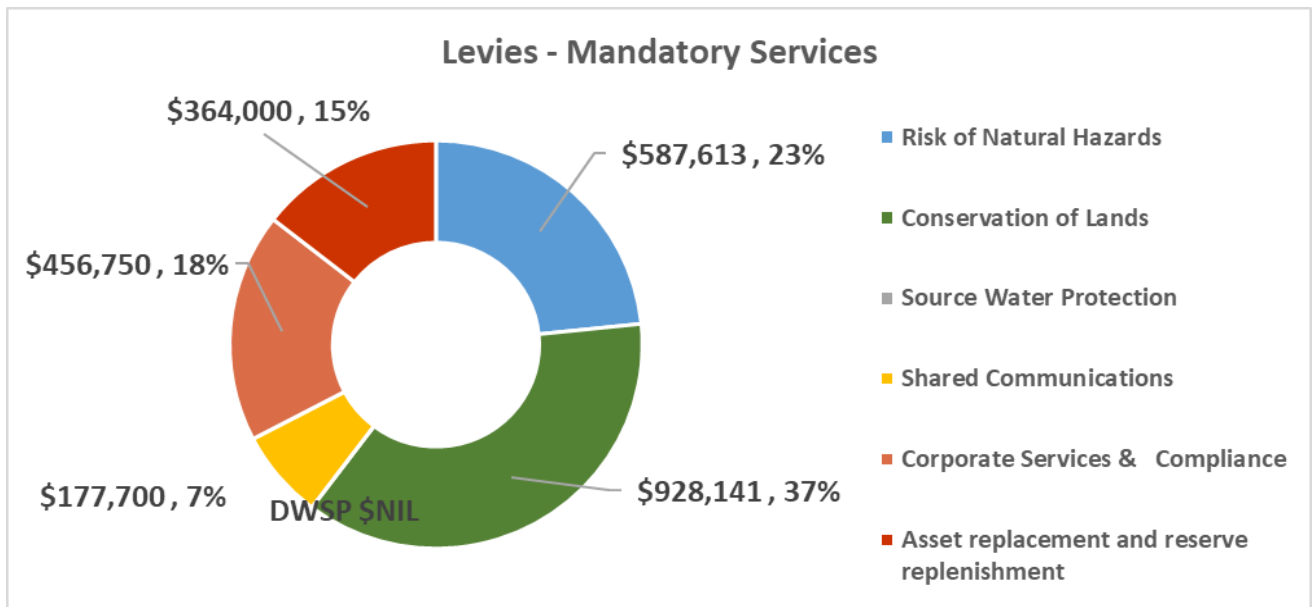
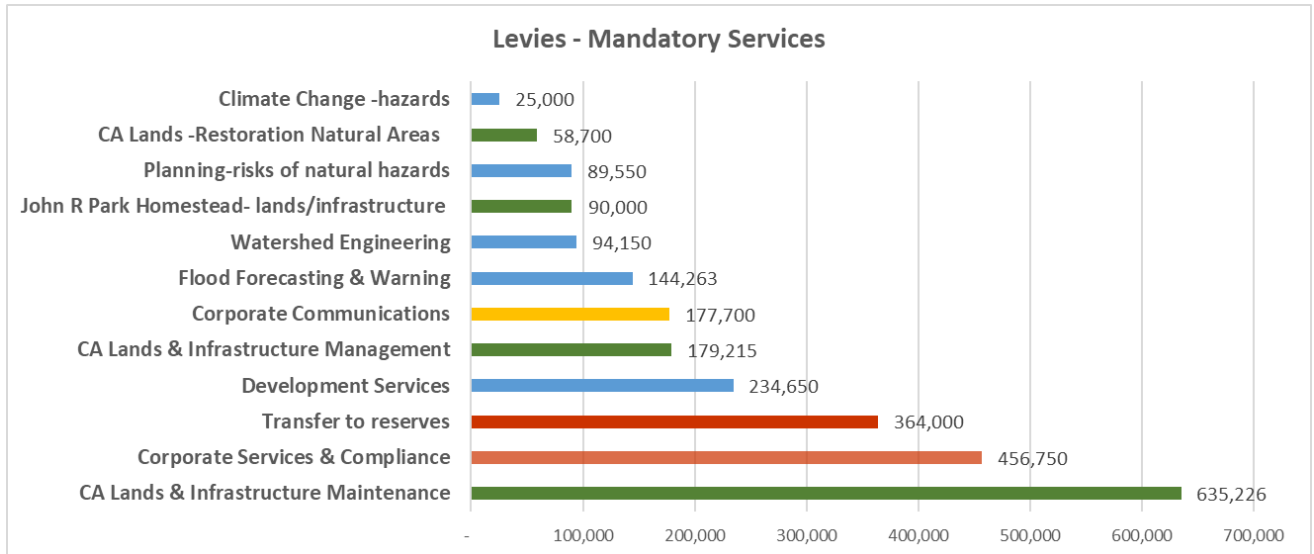
<b>LEVIES- MANDATORY PROGRAMS</b>					
Risk of Natural Hazards	595,719	703,295	587,613	\$ 587,613	587,613
Conservation of Lands	886,422	886,172	928,141	\$ 928,141	928,141
Source Water Protection	-	-	0	\$ 0	0
Shared Communications	175,150	186,150	177,700	\$ 177,700	177,700
Corporate Services & Compliance	262,025	287,050	456,750	\$ 456,750	456,750
Asset replacement and reserve replenishment	200,000	300,000	364,000	\$ 364,000	364,000
	2,119,316	2,362,667	2,514,204	2,514,204	2,514,204
<b>LEVIES-NON MANDATORY PROGRAMS</b>					
Land securement and acquisition- Option #2	582,600	420,780	432,048	500,000	609,585
Land securement required management plans			35,000	35,000	35,000
John R Park Homestead-Heritage	-	61,470	97,065	97,065	97,065
Regional Water Quality Science	111,000	89,000	72,750	72,750	72,750
Outreach & Public Engagement	125,750	139,750	62,600	62,600	62,600
Restoration -3rd party properties	160,000	160,000	60,000	60,000	60,000
Non Point Source program-water quality/erosion landowner	38,000	26,000	35,000	35,000	35,000
Demonstration farm	24,000	41,000	35,000	35,000	35,000
Holiday Beach	-	-	27,000	27,000	27,000
Conservation Education	28,000	36,000	16,000	16,000	16,000
Planning - operational & natural heritage inputs	-	-	-	-	-
Climate Change - Regional Strategy	50,000	50,000	-	-	-
	1,119,350	1,024,000	872,463	940,415	1,050,000
<b>TOTAL LEVIES</b>	<b>3,238,666</b>	<b>3,386,667</b>	<b>3,386,667</b>	<b>3,454,619</b>	<b>3,564,204</b>
<b>Levy Increase \$</b>			0	67,952	177,537
<b>Levy Increase %</b>			0%	2.0%	5.2%

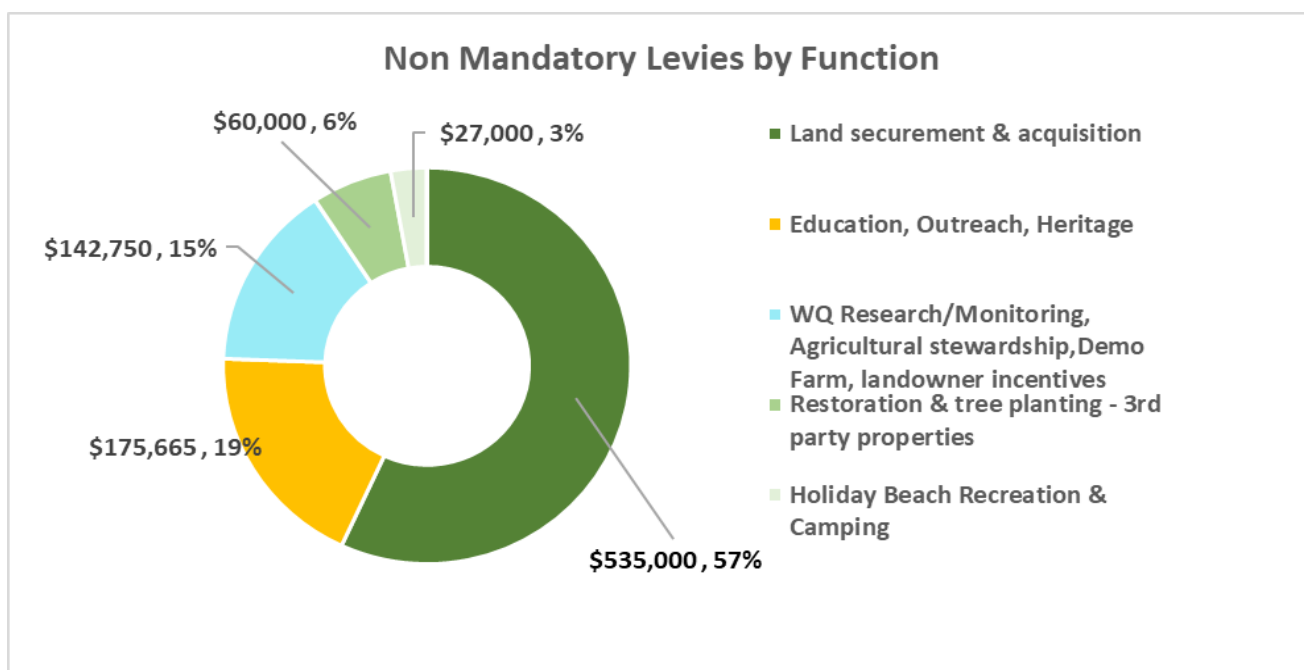
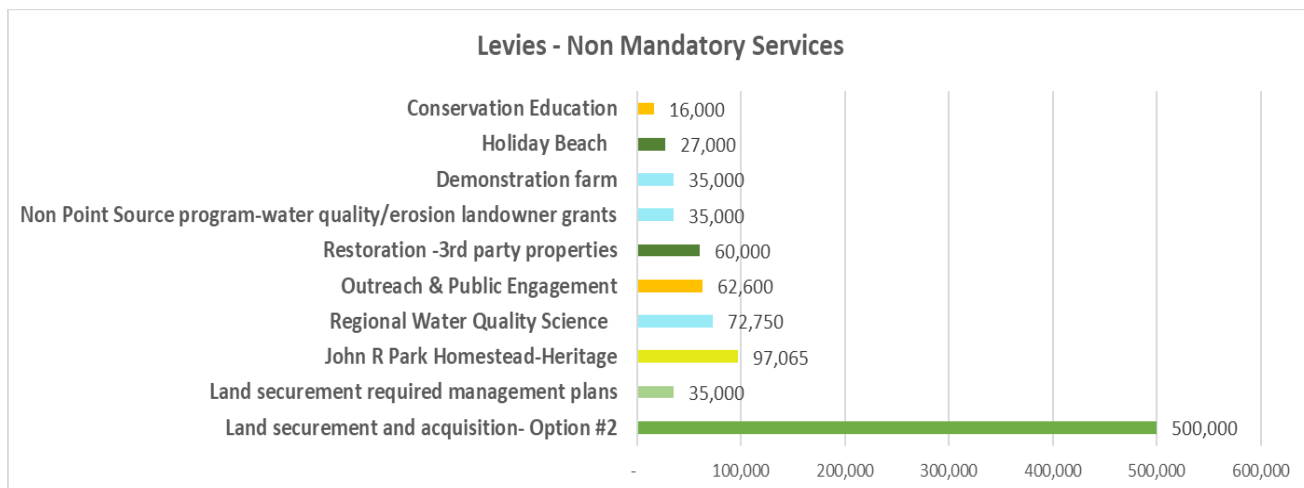
The following chart depicts the two levy funding envelopes over the past five years:



**As required by the Conservation Authorities Act, the approved non-mandatory services will need to be funded with either fees, grants, donations or where levy may still be required, municipal agreements will need to be in place by 2022.** As shown above, there is a potential significant funding gap for 2022, ranging between ~\$900k and ~\$1M, albeit 50% relates to the historical funding for land acquisition.

Levies are allocated between mandatory and non-mandatory services as identified in the following graphs.





**General (Mandatory) levy is projected to support 51% of mandatory services**, with the balance funded through fees and chargebacks/recoveries to various programs and projects. **Clean Water ~Green Spaces levy (Non-Mandatory) levy funds only 18% of non-mandatory programs and services**, which receive significant support from other levels of government, NGOs, including the Essex Region Conservation Foundation, and fees. Details of departmental funding sources, by subunit, are provided in Appendix D.

### Levy Options

Also, it should be noted that included in the three options for a levy funding increase, is a **zero increase option (Option 1)**. Even if a zero increase were contemplated, it is estimated that \$432,000 would be available for land acquisition, slightly more than the 2020 allocation.

Currently the land acquisition fund exceeds \$1.5 million. The suggestion of a zero levy increase is only realistic in 2021 (with maintaining land acquisition funding at \$432k) due to the fact that \$104,000 of expenses relating to the provision of non-mandatory outreach and education services, have been eliminated from the budget and service reductions due to Covid-19 restrictions is the driving factor. One staff member has been placed on indefinite layoff and several other Community Outreach Services staff are on reduced hours, likely until the latter part of the year.

**Option 2** has no changes for the projected expenses, but increases the allocation to the land acquisition fund to \$500,000, closer to the historic average and **results in a modest levy increase of \$67,952 or 2%.** While the additional levy funds are allocated to land acquisition, funds could be redirected to the infrastructure reserve, should pressure continue to be exerted on that fund. Under Option 2, the maximum municipal levy increase would be \$18,549 to the City of Windsor and the Township of Pelee would have a decrease of \$249 in assessed levy.

Population in the watershed has decreased from 322,715 to 321,341 and the associated Levies, on a per person(pp) basis will increase from \$10.49 pp to \$10.75 pp, or only 26 cents, under Option #2. The majority of the levy (72%), or \$7.78 pp, is tied to delivery of mandatory services.

**Option 3** also has no projected differences in expenses but proposed to maintain the baseline total CW~GS funding envelope at \$1,050,000. **Option 3 highlights the fact that additional levy of \$177,537 is required to fund mandatory functions.** The levy requirement would be approximately \$230,000, if all positions were to be filled throughout the year.

While a 0% increase can be achieved and does demonstrate that the Authority is responding to provincial concerns and has pivoted quickly to redirect funds to mandatory services, it provides for the lowest allocation for land acquisition.

Either Option 2 or Option 3 would also result in a reasonable land acquisition fund amount, exceeding \$2 million, which would be available for future strategic acquisitions and a factor to consider if future funds are at risk (i.e. land acquisition is a non-mandatory service). The additional levy under Option 2 also provides a buffer with respect to the infrastructure reserve fund.

Administration, in consultation with the Finance and Audit Advisory Board, is recommending a 2% increase to levy, or \$67,952 and that the 2019 accumulated unrestricted surplus of ~\$118,000, be directed to the partial replenishment of the Revenue Stabilization Reserve.



Approved By:

A handwritten signature in black ink, appearing to read "Tim Byrne".

Tim Byrne  
CAO/Secretary Treasurer

**Attachments:**

- Appendix A – Detailed Draft Projected Statement of Activities
- Appendix B – Draft Municipal Levies Schedule (Three Options)
- Appendix C – Reserves Continuity Schedule
- Appendix D – Detailed Sources of Funding by Program Subunit
- Appendix E – 2021 Draft Budget Companion

## Appendix A: Detailed Draft Projected Statement of Activities

Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
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### WATERSHED MANAGEMENT SERVICES

#### DEVELOPMENT SERVICES

GENERAL LEVY	234,650	234,650	234,650	234,915	234,915	229,915
OTHER GRANTS/USER FEES/RECOVERIES	620,000	620,000	620,000	546,000	624,000	620,357
	<u>854,650</u>	<u>854,650</u>	<u>854,650</u>	<u>780,915</u>	<u>858,915</u>	<u>850,272</u>
WAGES	661,000	661,000	661,000	616,600	646,500	670,609
CONSULTING	1,000	1,000	1,000	1,000	5,000	2,646
SUPPLIES/OFFICE/JANITORIAL	17,000	17,000	17,000	16,000	17,000	17,996
VEHICLE/TRAVEL/EQUIP'T USAGE	20,500	20,500	20,500	19,000	18,200	21,471
CORP SUPPORT/SHARED SVCS	119,000	119,000	119,000	95,000	95,000	104,700
RENT/INS/TAXES/UTILITIES	23,000	23,000	23,000	23,000	23,000	17,422
DUES/MEMBERSHIPS	650	650	650	800	800	940
AUDIT AND LEGAL	10,000	10,000	10,000	10,000	20,000	8,857
CAP MAINT/LOW VALUE ASSETS	2,500	2,500	2,500	1,000	-	3,259
SMALL MISC	-	-	-	-	-	-
	<u>854,650</u>	<u>854,650</u>	<u>854,650</u>	<u>782,400</u>	<u>825,500</u>	<u>847,901</u>

#### WATERSHED PLANNING

GENERAL LEVY	89,550	89,550	89,550	208,580	208,580	110,484
CW-GS LEVY	-	-	-	-	-	54,400
MUNICIPAL	-	-	-	-	-	4,099
PROVINCIAL GRANTS	-	-	-	-	-	17,459
OTHER GRANTS/USER FEES/RECOVERIES	101,000	101,000	101,000	90,000	75,000	95,070
	<u>190,550</u>	<u>190,550</u>	<u>190,550</u>	<u>298,580</u>	<u>283,580</u>	<u>281,512</u>
WAGES	160,500	160,500	160,500	250,000	217,500	243,437
CONSULTING	-	-	-	-	-	255
SUPPLIES/OFFICE/JANITORIAL	1,550	1,550	1,550	1,300	1,100	4,332
VEHICLE/TRAVEL/EQUIP'T USAGE	500	500	500	2,300	300	4,903
CORP SUPPORT/SHARED SVCS	25,000	25,000	25,000	38,000	32,000	38,600
RENT/INS/TAXES/UTILITIES	3,000	3,000	3,000	4,000	4,000	3,000
DUES/MEMBERSHIPS	-	-	-	1,000	500	2,352
CAP MAINT/LOW VALUE ASSETS	-	-	-	500	-	914
SMALL MISC	-	-	-	-	-	-
	<u>190,550</u>	<u>190,550</u>	<u>190,550</u>	<u>297,100</u>	<u>255,400</u>	<u>297,793</u>

#### FLOOD FORECASTING & WARNING

GENERAL LEVY	144,263	144,263	144,263	148,000	136,000	131,520
PROVINCIAL GRANTS	104,417	104,417	104,417	104,417	104,417	83,609
OTHER GRANTS/USER FEES/RECOVERIES	-	-	-	-	-	25,081
	<u>248,680</u>	<u>248,680</u>	<u>248,680</u>	<u>252,417</u>	<u>240,417</u>	<u>240,210</u>
WAGES	156,500	156,500	156,500	165,500	155,800	158,632
CONSULTING/INFO'N/DATA SVCS	35,500	35,500	35,500	33,000	33,000	33,223
SUPPLIES/OFFICE/JANITORIAL	8,680	8,680	8,680	6,975	7,637	6,633
VEHICLE/TRAVEL/EQUIP'T USAGE	6,000	6,000	6,000	6,000	6,000	6,722
CORP SUPPORT/SHARED SVCS	32,000	32,000	32,000	32,000	32,000	30,000
RENT/INS/TAXES/UTILITIES	10,000	10,000	10,000	9,000	9,000	5,000
SMALL MISC	-	-	-	-	-	-
	<u>248,680</u>	<u>248,680</u>	<u>248,680</u>	<u>252,475</u>	<u>243,437</u>	<u>240,210</u>

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
<b>WATERSHED ENGINEERING</b>						
GENERAL LEVY	94,150	94,150	94,150	111,800	111,800	9,400
CW~GS LEVY	-	-	-	-	-	60,000
PROVINCIAL GRANTS	-	-	-	-	-	2,600
	94,150	94,150	94,150	111,800	111,800	72,000
WAGES	75,000	75,000	75,000	93,000	92,000	74,539
SUPPLIES/OFFICE/JANITORIAL	1,550	1,550	1,550	2,550	950	5,461
VEHICLE/TRAVEL/EQUIP'T USAGE	1,100	1,100	1,100	1,700	550	2,323
CORP SUPPORT/SHARED SVCS	15,000	15,000	15,000	14,000	14,000	12,300
RENT/INS/TAXES/UTILITIES	1,000	1,000	1,000	-	1,500	1,500
DUES/MEMBERSHIPS	500	500	500	560	560	560
SMALL MISC	-	-	-	35,000	-	-
	94,150	94,150	94,150	146,810	109,560	96,683
<b>CLIMATE CHANGE - HAZARDS MITIGATION</b>						
GENERAL LEVY	25,000	25,000	25,000	-	-	-
	25,000	25,000	25,000	-	-	-
WAGES	21,500	21,500	21,500	-	-	-
CORP SUPPORT/SHARED SVCS	3,500	3,500	3,500	-	-	-
SMALL MISC	-	-	-	-	-	-
	25,000	25,000	25,000	-	-	-
<b>MUNICIPAL AND PROVINCIAL FEE FOR SERVICE/WECI PROJECTS</b>						
MUNICIPAL	425,500	425,500	425,500	12,800	109,575	14,700
PROVINCIAL GRANTS	17,625	17,625	17,625	-	52,875	1,250
TRANSFERS (TO)/FROM DEFERRED REVENUES	67,575	67,575	67,575	-	-	7,500
	510,700	510,700	510,700	12,800	162,450	23,450
DIRECT WAGES	20,750	20,750	20,750	11,000	9,750	1,480
CONSULTING/OUTSIDE ENGINEERING	384,750	384,750	384,750	-	77,400	15,524
CONSTRUCTION	96,000	96,000	96,000	-	69,000	-
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	9,200	9,200	9,200	1,800	6,300	7,231
	510,700	510,700	510,700	12,800	162,450	24,235
<b>WATERSHED MANAGEMENT SERVICES</b>						
<b>REVENUES</b>						
GENERAL LEVY	587,613	587,613	587,613	703,295	691,295	481,319
CW~GS LEVY	-	-	-	-	-	114,400
MUNICIPAL	425,500	425,500	425,500	12,800	109,575	18,799
PROVINCIAL GRANTS	122,042	122,042	122,042	104,417	157,292	104,917
FEDERAL GRANTS	-	-	-	-	-	-
OTHER GRANTS/USER FEES	721,000	721,000	721,000	636,000	699,000	740,508
IN-KIND	-	-	-	-	-	-
TRANSFER TO/FROM DEF REVENUES & RESERVES	67,575	67,575	67,575	-	-	7,500
	1,923,730	1,923,730	1,923,730	1,456,512	1,657,162	1,467,444
<b>Wages &amp; Benefits</b>	1,095,250	1,095,250	1,095,250	1,136,100	1,121,550	1,148,697
<b>Non-Wage Expenses</b>	597,680	597,680	597,680	113,385	271,047	139,259
<b>Allocated corp svcs and fleet/equip't usage</b>	230,800	230,800	230,800	207,100	203,750	218,866
<b>SURPLUS/(DEFICIT)</b>	-	-	-	(73)	60,815	(39,378)

	Option 1 2021	2% 2021	Option 3 2021	2020 BUDGET	2020 PROJECTION	2019 AUDITED
	DRAFT BUDGET	DRAFT BUDGET	DRAFT BUDGET			

# CONSERVATION SERVICES

## GENERAL PROGRAM/LAND MANAGEMENT, OPERATIONS, AND DEVELOPMENT

GENERAL LEVY	144,215	144,215	144,215	133,100	126,600	130,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	-	11,000
	144,215	144,215	144,215	133,100	126,600	141,000
WAGES	123,000	123,000	123,000	111,000	100,000	120,036
ENGINEERING/CONSULTING	-	-	-	-	150	-
SUPPLIES/OFFICE/JANITORIAL	4,215	4,215	4,215	3,100	1,878	2,150
VEHICLE/TRAVEL/EQUIP'T USAGE	2,000	2,000	2,000	1,000	750	1,900
CORP SUPPORT/SHARED SVCS	15,000	15,000	15,000	18,000	16,000	17,000
	144,215	144,215	144,215	133,100	118,778	141,086

## LAND SECUREMENT

GENERAL LEVY	35,000	35,000	35,000	-	-	-
CW~GS LEVY	432,048	500,000	580,585	420,780	462,780	589,600
FEDERAL GRANTS	25,000	25,000	25,000	-	-	-
OTHER	-	-	-	-	-	38,401
TRANSFERS (TO)/FROM DEFERRED REVENUES	(385,048)	(453,000)	(533,585)	(399,780)	(315,000)	(576,200)
	107,000	107,000	107,000	21,000	147,780	51,801
WAGES	69,000	69,000	69,000	12,500	17,580	16,444
PROPERTY	-	-	-	-	113,000	-
LEGAL, SURVEYING,CONSULTNG	25,000	25,000	25,000	6,500	13,500	17,035
SUPPLIES/OFFICE/JANITORIAL	-	-	-	-	-	-
CORP SUPPORT/SHARED SVCS	13,000	13,000	13,000	2,000	2,800	4,921
	107,000	107,000	107,000	21,000	146,880	38,400

## CONSERVATION AREAS TREE PLANTING AND RESTORATION

GENERAL LEVY	58,700	58,700	58,700	-	-	-
PROVINCIAL GRANTS	10,000	10,000	10,000	-	-	-
OTHER GRANTS/USER FEES	51,000	51,000	51,000	-	-	-
	119,700	119,700	119,700	-	-	-
WAGES	64,000	64,000	64,000	-	-	-
SUPPLIES/OFFICE/JANITORIAL	9,079	9,079	9,079	-	-	-
VEHICLE/TRAVEL/EQUIP'T USAGE	13,550	13,550	13,550	-	-	-
PLANT MAT/LANDOWNER GRANTS	14,071	14,071	14,071	-	-	-
CORP SUPPORT/SHARED SVCS	17,000	17,000	17,000	-	-	-
RENT/INS/TAXES/UTILITIES	2,000	2,000	2,000	-	-	-
SMALL MISC	-	-	-	-	-	-
	119,700	119,700	119,700	-	-	-

## SPECIAL GRANT/FEE FOR SERVICE RESTORATION PROJECTS

CW~GS LEVY	60,000	60,000	60,000	160,000	154,000	160,000
MUNICIPAL	1,507,000	1,507,000	1,507,000	2,500,000	1,000,000	-
PROVINCIAL GRANTS	137,500	137,500	137,500	30,000	-	33,993
FEDERAL GRANTS	308,000	308,000	308,000	189,000	91,250	433,821
OTHER GRANTS/USER FEES	347,300	347,300	347,300	185,000	180,600	572,900
IN-KIND	-	-	-	13,000	7,300	11,702
TRANSFERS (TO)/FROM DEFERRED REVENUES	82,975	82,975	82,975	373,000	206,550	30,318
	2,442,775	2,442,775	2,442,775	3,450,000	1,639,700	1,242,733
WAGES	217,500	217,500	217,500	303,220	237,351	395,449
CONSTRUCTION	1,765,000	1,765,000	1,765,000	2,789,000	1,200,000	306,934
ENGINEERING/CONSULTING/SUB-CONTRACTING	125,000	125,000	125,000	26,400	7,000	71,563
SUPPLIES/OFFICE/JANITORIAL	15,700	15,700	15,700	16,600	10,250	30,791
VEHICLE/TRAVEL/EQUIP'T USAGE	37,100	37,100	37,100	35,500	9,300	109,096
PLANT MAT/LANDOWNER GRANTS	205,500	205,500	205,500	187,100	110,918	206,770
CORP SUPPORT/SHARED SVCS	69,475	69,475	69,475	71,000	57,000	98,700
RENT/INS/TAXES/UTILITIES	6,000	6,000	6,000	7,000	5,000	8,000
IN KIND SVCS SUPPLIES	-	-	-	13,000	7,300	11,702
CAP MAINT/LOW VALUE ASSETS	1,000	1,000	1,000	1,000	-	2,063
SMALL MISC	500	500	500	-	3,100	406
	2,442,775	2,442,775	2,442,775	3,449,820	1,647,219	1,241,474



	Option 1 2021	2% 2021	Option 3 2021	2020 BUDGET	2020 PROJECTION	2019 AUDITED
	DRAFT BUDGET	DRAFT BUDGET	DRAFT BUDGET			

#### CONSERVATION AREAS - OPERATIONS, MAINTENANCE, REPAIRS

##### GENERAL CONSERVATION AREAS (16 active maintenance sites /2 greenways)

GENERAL LEVY	620,226	620,226	620,226	553,642	488,142	492,742
FEDERAL GRANTS	-	-	-	34,750	26,560	46,053
OTHER GRANTS/USER FEES	90,750	90,750	90,750	105,310	92,210	125,909
TRANSFERS (TO)/FROM DEFERRED REVENUES	5,800	5,800	5,800	-	(4,000)	3,807
TRANSFERS TO/FROM RESERVES	(7,000)	(7,000)	(7,000)	15,000	(12,500)	(6,760)
	<u>709,776</u>	<u>709,776</u>	<u>709,776</u>	<u>708,702</u>	<u>590,412</u>	<u>661,751</u>
WAGES	317,500	317,500	317,500	296,660	254,374	235,799
CONSTRUCTION	-	-	-	-	-	8,655
ENGINEERING/CONSULTING	12,000	12,000	12,000	15,500	-	18,991
SUPPLIES/OFFICE/JANITORIAL	45,910	45,910	45,910	49,706	50,916	53,834
VEHICLE/TRAVEL/EQUIP'T USAGE	75,500	75,500	75,500	83,463	66,213	110,995
PLANT MAT/LANDOWNER GRANTS	16,300	16,300	16,300	9,500	4,000	10,852
CORP SUPPORT/SHARED SVCS	90,640	90,640	90,640	79,932	71,880	80,170
RENT/INS/TAXES/UTILITIES	118,200	118,200	118,200	126,450	111,500	127,640
AUDIT AND LEGAL	-	-	-	2,050	1,500	1,275
CAP MAINT/LOW VALUE ASSETS	32,976	32,976	32,976	44,800	39,400	34,654
SMALL MISC	750	750	750	750	250	1,630
	<u>709,776</u>	<u>709,776</u>	<u>709,776</u>	<u>708,811</u>	<u>600,033</u>	<u>684,494</u>

##### HOLIDAY BEACH

GENERAL LEVY	-	-	-	60,300	60,300	96,680
CW-GS LEVY	27,000	27,000	27,000	-	-	-
OTHER GRANTS/USER FEES	251,800	251,800	251,800	235,850	184,000	239,073
FUND TRANSFERS	-	-	-	-	-	4,000
TRANSFERS TO/FROM RESERVES	-	-	-	-	-	(15,000)
	<u>278,800</u>	<u>278,800</u>	<u>278,800</u>	<u>296,150</u>	<u>244,300</u>	<u>324,753</u>
WAGES	133,250	133,250	133,250	147,500	116,200	165,935
ENGINEERING/CONSULTING/SUB CONTRACTING	2,500	2,500	2,500	2,500	1,100	6,197
SUPPLIES/OFFICE/JANITORIAL	39,778	39,778	39,778	43,100	32,650	42,866
VEHICLE/TRAVEL/EQUIP'T USAGE	16,322	16,322	16,322	15,600	11,750	10,126
CORP SUPPORT/SHARED SVCS	31,600	31,600	31,600	29,000	25,000	30,000
RENT/INS/TAXES/UTILITIES	32,600	32,600	32,600	36,950	31,500	34,376
MAJOR MAINT/ROADS/VEGETATION	22,250	22,250	22,250	21,500	25,500	34,389
	<u>278,800</u>	<u>278,800</u>	<u>278,800</u>	<u>296,150</u>	<u>243,700</u>	<u>324,324</u>

##### JOHN R PARK HOMESTEAD

GENERAL LEVY	90,000	90,000	90,000	114,130	69,130	160,000
CW-GS LEVY	97,065	97,065	97,065	61,470	61,470	-
PROVINCIAL GRANTS	23,688	23,688	23,688	23,688	23,688	23,688
FEDERAL GRANTS	-	-	-	-	30,500	3,864
OTHER GRANTS/USER FEES	69,550	69,550	69,550	86,900	41,350	126,380
TRANSFERS (TO)/FROM DEF REVENUES	-	-	-	-	-	(5,922)
TRANSFERS (TO)/FROM RESERVES	-	-	-	-	(12,000)	(2,000)
	<u>280,303</u>	<u>280,303</u>	<u>280,303</u>	<u>286,188</u>	<u>214,138</u>	<u>306,010</u>
WAGES	173,000	173,000	173,000	191,952	143,000	201,596
CONSTRUCTION	10,000	10,000	10,000	10,000	5,000	14,960
CONSULTING/SUB K	1,500	1,500	1,500	1,900	-	2,658
SUPPLIES/OFFICE/JANITORIAL	32,503	32,503	32,503	31,765	18,100	36,526
VEHICLE/TRAVEL/EQUIP'T USAGE	300	300	300	3,750	2,720	3,783
PLANT MAT/LANDOWNER GRANTS	-	-	-	-	-	723
CORP SUPPORT/SHARED SVCS	25,000	25,000	25,000	28,000	20,000	25,000
RENT/INS/TAXES/UTILITIES	30,000	30,000	30,000	16,700	16,700	16,151
CAP MAINT/LOW VALUE ASSETS	7,000	7,000	7,000	1,500	7,500	3,893
SMALL MISC	1,000	1,000	1,000	700	570	922
	<u>280,303</u>	<u>280,303</u>	<u>280,303</u>	<u>286,267</u>	<u>213,590</u>	<u>306,212</u>

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
<b>CAPITAL OR MAJOR MAINTENANCE/IMPROVEMENT PROJECTS</b>						
GENERAL LEVY	15,000	15,000	15,000	-	15,000	-
FEDERAL GRANTS	60,000	60,000	60,000	591,000	531,500	8,500
OTHER GRANTS/USER FEES	200,000	200,000	200,000	114,250	399,408	221,870
TRANSFERS TO/FROM RESERVES	425,000	425,000	425,000	746,750	551,250	188,608
	700,000	700,000	700,000	1,452,000	1,497,158	418,978
WAGES	15,000	15,000	15,000	20,000	117,943	28,399
LANDS AND CONSTRUCTION	648,500	648,500	648,500	1,306,000	1,081,600	214,834
ENGINEERING/CONSULTING/SUB CONTRACTING	15,000	15,000	15,000	95,000	167,000	54,731
CONSTRUCTION SUPPLIES	12,000	12,000	12,000	10,000	74,500	23,362
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	-	-	10,000	2,443
PLANT MAT/LANDOWNER GRANTS	-	-	-	-	5,000	-
CORP SUPPORT/SHARED SVCS	9,500	9,500	9,500	6,000	24,800	19,986
CAP MAINT/LOW VALUE ASSETS	-	-	-	15,000	22,000	5,978
SMALL MISC	-	-	-	-	-	718
	700,000	700,000	700,000	1,452,000	1,502,843	352,985

<b>FLEET &amp; FIELD EQUIPMENT</b>						
GENERAL LEVY	-	-	-	25,000	65,000	-
OTHER GRANTS/USER FEES/RECOVERIES	173,000	173,000	173,000	167,665	134,365	278,584
TRANSFERS TO/FROM RESERVES	25,000	25,000	25,000	18,500	25,000	(111,500)
	198,000	198,000	198,000	211,165	224,365	167,084
MAINTENANCE/REPAIRS	60,000	60,000	60,000	66,500	67,800	74,002
FUEL	33,400	33,400	33,400	35,000	30,000	35,481
LICENCES/MISC/SMALL TOOLS	16,600	16,600	16,600	24,700	19,700	19,700
AMORTIZATION	88,000	88,000	88,000	85,000	85,000	87,592
	198,000	198,000	198,000	211,200	202,500	216,775

<b>WATER QUALITY &amp; REGIONAL ENVIRONMENTAL INITIATIVES</b>						
<b>MONITORING, AG STEWARDSHIP, DEMO FARM, DRCC, WQ SPECIAL GRANTS</b>						
GENERAL LEVY	-	-	-	-	-	47,000
CW-GS LEVY	142,750	142,750	142,750	156,000	156,000	126,000
MUNICIPAL	12,000	12,000	12,000	69,650	65,300	74,684
PROVINCIAL GRANTS	296,000	296,000	296,000	75,000	290,000	123,182
FEDERAL GRANTS	336,500	336,500	336,500	332,500	252,500	177,595
OTHER	38,585	38,585	38,585	233,000	95,000	30,051
IN-KIND	20,000	20,000	20,000	-	24,000	27,814
TRANSFERS (TO)/FROM DEFERRED REVENUES	116,500	116,500	116,500	(15,200)	(94,500)	54,055
	962,335	962,335	962,335	850,950	788,300	660,381
WQM WAGES	524,295	524,295	524,295	521,695	462,530	387,317
CONSTRUCTION	30,000	30,000	30,000	-	-	-
CONSULTING/SUB CONTRACTING	84,305	84,305	84,305	42,000	40,150	26,516
SUPPLIES/OFFICE/JANITORIAL	18,585	18,585	18,585	40,470	53,820	19,833
VEHICLE/TRAVEL/EQUIP'T USAGE	18,150	18,150	18,150	20,515	19,815	26,768
PLANT MAT/LANDOWNER GRANTS	149,000	149,000	149,000	144,000	72,300	90,499
CORP SUPPORT/SHARED SVCS	111,300	111,300	111,300	80,770	78,200	69,366
RENT/INS/TAXES/UTILITIES	600	600	600	1,100	1,100	2,722
DUES/MEMBERSHIPS	300	300	300	300	-	3,948
IN KIND SVCS SUPPLIES	20,000	20,000	20,000	-	24,000	27,814
TECHNICAL EQUIPMENT	5,800	5,800	5,800	100	100	806
TOTAL EXPENSES	962,335	962,335	962,335	850,950	752,015	656,260
SMALL MISC	-	-	-	-	-	670
	962,335	962,335	962,335	850,950	752,015	656,260

	Option 1 2021	2% 2021	Option 3 2021	2020 BUDGET	2020 PROJECTION	2019 AUDITED
DRINKING WATER SOURCE PROTECTION PROGRAM						
PROVINCIAL GRANTS	95,000	95,000	95,000	102,600	51,000	127,072
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	36,000	(33,352)
	95,000	95,000	95,000	102,600	87,000	93,720
WAGES	80,000	80,000	80,000	86,500	71,750	79,005
SUPPLIES/OFFICE/JANITORIAL	-	-	-	-	400	1,024
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	-	-	300	270
CORP SUPPORT/SHARED SVCS	12,000	12,000	12,000	12,000	11,000	10,196
RENT/INS/TAXES/UTILITIES	-	-	-	1,100	1,100	1,100
PER DIEMS/MISC	3,000	3,000	3,000	3,000	3,000	2,125
	95,000	95,000	95,000	102,600	87,550	93,720
CLIMATE CHANGE REGIONAL STRATEGY /COMMUNITY ENERGY PLAN						
GENERAL LEVY	-	-	-	-	-	50,000
CW--GS LEVY	-	-	-	50,000	70,000	-
MUNICIPAL	79,100	79,100	79,100	45,500	175,000	2,500
OTHER GRANTS/USER FEES	10,000	10,000	10,000	-	-	5,350
TRANSFERS (TO)/FROM DEFERRED REVENUES	11,000	11,000	11,000	22,000	9,400	53,500
	100,100	100,100	100,100	117,500	254,400	111,350
WAGES	10,000	10,000	10,000	99,500	97,000	101,286
ENGINEERING/CONSULTING	87,000	87,000	87,000	-	140,000	5,423
SUPPLIES/OFFICE/JANITORIAL	-	-	-	2,500	900	165
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	-	500	500	1,158
CORP SUPPORT/SHARED SVCS	3,100	3,100	3,100	15,000	16,000	15,500
SMALL MISC	-	-	-	-	-	-
	100,100	100,100	100,100	117,500	254,400	123,531
CONSERVATION SERVICES						
REVENUES						
GENERAL LEVY	963,141	963,141	963,141	886,172	824,172	976,422
CW--GS LEVY	758,863	826,815	907,400	848,250	904,250	875,600
MUNICIPAL	1,598,100	1,598,100	1,598,100	2,615,150	1,240,300	77,184
PROVINCIAL GRANTS	562,188	562,188	562,188	231,288	364,688	307,935
FEDERAL GRANTS	729,500	729,500	729,500	1,147,250	932,310	669,833
OTHER GRANTS	163,500	163,500	163,500	264,000	126,300	37,494
ERCF GRANTS	334,500	334,500	334,500	150,250	488,108	431,545
FEE FOR SERVICE/OTHER/RECOVERIES	733,985	733,985	733,985	713,725	559,525	1,158,608
IN-KIND	20,000	20,000	20,000	13,000	31,300	39,516
TRANSFER TO/FROM DEF REVENUES	(168,773)	(236,725)	(317,310)	(19,980)	(208,550)	(440,924)
	5,695,004	5,695,004	5,695,004	6,849,105	5,262,403	4,133,212
EXPENSES(INCLUDES FLEET/EQUIP'T AMORTIZATION)						
	6,138,004	6,138,004	6,138,004	7,629,398	5,769,508	4,179,259
SURPLUS/(DEFICIT)						
	(443,000)	(443,000)	(443,000)	(780,293)	(507,105)	(46,047)
TRANSFER (TO)/FROM RESERVES						
	443,000	443,000	443,000	780,250	551,750	46,348

	Option 1 2021	2% 2021	Option 3 2021	2020 BUDGET	2020 PROJECTION	2019 AUDITED
DRAFT BUDGET	DRAFT BUDGET	DRAFT BUDGET				
<b>COMMUNITY SERVICES</b>						
<b>OUTDOOR &amp; CONSERVATION EDUCATION</b>						
GENERAL LEVY	-	-	-	-	-	28,000
CW~GS LEVY	16,000	16,000	16,000	36,000	32,000	-
OTHER GRANTS/USER FEES	50,000	50,000	50,000	49,000	8,500	47,325
TRANSFERS (TO)/FROM DEFERRED REVENUES	3,000	3,000	3,000	-	(4,500)	-
	69,000	69,000	69,000	85,000	36,000	75,325
WAGES	55,000	55,000	55,000	68,000	37,000	63,953
SUPPLIES/OFFICE/JANITORIAL	2,670	2,670	2,670	4,100	675	1,994
VEHICLE/TRAVEL/EQUIP'T USAGE	830	830	830	1,950	50	2,727
PLANT MAT/LANDOWNER GRANTS	-	-	-	500	-	-
CORP SUPPORT/SHARED SVCS	10,000	10,000	10,000	10,000	2,500	10,300
RENT/INS/TAXES/UTILITIES	500	500	500	750	750	750
	69,000	69,000	69,000	85,300	40,975	79,803
<b>OUTREACH &amp; ENGAGEMENT</b>						
GENERAL LEVY	-	-	-	-	-	115,750
CW~GS LEVY	62,600	62,600	62,600	139,750	87,750	10,000
OTHER GRANTS/USER FEES	30,000	30,000	30,000	10,000	8,278	13,681
	92,600	92,600	92,600	149,750	96,028	139,431
WAGES	42,000	42,000	42,000	106,500	77,000	96,645
SUPPLIES/OFFICE/JANITORIAL	6,150	6,150	6,150	6,850	3,733	5,509
VEHICLE/TRAVEL/EQUIP'T USAGE	3,200	3,200	3,200	4,900	1,100	4,298
PARTNER GRANTS/PLANT MATERIAL	19,000	19,000	19,000	7,500	2,500	12,395
CORP SUPPORT/SHARED SVCS	21,000	21,000	21,000	22,000	10,000	17,000
RENT/INS/TAXES/UTILITIES	750	750	750	950	950	850
CAP MAINT/LOW VALUE ASSETS	500	500	500	500	500	717
	92,600	92,600	92,600	149,400	95,783	137,643
<b>COMMUNICATIONS</b>						
GENERAL LEVY	177,700	177,700	177,700	160,150	124,150	150,150
CW~GS LEVY	-	-	-	26,000	26,000	25,000
OTHER GRANTS/USER FEES	20,000	20,000	20,000	-	-	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	-	17,000
	197,700	197,700	197,700	186,150	150,150	192,150
WAGES	192,000	192,000	192,000	178,000	145,000	181,896
SUPPLIES/OFFICE/JANITORIAL	4,800	4,800	4,800	6,050	4,000	5,546
VEHICLE/TRAVEL/EQUIP'T USAGE	450	450	450	1,000	500	858
CAP MAINT/LOW VALUE ASSETS	450	450	450	1,000	500	486
	197,700	197,700	197,700	186,050	150,000	188,787
<b>OUTREACH EVENTS AND SHORT-TERM GRANT FUNDED INITIATIVES</b>						
FEDERAL GRANTS	-	-	-	-	-	800
OTHER GRANTS/USER FEES	32,000	32,000	32,000	91,250	43,700	113,104
TRANSFERS (TO)/FROM DEFERRED REVENUES	35,500	35,500	35,500	(750)	(11,700)	4,946
	67,500	67,500	67,500	90,500	32,000	118,850
WAGES	17,000	17,000	17,000	20,550	4,000	25,064
TREES/SUPPLIES	50,500	50,500	50,500	70,000	23,200	94,505
	67,500	67,500	67,500	90,550	27,200	119,569
<b>COMMUNITY SERVICES</b>						
<b>REVENUES</b>						
GENERAL LEVY	177,700	177,700	177,700	160,150	124,150	293,900
CW~GS LEVY	78,600	78,600	78,600	201,750	145,750	35,000
MUNICIPAL	-	-	-	-	-	-
PROVINCIAL GRANTS	-	-	-	-	-	-
FEDERAL GRANTS	-	-	-	-	-	800
OTHER GRANTS/USER FEES	132,000	132,000	132,000	150,250	60,478	174,109
IN-KIND	-	-	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	38,500	38,500	38,500	(750)	(16,200)	21,946
	426,800	426,800	426,800	511,400	314,178	525,755
<b>EXPENSES</b>						
	426,800	426,800	426,800	511,300	313,958	525,802
<b>SURPLUS/(DEFICIT)</b>						
	-	-	-	100	220	(47)

Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
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## CORPORATE SERVICES

### ADMIN/FINANCE/IT/HR

GENERAL LEVY	456,750	456,750	456,750	287,050	397,050	237,025
CW~GS LEVY	-	-	-	-	-	25,000
MUNICIPAL	-	-	-	-	-	1,200
PROVINCIAL GRANTS	-	-	-	-	-	750
OTHER GRANTS/USER FEES/RECOVERIES	670,000	670,000	670,000	658,000	613,447	722,863
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	-	39,926
TRANSFERS (TO)/FROM RESERVES	15,000	15,000	15,000	(1,000)	(1,000)	(1,000)
	<u>1,141,750</u>	<u>1,141,750</u>	<u>1,141,750</u>	<u>944,050</u>	<u>1,009,497</u>	<u>1,025,764</u>
WAGES	784,000	784,000	784,000	572,484	612,000	577,528
ERCF SUPPORT	25,500	25,500	25,500	66,000	45,000	59,372
MEMBER EXPENSES/CO DUES	57,500	57,500	57,500	56,700	56,000	57,652
AUDIT/LEGAL/CONSULTING	54,900	54,900	54,900	32,500	92,500	18,791
SUPPLIES/EQUIPT/NETWORK	59,350	59,350	59,350	55,350	48,300	77,701
OCCUPANCY/PHONE	142,500	142,500	142,500	135,000	139,500	132,727
TRAVEL & BD/STAFF MEETINGS	2,000	2,000	2,000	9,500	4,000	10,264
RETIREE BENEFITS	16,000	16,000	16,000	16,000	12,000	13,651
	<u>1,141,750</u>	<u>1,141,750</u>	<u>1,141,750</u>	<u>943,534</u>	<u>1,009,300</u>	<u>947,686</u>

### CORPORATE SPECIAL PROJECTS (RECORDS/IS/IT)

TRANSFERS FROM RESERVES	25,000	25,000	25,000	-	-	-
	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
CONSULTING/OTHER	25,000	25,000	25,000	-	-	-
	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>-</u>

### REVENUES

GENERAL LEVY	456,750	456,750	456,750	287,050	397,050	237,025
CW~GS LEVY	-	-	-	-	-	25,000
MUNICIPAL	-	-	-	-	-	1,200
PROVINCIAL GRANTS	-	-	-	-	-	750
FEDERAL GRANTS	-	-	-	-	-	-
OTHER GRANTS/USER FEES	670,000	670,000	670,000	658,000	613,447	722,863
IN-KIND	-	-	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	-	-	-	-	-	39,926
	<u>1,126,750</u>	<u>1,126,750</u>	<u>1,126,750</u>	<u>945,050</u>	<u>1,010,497</u>	<u>1,026,764</u>

### EXPENSES

	<u>1,166,750</u>	<u>1,166,750</u>	<u>1,166,750</u>	<u>943,534</u>	<u>1,009,300</u>	<u>947,686</u>
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### SURPLUS/(DEFICIT)

	<u>(40,000)</u>	<u>(40,000)</u>	<u>(40,000)</u>	<u>1,516</u>	<u>1,197</u>	<u>79,078</u>
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### TRANSFERS (TO)/FROM RESERVES

	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>(1,000)</u>	<u>(1,000)</u>	<u>(1,000)</u>
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### OTHER

#### TANGIBLE ASSET REPLACEMENT

GENERAL LEVY	300,000	300,000	300,000	300,000	300,000	200,000
CWGS	64,000	64,000	64,000	-	-	-
TRANSFER TO/FROM RESERVES	(364,000)	(364,000)	(364,000)	(300,000)	(154,000)	(200,000)
EXTRAORDINARY LOSS	-	-	-	-	(292,742)	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(146,742)</u>	<u>0</u>

	Option 1 2021	2% 2021	Option 3 2021	2020 BUDGET	2020 PROJECTION	2019 AUDITED
	DRAFT BUDGET	DRAFT BUDGET	DRAFT BUDGET			

CORPORATE SUMMARY						
<b>REVENUES</b>						
<b>Municipal</b>						
Levy - Operations	\$ 2,485,204	\$ 2,485,204	\$ 2,485,204	\$ 2,336,667	\$ 2,336,667	\$ 2,188,666
Levy - Clean Water~Green Spaces	901,463	969,415	1,050,000	1,050,000	1,050,000	1,050,000
<b>Total Municipal Levy</b>	<b>\$ 3,386,667</b>	<b>\$ 3,454,619</b>	<b>\$ 3,535,204</b>	<b>\$ 3,386,667</b>	<b>\$ 3,386,667</b>	<b>\$ 3,238,666</b>
Water & erosion control infrastructure and special projects	2,011,600	2,011,600	2,011,600	2,558,300	1,284,575	22,499
Risk management services	12,000	12,000	12,000	69,650	65,300	74,684
	<b>5,410,267</b>	<b>5,478,219</b>	<b>5,558,804</b>	<b>6,014,617</b>	<b>4,736,542</b>	<b>3,335,849</b>
<b>Provincial</b>						
Section 39 Flood/Erosion Program	104,417	104,417	104,417	104,417	104,417	104,417
Drinking Water Source Protection	95,000	95,000	95,000	102,600	51,000	127,072
WECI	17,625	17,625	17,625	-	52,875	1,250
Other (CMOG, SEO etc)	474,188	474,188	474,188	132,188	320,688	180,863
	<b>691,230</b>	<b>691,230</b>	<b>691,230</b>	<b>339,205</b>	<b>528,980</b>	<b>413,602</b>
<b>Federal</b>						
	<b>729,500</b>	<b>729,500</b>	<b>729,500</b>	<b>1,147,250</b>	<b>932,310</b>	<b>670,633</b>
<b>Total Government Transfer Payments &amp; Fees-For-Services</b>	<b>6,830,997</b>	<b>6,898,949</b>	<b>6,979,534</b>	<b>7,501,072</b>	<b>6,197,832</b>	<b>4,420,084</b>
<b>Other revenues</b>						
Permit and applicant fees - mandatory services	721,000	721,000	721,000	636,000	699,000	699,047
Admissions, program fees & other services	498,385	498,385	498,385	513,960	353,238	864,763
Leases & property rentals	80,600	80,600	80,600	77,600	64,200	75,689
Donations and other grants						
General	193,500	193,500	193,500	303,000	146,000	87,767
Essex Region Conservation Foundation grants	421,500	421,500	421,500	262,500	554,608	533,083
In-kind contributions	20,000	20,000	20,000	13,000	31,300	39,516
Interest income	30,000	30,000	30,000	50,000	60,947	86,521
Gain on sale of assets	-	-	-	-	-	4,000
<b>Total other revenues</b>	<b>1,964,985</b>	<b>1,964,985</b>	<b>1,964,985</b>	<b>1,856,060</b>	<b>1,909,293</b>	<b>2,390,386</b>
<b>Transfers from/(to) deferred revenues</b>	(62,698)	(130,650)	(211,235)	14,270	(224,750)	(330,090)
<b>Interdepartmental recoveries</b>	803,000	803,000	803,000	725,665	650,865	845,127
<b>TOTAL REVENUES</b>	<b>\$ 9,536,284</b>	<b>\$ 9,536,284</b>	<b>\$ 9,536,284</b>	<b>\$ 10,097,067</b>	<b>\$ 8,533,240</b>	<b>\$ 7,325,507</b>
<b>EXPENSES BY CLASSIFICATION</b>						
Wages & benefits -ERCA operations	\$ 3,201,500	\$ 3,201,500	\$ 3,201,500	\$ 3,065,996	\$ 2,866,367	\$ 3,029,829
Wages & benefits -special grant projects	752,295	752,295	752,295	920,165	811,181	877,903
Construction-municipal projects	481,750	481,750	481,750	8,500	151,400	18,425
Construction-special grant projects	1,977,000	1,977,000	1,977,000	2,813,000	1,347,000	356,501
Construction-ERCA capital projects	818,500	818,500	818,500	1,432,900	1,327,450	289,370
Plant material, removals and landowner subsidies-special grant projects	368,571	368,571	368,571	331,100	183,218	297,270
Plant material, removals and landowner subsidies - ERCA operations	84,300	84,300	84,300	48,000	36,500	69,102
Program supplies- special grant projects	39,785	39,785	39,785	42,370	28,570	59,833
Site & operational supplies - Conservation Areas	75,899	75,899	75,899	113,696	98,231	112,281
Office supplies & expenses - other ERCA operations	35,037	35,037	35,037	83,425	27,075	95,598
Occupancy, taxes,utilities & waste removal	320,513	320,513	320,513	314,490	297,383	310,927
Maintenance,repairs & security-sites	55,186	55,186	55,186	71,950	93,050	105,297
Maintenance,repairs & supplies-fleet/equipment	100,900	100,900	100,900	104,000	103,000	111,866
Equipment, software/hardware & website-special grant projects	10,000	10,000	10,000	13,750	31,400	6,851
Equipment, software/hardware & website- ERCA operations	97,923	97,923	97,923	58,975	42,187	71,954
Lab,data, technical & sub-contracted services -special grant	34,305	34,305	34,305	40,900	38,950	52,667
Lab,data, technical & sub-contracted services - ERCA operations	52,000	52,000	52,000	54,500	37,600	82,697
Insurance, audit & legal	132,450	132,450	132,450	127,550	189,500	122,725
Dues & memberships	49,679	49,679	49,679	45,010	51,063	52,687
Travel, training & professional development	18,540	18,540	18,540	27,100	9,170	36,084
Board ,committee & meeting expenses	19,000	19,000	19,000	22,500	21,500	20,561
Bank, credit card charges and interest	14,100	14,100	14,100	13,060	17,410	13,294
In-kind supplies & services	20,000	20,000	20,000	13,000	31,300	39,516
Land acquisition & acquisition assistance	-	-	-	-	113,000	-
Amortization	315,500	315,500	315,500	309,500	309,500	315,571
Extraordinary item	-	-	-	-	292,742	-
Other	-	-	-	-	-	951
Internal recoveries included in revenues	808,051	808,051	808,051	725,380	650,608	838,362
<b>TOTAL EXPENSES</b>	<b>\$ 9,882,784</b>	<b>\$ 9,882,784</b>	<b>\$ 9,882,784</b>	<b>\$ 10,800,817</b>	<b>\$ 9,206,355</b>	<b>\$ 7,388,117</b>

	Option 1 2021 DRAFT BUDGET	2% 2021 DRAFT BUDGET	Option 3 2021 DRAFT BUDGET	2020 BUDGET	2020 PROJECTION	2019 AUDITED
<b>Total Revenues</b>	9,536,284	9,536,284	9,536,284	10,097,067	8,544,240	7,353,175
<b>Total Expenses</b>	9,882,784	9,882,784	9,882,784	10,800,817	9,206,355	7,388,117
<b>SURPLUS/(DEFICIT) (ACCRUAL BASIS)</b>	<b>(346,500)</b>	<b>(346,500)</b>	<b>(346,500)</b>	<b>(703,750)</b>	<b>(662,115)</b>	<b>(34,943)</b>
<b>ADD/SUBTRACT: NON CASH ITEMS</b>						
Donation of land to ERCA	-	-	-	-	-	-
Gain/loss on asset disposal	-	-	-	-	-	(4,000)
Amortization	315,500	315,500	315,500	309,500	309,500	315,571
Transfers from Reserves (Per Schedule)	490,000	490,000	490,000	803,500	646,750	434,296
<b>DEDUCT: CAPITAL ITEMS</b>						
Land acquisition	-	-	-	-	-	-
Purchased fleet/equipment	(88,000)	(88,000)	(88,000)	(85,000)	(53,635)	(53,588)
Infrastructure additions	-	-	-	-	-	(66,228)
<b>(DECREASE)/INCREASE IN NET SURPLUS (prior to reserve transfers)</b>	<b>371,000</b>	<b>371,000</b>	<b>371,000</b>	<b>324,250</b>	<b>240,500</b>	<b>591,108</b>
<b>TRANSFER TO RESERVES (Per Schedule)</b>	<b>371,000</b>	<b>371,000</b>	<b>371,000</b>	<b>324,250</b>	<b>250,000</b>	<b>588,948</b>
<b>INCREASE/(DECREASE) IN UNRESTRICTED ACCUMULATED OPERATING FUND SURPLUS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (9,500)</b>	<b>\$ 2,160</b>

NOTE 1: The actual numbers shown for capital items, for 2020 and 2021, will change once the assets under construction are removed from the operating accounts and capitalized as tangible assets. Those accounting entries will not impact the estimated changes in the reserve funds or the unrestricted surplus.

## Appendix B: Draft Municipal Levies Schedule, Option 1

Essex Region Conservation

the place for life



### DRAFT 2021 MUNICIPAL LEVY ALLOCATION

MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY			
	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021-2020	%
			DRAFT \$2,485,204	APPROVED \$2,336,667	DRAFT \$901,463	APPROVED \$1,050,000	DRAFT \$3,386,667	APPROVED \$3,386,667	\$ - \$ Difference	CHANGE 0.0%
TOWN OF AMHERSTBURG	5.95%	5.95%	\$ 147,897	\$ 138,948	\$ 53,647	\$ 62,437	\$ 201,545	\$ 201,386	\$ 159	0.1%
TOWN OF ESSEX	4.76%	4.79%	\$ 118,222	\$ 111,810	\$ 42,883	\$ 50,243	\$ 161,104	\$ 162,052	\$ (948)	-0.6%
TOWN OF KINGSVILLE	6.24%	6.15%	\$ 154,982	\$ 143,820	\$ 56,217	\$ 64,626	\$ 211,199	\$ 208,446	\$ 2,753	1.3%
TOWN OF LAKESHORE	9.61%	9.45%	\$ 238,901	\$ 220,816	\$ 86,657	\$ 99,225	\$ 325,558	\$ 320,041	\$ 5,517	1.7%
TOWN OF LASALLE	8.83%	8.68%	\$ 219,360	\$ 202,898	\$ 79,569	\$ 91,174	\$ 298,929	\$ 294,072	\$ 4,858	1.7%
MUNICIPALITY LEAMINGTON	6.07%	5.95%	\$ 150,891	\$ 139,055	\$ 54,733	\$ 62,486	\$ 205,623	\$ 201,541	\$ 4,082	2.0%
TOWNSHIP OF PELEE	0.28%	0.29%	\$ 6,883	\$ 6,774	\$ 2,497	\$ 3,044	\$ 9,380	\$ 9,817	\$ (437)	-4.5%
TOWN OF TECUMSEH	8.33%	8.34%	\$ 206,947	\$ 194,990	\$ 75,066	\$ 87,620	\$ 282,013	\$ 282,610	\$ (597)	-0.2%
CITY OF WINDSOR	49.94%	50.39%	\$ 1,241,121	\$ 1,177,557	\$ 450,194	\$ 529,145	\$ 1,691,315	\$ 1,706,701	\$ (15,386)	-0.9%
<b>TOTALS</b>	<b>100%</b>	<b>100%</b>	<b>\$ 2,485,204</b>	<b>\$ 2,336,667</b>	<b>\$ 901,463</b>	<b>\$ 1,050,000</b>	<b>\$ 3,386,667</b>	<b>\$ 3,386,667</b>	<b>\$ -</b>	<b>0.0%</b>



## Appendix B: Draft Municipal Levies Schedule, Option 2 (Recommended)

Essex Region Conservation

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### DRAFT 2021 MUNICIPAL LEVY ALLOCATION

MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY			
	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021-2020	%
			DRAFT \$2,485,204	APPROVED \$2,336,667	DRAFT \$969,415	APPROVED \$1,050,000	DRAFT \$3,454,619	APPROVED \$3,386,667	\$ 67,952 \$ Difference	CHANGE 2.0%
TOWN OF AMHERSTBURG	5.95%	5.95%	\$ 147,897	\$ 138,948	\$ 57,691	\$ 62,437	\$ 205,588	\$ 201,386	\$ 4,203	2.1%
TOWN OF ESSEX	4.76%	4.79%	\$ 118,222	\$ 111,810	\$ 46,115	\$ 50,243	\$ 164,337	\$ 162,052	\$ 2,284	1.4%
TOWN OF KINGSVILLE	6.24%	6.15%	\$ 154,982	\$ 143,820	\$ 60,455	\$ 64,626	\$ 215,437	\$ 208,446	\$ 6,991	3.4%
TOWN OF LAKESHORE	9.61%	9.45%	\$ 238,901	\$ 220,816	\$ 93,189	\$ 99,225	\$ 332,090	\$ 320,041	\$ 12,049	3.8%
TOWN OF LASALLE	8.83%	8.68%	\$ 219,360	\$ 202,898	\$ 85,567	\$ 91,174	\$ 304,927	\$ 294,072	\$ 10,856	3.7%
MUNICIPALITY LEAMINGTON	6.07%	5.95%	\$ 150,891	\$ 139,055	\$ 58,859	\$ 62,486	\$ 209,749	\$ 201,541	\$ 8,208	4.1%
TOWNSHIP OF PELEE	0.28%	0.29%	\$ 6,883	\$ 6,774	\$ 2,685	\$ 3,044	\$ 9,568	\$ 9,817	\$ (249)	-2.5%
TOWN OF TECUMSEH	8.33%	8.34%	\$ 206,947	\$ 194,990	\$ 80,725	\$ 87,620	\$ 287,672	\$ 282,610	\$ 5,061	1.8%
CITY OF WINDSOR	49.94%	50.39%	\$ 1,241,121	\$ 1,177,557	\$ 484,130	\$ 529,145	\$ 1,725,250	\$ 1,706,701	\$ 18,549	1.1%
<b>TOTALS</b>	<b>100%</b>	<b>100%</b>	<b>\$ 2,485,204</b>	<b>\$ 2,336,667</b>	<b>\$ 969,415</b>	<b>\$ 1,050,000</b>	<b>\$ 3,454,619</b>	<b>\$ 3,386,667</b>	<b>\$ 67,952</b>	<b>2.0%</b>

## Appendix B: Draft Municipal Levies Schedule, Option 3

### Essex Region Conservation

the place for life



#### DRAFT 2021 MUNICIPAL LEVY ALLOCATION

MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY			
	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021-2020	%
			DRAFT \$2,514,204	APPROVED \$2,336,667	DRAFT \$1,050,000	APPROVED \$1,050,000	DRAFT \$3,564,204	APPROVED \$3,386,667	\$ 177,537 \$ Difference	CHANGE 5.2%
TOWN OF AMHERSTBURG	5.95%	5.95%	\$ 149,623	\$ 138,948	\$ 62,487	\$ 62,437	\$ 212,110	\$ 201,386	\$ 10,724	5.3%
TOWN OF ESSEX	4.76%	4.79%	\$ 119,601	\$ 111,810	\$ 49,949	\$ 50,243	\$ 169,550	\$ 162,052	\$ 7,497	4.6%
TOWN OF KINGSVILLE	6.24%	6.15%	\$ 156,791	\$ 143,820	\$ 65,480	\$ 64,626	\$ 222,271	\$ 208,446	\$ 13,825	6.6%
TOWN OF LAKESHORE	9.61%	9.45%	\$ 241,689	\$ 220,816	\$ 100,936	\$ 99,225	\$ 342,625	\$ 320,041	\$ 22,584	7.1%
TOWN OF LASALLE	8.83%	8.68%	\$ 221,920	\$ 202,898	\$ 92,680	\$ 91,174	\$ 314,600	\$ 294,072	\$ 20,528	7.0%
MUNICIPALITY LEAMINGTON	6.07%	5.95%	\$ 152,651	\$ 139,055	\$ 63,751	\$ 62,486	\$ 216,403	\$ 201,541	\$ 14,861	7.4%
TOWNSHIP OF PELEE	0.28%	0.29%	\$ 6,964	\$ 6,774	\$ 2,908	\$ 3,044	\$ 9,872	\$ 9,817	\$ 54	0.6%
TOWN OF TECUMSEH	8.33%	8.34%	\$ 209,362	\$ 194,990	\$ 87,435	\$ 87,620	\$ 296,797	\$ 282,610	\$ 14,187	5.0%
CITY OF WINDSOR	49.94%	50.39%	\$ 1,255,603	\$ 1,177,557	\$ 524,374	\$ 529,145	\$ 1,779,978	\$ 1,706,701	\$ 73,276	4.3%
<b>TOTALS</b>	<b>100%</b>	<b>100%</b>	<b>\$ 2,514,204</b>	<b>\$ 2,336,667</b>	<b>\$ 1,050,000</b>	<b>\$ 1,050,000</b>	<b>\$ 3,564,204</b>	<b>\$ 3,386,667</b>	<b>\$ 177,537</b>	<b>5.2%</b>

## Appendix C: Reserves Continuity Schedule

ESSEX REGION CONSERVATION AUTHORITY		INFRASTRUCTURE/ MAJOR MAINTENANCE	REVENUE STABILIZATION	GRANT MATCHING	VEHICLE/CA EQUIP'T	SUITE/F&F/IT/IS	HUMAN RESOURCES/AD MIN	LEGAL/ INSURANCE	HISTORIC PROPERTIES	TREE WARRANTY & SELF- INSURANCE	OTHER WATERSHED	TOTAL RESERVES
2021 PROJECTED RESERVES												
	<b>PROJECTED OPENING BALANCE -01/01/2021</b>	\$ 290,000	\$ 30,342	\$ 100,000	\$ 139,000	\$ 274,508	\$ 35,332	\$ 50,000	\$ 68,374	\$ 90,000	\$ 47,857	\$ 1,125,413
	Transfers to reserves	300,000	-	-	-	-	64,000	-	7,000	-		371,000
	Interest	-						-				-
	Repayments	-	-									-
	<b>AVAILABLE BALANCE</b>	<b>\$ 590,000</b>	<b>\$ 30,342</b>	<b>\$ 100,000</b>	<b>\$ 139,000</b>	<b>\$ 274,508</b>	<b>\$ 99,332</b>	<b>\$ 50,000</b>	<b>\$ 75,374</b>	<b>\$ 90,000</b>	<b>\$ 47,857</b>	<b>\$ 1,496,413</b>
	<b>RESERVE FUND EXPENSES/TRANSFERS</b>											
	Hillman Marsh Dykes											
	JRPH Heritage Centre	400,000										400,000
	JRPH shoreline	-										-
	Capital R&M - Greenways	-										-
	Entry Signs	-										-
	Holiday Beach Workshop	25,000										25,000
	Vehicle/equip't replacement				25,000							25,000
	Network/Servers/IT					40,000						40,000
	Server Room/Office R&M											
	<b>TOTAL EXPENSES</b>	<b>425,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>490,000</b>
	<b>PROJECTED CLOSING BALANCE 12/31/2021</b>	<b>\$ 165,000</b>	<b>\$ 30,342</b>	<b>\$ 100,000</b>	<b>\$ 114,000</b>	<b>\$ 234,508</b>	<b>\$ 99,332</b>	<b>\$ 50,000</b>	<b>\$ 75,374</b>	<b>\$ 90,000</b>	<b>\$ 47,857</b>	<b>\$ 1,006,413</b>

## Appendix D: Detailed Sources of Funding by Program Subunit

Department	Budget by Department Sub	Budgeted Expenses	General Levy	CW~GS Levy	Municipal Special	Prov TPAs- Mandatory Svc	Prov Special Grant	Federal	Fees/Grants/Def Rev	Reserves	Total	Levy %	Levy Per Capita
Watershed Management Services	Development Services	\$ 854,650	\$ 234,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 620,000	\$ -	\$ 854,650	27%	\$ 0.73
	Watershed Engineering	94,150	94,150	-	-	-	-	-	-	-	94,150	100%	\$ 0.29
	Watershed Engineering-special municipal projects	510,700	-	-	425,500	-	17,625	-	67,575	-	510,700	0%	\$ -
	Flood Forecasting & Warning	248,680	144,263	-	-	104,417	-	-	-	-	248,680	58%	\$ 0.45
	Planning - Hazards & Input Official Plans	99,550	89,550	-	-	-	-	-	10,000	-	99,550	90%	\$ 0.28
	Planning - Operational/Natural Heritage	91,000	-	-	-	-	-	-	91,000	-	91,000	0%	\$ -
	Climate Change -Hazards Risks	25,000	25,000	-	-	-	-	-	-	-	25,000	100%	\$ 0.08
Conservation Services	CA Lands & Infrastructure Management	144,215	144,215	-	-	-	-	-	-	-	144,215	100%	\$ 0.45
	CA Lands - Maintenance (incl fleet/equipment)	997,776	710,226	-	-	-	-	-	262,550	25,000	997,776	71%	\$ 2.21
	CA Lands -Restoration Natural Areas	119,700	58,700	-	-	-	10,000	-	51,000	-	119,700	49%	\$ 0.18
	Special Restoration & Tree Planting Projects- Municipal /Private Properties	2,442,775	-	60,000	1,507,000	-	137,500	308,000	430,275	-	2,442,775	2%	\$ 0.19
	Land Securement	107,000	35,000	500,000	-	-	-	25,000	453,000	-	107,000	77%	\$ 1.66
	Holiday Beach - Lands & campground operations	278,800	-	27,000	-	-	-	-	251,800	-	278,800	10%	\$ 0.08
	John R Park Homestead - Museum&Programs	190,303	-	97,065	-	-	23,688	-	69,550	-	190,303	51%	\$ 0.30
	Capital Projects	700,000	15,000	-	-	-	-	60,000	200,000	425,000	700,000	2%	\$ 0.05
Watershed Research Services	Drinking Water Source Protection	95,000	-	-	-	95,000	-	-	-	-	95,000	0%	\$ -
	WQ Studies, Monitoring, Ag Stewardship, Demo Farm, DRCC	962,335	-	142,750	12,000	-	296,000	336,500	175,085	-	962,335	15%	\$ 0.44
	Climate Change - Regional Strategy,CC special projects	100,100	-	-	79,100	-	-	-	21,000	-	100,100	0%	\$ -
Community Outreach Services	Corporate Communications	197,700	177,700	-	-	-	-	-	20,000	-	197,700	90%	\$ 0.55
	Outreach & Public Engagement	160,100	-	62,600	-	-	-	-	97,500	-	160,100	39%	\$ 0.19
	Conservation Education	69,000	-	16,000	-	-	-	-	53,000	-	69,000	23%	\$ 0.05
Corporate, Compliance & Reserves	Corporate Services & Compliance	1,166,750	456,750	-	-	-	-	-	670,000	40,000	1,166,750	39%	\$ 1.42
	Reserves	371,000	300,000	64,000	-	-	-	-	7,000	-	371,000	98%	\$ 1.13
		\$ 10,026,284	\$ 2,485,204	\$ 969,415	\$ 2,023,600	\$ 199,417	\$ 484,813	\$ 729,500	\$ 2,644,335	\$ 490,000	\$ 10,026,284	34%	\$ 10.75
Mandatory Services (identified in BOLD)		\$ 4,924,871	\$ 2,450,204	\$ 64,000	\$ 425,500	\$ 199,417	\$ 27,625	\$ -	\$ 1,708,125	\$ 65,000	\$ 4,924,871	51%	\$ 7.82
Non Mandatory Services		\$ 5,101,413	\$ 35,000	\$ 905,415	\$ 1,598,100	\$ -	\$ 457,188	\$ 729,500	\$ 936,210	\$ 425,000	\$ 5,101,413	18%	\$ 2.93

## BACKGROUND

The Essex Region Conservation Authority is a public sector organization established by the Province under the Conservation Authorities Act (1946), and governed by local municipalities. Since its establishment in 1973, ERCA has been dedicated to protecting, restoring, and managing the natural resources of the Essex Region. Today, as one of 36 conservation authorities in Ontario, ERCA is committed to the core founding principles of the Conservation Authorities Act: watershed jurisdiction, local decision-making, and funding partnerships. The Authority is also a registered charity under the Canadian Income Tax Act.

## OUR STRATEGIC DIRECTION

Defined by the Conservation Authorities Act mandate (1946), ERCA delivers a number of programs and services to municipalities and residents. Its strategic direction is set out in *ERCA's 2016-2025 Strategic Plan: Sustaining the Place for Life*, which provides the basis for decision-making and priorities over the decade in five key areas:

1. [The climate will continue to change](#). Efforts to mitigate and slow the impacts of climate change for the region within and adjacent to natural hazard and natural heritage areas must continue. ERCA will continue to advise and guide the region in response to the potential threats of climate change as mandated.
2. [The Great Lakes are the region's most significant natural resource](#). The 2017 Watershed Report Card identified failing grades for surface water quality in virtually every watershed. More must be done to protect and improve water quality.
3. [The Essex Region's habitats are among the most significant in Canada](#). ERCA has planted more than 6 million trees and achieved 8.5% natural area coverage, but more action is needed to reach the region's 12% target for sustainability.
4. [Urban areas will continue to grow and expand](#). ERCA will need to continue to work with all partners to plan sustainable communities that reduce urban sprawl, are walkable, have a healthy food supply and incorporate green infrastructure.
5. [ERCA is a sustainable, resilient and valued agency](#). Since 1973, ERCA has been striving to achieve a state of sustainability for the Essex Region. The sustainability of ERCA as an organization also needs to be evaluated on a regular basis. Without investment in technology and support functions, ERCA's ability to provide core services and comply with legislation, may be at risk.

However, the changes to the Conservation Authorities Act have widespread and significant implications for operations and program delivery with the proposed narrowing of the Objects of Conservation Authorities. The Authority is currently developing a funding transition plan, in accordance with the legislated requirements of the revised Act, and concurrently will develop an updated Sustainability/Strategic Plan to align with provincial implementation timelines.

The revised Conservation Authorities Act requires the Authority to undertake a transition plan, including the identification and inventorying of mandatory and non-mandatory services. Programs have been segregated into mandatory and non-mandatory services, based on the information that is currently available and in the absence of detailed Regulations, or further guidance from the Province.

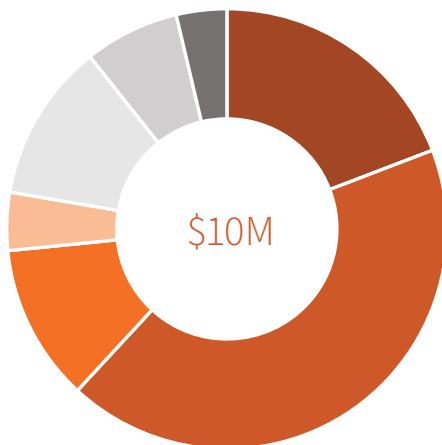
Mandatory Services Section 21.1		
Risks of Natural Hazards	Conservation & Management of Lands Owned /Controlled	Duties, Functions & Responsibilities Relating to Obligations Under Other Acts
<p>S 28 Regulations/Permits</p> <p>S 39 Flood/Erosion Program</p> <p>Watershed Engineering</p> <p>Planning - OP input hazards</p> <p>Records/Technology</p> <p>Climate Change – hazards</p>	<p>CA Lands &amp; Infrastructure Management (Forestry, Biology, Long Range Plans) Includes JRPB lands</p> <p>CA Lands &amp; Infrastructure Maintenance (Operational day to day). Includes JRPB site maintenance</p> <p>CA Lands -Restoration of Natural Areas (Tree replacement, wetlands, etc.)</p>	<p>General Corporate Administration &amp; Governance</p> <p>Finance</p> <p>Human Resources</p> <p>Information Systems / Records / Technology</p> <p>Corporate Communications</p> <p>Drinking Water Source Protection Authority</p>
Asset Replacement & Reserves		

Non-Mandatory / Other Services Section		
Watershed Management Services	Conservation / Research Services	Outreach, Education & Other Services
<p>Planning - Operational planning &amp; natural heritage opinions/comments</p>	<p>Land Acquisition</p> <p>Restoration - Non ERCA lands (fee for service or grant subsidized)</p> <p>Holiday Beach Management Agreement 2001-2031</p> <p>Water Quality program, including special term limited research studies</p> <p>Landowner Incentives &amp; Grants - WQ/Erosion</p> <p>ESCIA Supports</p> <p>Demonstration farm</p> <p>Climate Change - Biological Adaptation</p>	<p>JRPB Heritage Centre &amp; Museum Operations</p> <p>Educational programming - various CA locations</p> <p>General outreach, events and partnership engagement</p> <p>ERCF supports</p> <p>Municipal Services provided through agreement (Risk Management Services Part IV CWA)</p>



- The Authority's budget includes expenses of \$9,655,284, including capital projects, plus an additional \$371,000 in transfers to reserve funds, for a total of **\$10,026,284**. Total revenues of \$9,536,284, plus reserve transfers of \$490,000, are expected to provide the required funds of \$10,026,284 for operations and replacement/purchase of assets.
- **The budget includes a levy increase of \$67,952 (2%), from \$3,386,667 to \$3,454,619 and is equivalent to \$10.75 per person, an increase of 26 cents from 2020. The majority of the levy (72%), or \$7.78 per person, is tied to delivery of mandatory services.**
- The budgeted expenses include \$2.4 million of costs, attributable to municipal-owned projects/lands, for which the Authority secures partial funding for, from government and NGO groups.
- Administration has drafted a hybrid budget, which reflects a construct for the new services and funding model for Conservation Authorities, as identified through recent changes to the Conservation Authorities Act, including More Homes, More Choice Act, 2019 and Bill 229.
- To respond to changes in the Conservation Authorities Act, the Authority's programs have been segregated into mandatory and non-mandatory services, based on the information that is currently available and in the absence of detailed Regulations, or further guidance from the Province, the classification will likely be adopted.
- **Levy funding of \$2,514,204 is required for the Authority's mandated obligations in 2021**, consistent with the categories of mandated services, listed in the Conservation Authorities Act. **Levies associated with non-mandatory services total \$940,415.** If municipal funding will continue to be required in 2022 and beyond, for non-mandatory services, the Authority will need to engage its municipal partners in consultations regarding scope of services and execute funding agreements.
- The draft budget includes a reallocation of funding from non-mandatory services, using Covid-19 service (staffing) reductions (non-mandatory services) as an opportunity to pivot and redirect levy from outreach/ events/communications to mandated functions, primarily in watershed management and corporate services. Some continuation of global pandemic conditions is anticipated in the 2021 budget.
- 2021 expenses would be \$178,000 higher without staffing/expense reductions in Community Outreach Services (~\$104,000) and with all vacant positions filled for the entire operating year. The Authority recently entered into a four year agreement with CUPE Local 3784, and this budget reflects negotiated changes to wages and benefits.
- **General (Mandatory) levy is projected to support 51% of mandatory services**, with the balance funded through fees and chargebacks/recoveries to various programs and projects. **Clean Water ~Green Spaces levy (Non-Mandatory) levy funds only 18% of non-mandatory programs and services**, which receive significant support from other levels of government, NGOs, including the Essex Region Conservation Foundation, and fees. **The detailed funding chart by program subunit is shown in Appendix C.**

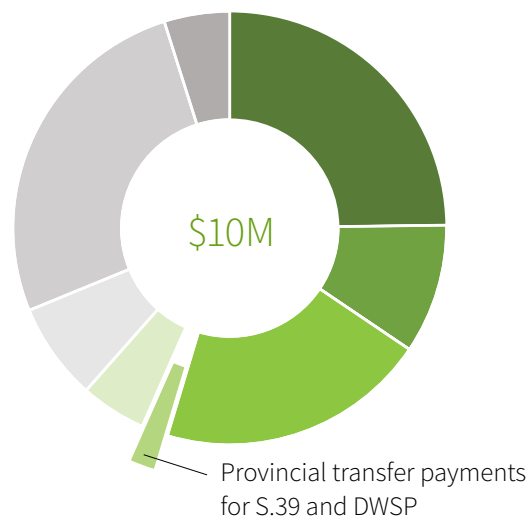
## 2021 Budget by Function



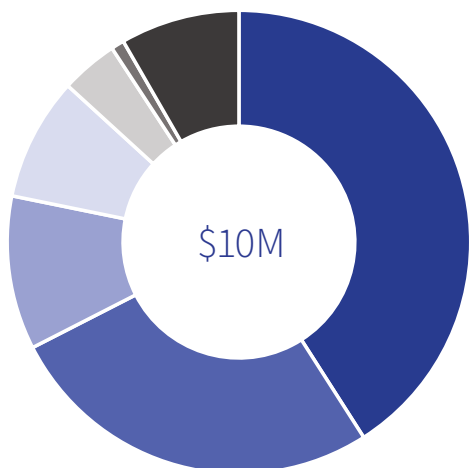
Watershed Management Services	\$1,923,730 , 19%
Conservation Services	\$4,280,569 , 43%
Watershed Research Services	\$1,157,435 , 11%
Community Outreach Services	\$426,800 , 4%
Corporate Services & Compliance	\$1,166,750 , 12%
Capital Projects	\$700,000 , 7%
Transfers to reserves	\$371,000 , 4%

General Levy	\$2,485,204 , 25%
CW~GS Levy	\$969,415 , 10%
Municipal Special Project \$	\$2,023,600 , 20%
Provincial Transfer Payments - Mandatory Services	\$199,417 , 2%
Prov Special Grant \$	\$491,813 , 5%
Federal \$	\$729,500 , 7%
Fees, Grants & Deferred Revenues	\$2,637,335 , 26%
Reserve Transfers	\$490,000 , 5%

## 2021 Revenues by Source



## 2021 Expenses by Classification

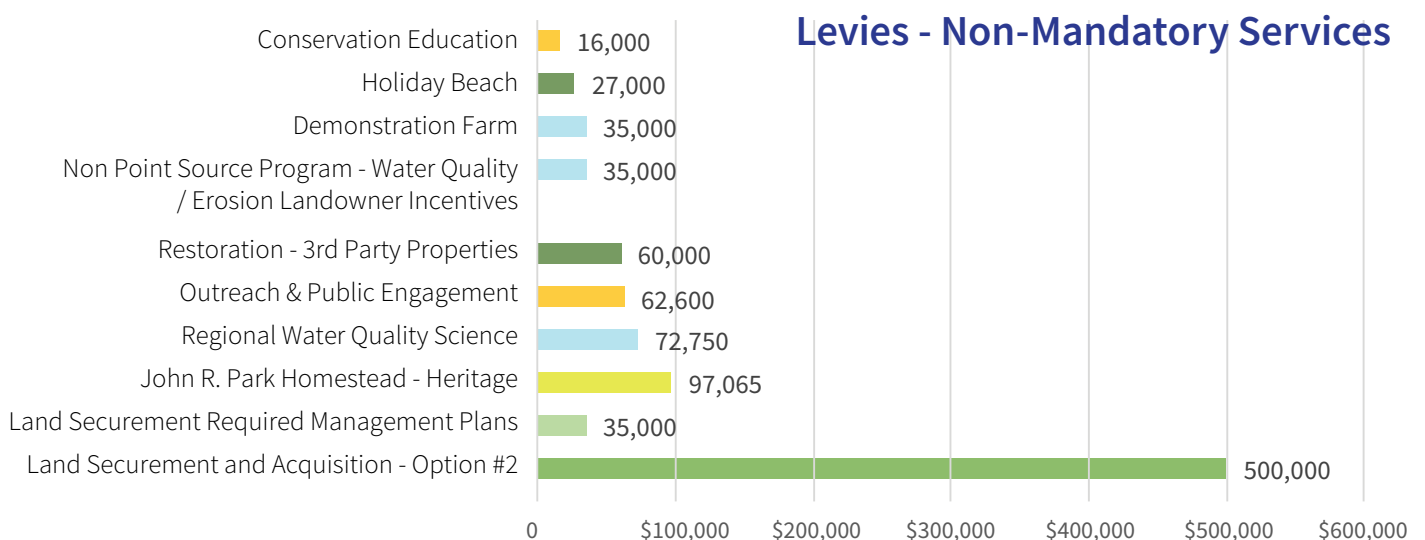
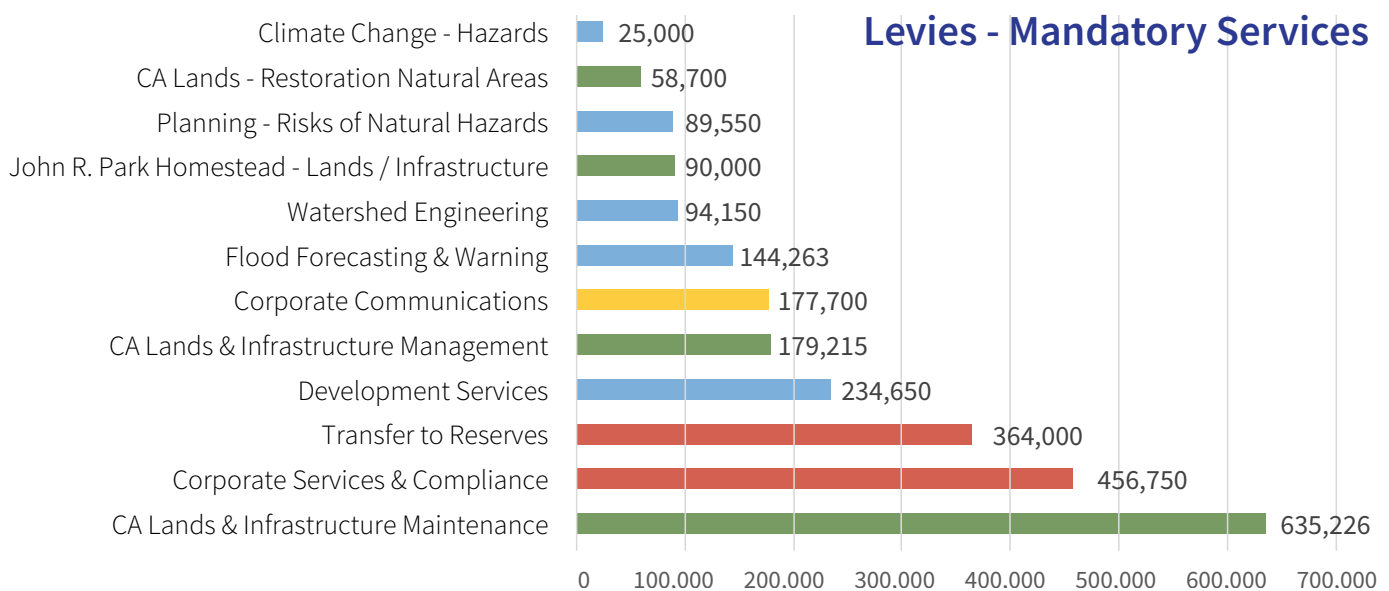


Compensation	\$3,953,795 , 41%
Construction Contracts	\$2,561,500 , 26%
Program Materials & Supplies	\$1,035,384 , 11%
Contracted Engineering & Professional Services	\$828,455 , 9%
Rent, Taxes, Utilities & Insurance	\$385,150 , 4%
Fleet Replacement	\$88,000 , 1%
Interdepartmental Chargebacks	\$237,000 , 2%



## LEVIES ANALYSIS AND DRAFT ALLOCATION

After determining wage obligations and operating costs, Administration is calculating a required Levy funding of \$2,514,204 to fulfil the Authority's mandated obligations, as shown below. Levies associated with non-mandatory services total \$940,415. If municipal funding will continue to be required in 2022 and beyond, for non-mandatory services, the Authority will need to engage its municipal partners in consultations regarding scope of services and execute funding agreements. The 2021 budget begins to align mandatory (General) levy with mandatory functions and CW~GS levy is for the most part, associated with non-mandatory services.

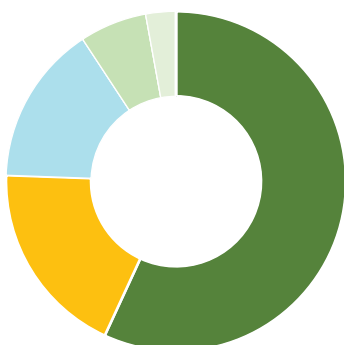


## Levies - Mandatory Services



Risk of Natural Hazards	\$587,613 , 23%
Conservation of Lands	\$928,141 , 37%
Shared Communications	\$177,700 , 7%
Corporate Services & Compliance	\$456,750 , 18%
Asset Replacement and Reserve Replenishment	\$364,000 , 14%
Source Water Protection	\$0

## Non-Mandatory Levies by Function



Land Securement & Acquisition	\$535,000 , 57%
Education, Outreach, Heritage	\$175,665 , 19%
WQ Research / Monitoring, Agricultural Stewardship, Demo Farm, Landowner Incentives	\$142,750 , 15%
Restoration & Tree Planting - 3rd Party Properties	\$60,000 , 6%
Holiday Beach Recreation & Camping	\$27,000 , 3%

## RESERVE FUNDS

The Authority maintains several reserve funds and this budget includes transfers of \$371,000 to several reserve funds and transfers from reserves of \$490,000, as identified in Appendix B, for a net transfer to operating accounts of \$119,000. A transfer of \$300,000 is budgeted to the infrastructure reserve, slightly higher than in previous years (2020-\$250,000), due to an anticipated funding requirement, relating to the JRPB Heritage Centre and as outlined in BD 34/20. A budgeted transfer of \$64,000 to the HR/Administrative reserve is included to address exposures related to pay equity, contractual obligations relating to employment agreements and taxes, primarily WSIB and HST audits.

## Human Resource Analysis

The budget for staffing identifies 42 permanent/long term staff positions, although some positions will likely be partially vacant during the year due to ongoing recruitment challenges for specialized classifications, resulting in approximately 41 FTEs. Levy funding reallocations have been made between departments due to reduced activity, primarily related to events, education and outreach, and to respond to overwhelming demand for staffing capacity in development services. Additionally, the Authority has included new senior management capacity in the budget, related to technology, data/information management and business-process transformation initiatives.

Compensation, including payroll taxes and benefits is the Authority's largest category of expense, comprising 41% of the budget and two-thirds of the compensation expense is associated with mandatory services.

Staff are engaged in the provision of mandatory services to a varying degree, with watershed management services and corporate services having the highest percentage of staff engaged in mandatory functions as shown below.

COMPENSATION AS RELATED TO PROVISION OF MANDATORY SERVICES	
% of Watershed Management Services wages directed to mandatory service - Risks of Natural Hazards	91%
% of Conservation Services wages directed to mandatory service - Conservation Land Management	46%
% of Watershed Research Services wages directed to mandatory services - Drinking Water Source Protection Authority	18%
% of Community Outreach Services wages directed to mandatory services - Corporate Communications & Mandatory Service communications support	63%
% of Corporate Services wages directed to mandatory services - Legislative Compliance and Mandatory Service supports	97%
<b>% Of total compensation directed to Mandatory Services</b>	<b>67%</b>
Watershed Management Services FTEs associated with Mandatory Services	11.77
Conservation Services FTEs associated with Mandatory Services	6.99
Drinking Water Source Protection	0.86
Community Outreach Services FTEs associated with Mandatory Services	1.79
Corporate Services FTEs associated with Mandatory Services	6.87
<b>Total FTEs associated with provision of Mandatory Services</b>	<b>28.28</b>
Watershed Management Services FTEs associated with NMS	1.04
Conservation Services FTEs associated with NMS	7.96
Watershed Research FTEs associated with NMS	7.88
Community Outreach Services FTEs associated with NMS	1.16
Corporate Services FTEs associated with NMS	0.20
<b>Total FTEs associated with provision of Non-Mandatory Services</b>	<b>18.24</b>

# Integrated Watershed Management

As an integrated watershed management agency, ERCA’s business units are built on critical programs and services that support our region’s ecological, social, and economic health.

Our programs have recognized experts in water resources and watershed engineering, watershed planning, forestry, biology, ecologists, agronomy, water quality science, and experts in conservation, restoration and natural resource management. We work across all sectors to secure partnerships at every level, and within all of our communities to support the community’s vision and our conservation mission, which we deliver through five Service Areas:

## Watershed Management Services

 Conservation Services

 Corporate Services

 Watershed Research Services

 Community Outreach Services

## Watershed Management Services

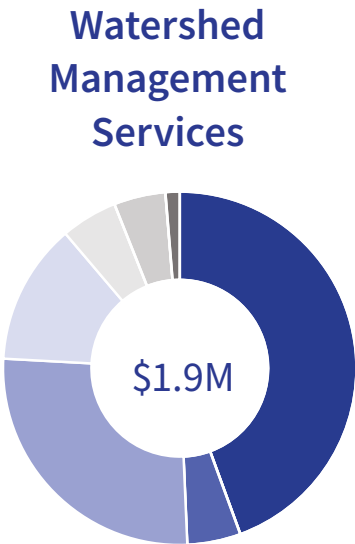


Watershed Management Services are identified as mandatory and ensures that development in the region progresses in a sustainable manner and is directed away from natural hazards while protecting natural heritage features and water resources.

Watershed Management Services are delivered through four programs:

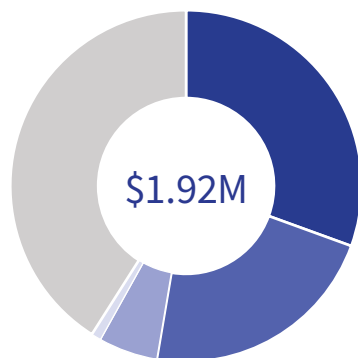
- Development Services (Mandatory Services)
- Watershed/Water Resources Engineering (Mandatory Services)
- Flood Management/Flood Forecasting and Warning (Mandatory Services)
- Watershed Planning (Mandatory/Non-Mandatory)

Approximately 13 FTEs deliver these services.



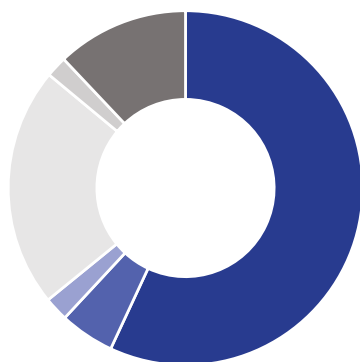
Development Services	\$854,650 , 44%
Watershed Engineering	\$94,150 , 5%
Watershed Engineering - Special Municipal Projects	\$510,700 , 27%
Flood Forecasting & Warning	\$248,680 , 13%
Planning - Hazards & Input Official Plans	\$99,550 , 5%
Planning - Operational / Natural Heritage	\$91,000 , 5%
Climate Change - Hazards, Risks	

## Watershed Management Services Revenues



General Levy	\$587,613 , 31%
Municipal Special Project \$	\$425,500 , 22%
Prov TPAs-Mandatory \$	\$104,417 , 5%
Prov Special Grant \$	\$17,625 , 1%
Fees, Grants & Deferred Revenues	\$788,575 , 41%

## Watershed Management Services Expenditures by Type



Compensation	\$1,095,250 , 57%
Construction Contracts	\$96,000 , 5%
Program Materials & Supplies	\$42,430 , 2%
Contracted & Prof Services	\$421,250 , 22%
Rent, Taxes, Utilities & Insurance	\$37,000 , 2%
Interdepartmental Chargebacks	\$231,800 , 12%

## DEVELOPMENT SERVICES

ERCA administers the Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation, approved by the Minister of Natural Resources and Forestry and known as Ontario Regulation 158/06, as amended. The Regulation allows ERCA to control development within hazardous lands through a permitting process. These lands could be unsafe for development because of naturally occurring processes associated with flooding, erosion, unstable soils, dynamic beaches, unstable slopes or in areas where conservation of lands could be impacted by development. The priority is to reduce risk to life, prevent damage to property, and reduce social disruptions resulting from natural hazards.

### 2021 Program Highlights

- Following a fifth straight year of significant growth in requests for permit applications, two (2) new technical positions, as approved by the Board through BD35/20, are included in the budget to respond to the increasing pressures of development within the Region and to improve on service delivery timelines.

In general, the budgeted Watershed Management Services expenses are greater than 2020 as a result of additional technical staff to support the needs in Regulations and Development Services, and additional fee-for-service projects / ancillary services that support core mandate functions included in the CA Act.

## WATERSHED / WATER RESOURCES ENGINEERING

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Managing the risks associated with the natural hazards of flooding and erosion is one of the primary roles of conservation authorities under the Conservation Authorities Act. This role is fulfilled through the delivery of multiple natural resource management programs and services, including flood plain management and mapping, water and erosion control infrastructure planning, and stormwater management. Many projects delivered through the engineering program are considered “special projects” or “ancillary services” that support core responsibilities of the authority within the context of Natural Hazards Management. The program is currently managing \$510,700 in municipal flood and erosion control studies and infrastructure projects.

### 2021 Program Highlights

- Complete the Little River Floodplain Mapping as part of the City of Windsor Sandwich South Master Servicing Study to inform regulatory requirements for future development. \$26,000 in municipal cost recovery renders the project 100% cost-recoverable.

- Complete the Essex County Floodplain Prioritization Study at a cost of \$14,700, funded by the County of Essex, to support new flood maps and updates to existing flood maps, and to support long-range planning and regulatory decisions making.
- Complete the Turkey Hydrologic and Hydraulic Modelling, funded by the City of Windsor, the Town of LaSalle, and the Town of Tecumseh. The total budget is \$329,000, including consulting fees and ERCA-related expenses. ERCA’s application to the National Disaster Mitigation Program (NDMP) is currently under review, and if successful, would significantly offset municipal expenses.
- Complete two Water & Erosion Control Infrastructure (WECI) Projects on the Belle River Flood Control Project. These projects total \$141,000 including consulting fees and construction contracts, and are funded 50% funding by the Ministry of Natural Resources and Forestry through the WECI Program and 50% by the Town of Lakeshore.

## FLOOD MANAGEMENT

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Recognizing that protection of life and property from flooding and erosion hazards is dependent on natural system protection, restoration and remediation; and that development and redevelopment should contribute to the prevention, elimination, and reduction in risk from flooding, erosion, and slope instability. The five pillars of flood management: prevention, mitigation, preparedness, response and recovery, are applied.

### 2021 Program Highlights

- Update ERCA’s Flood Contingency Plan.

- Monitor lake levels and a network of 30 climate stations to provide advanced warning of flooding and accelerated erosion.
- Continue to participate in flood-related emergency planning and response activities with member municipalities.
- Continue to participate as a selected committee member on the Provincial Flood Mapping Technical Team to fulfill Provincial commitments contained within Ontario’s Flood Strategy.

## WATERSHED PLANNING

ERCA is working towards a 'planning first principle' which ensures that appropriate planning permissions are in place before any consideration is made for approvals under the Conservation Authorities Act. The Watershed Planning budget is divided into "Hazards" and "Operational" to align with mandatory and non-mandatory service changes within the amended Conservation Authorities Act.

### 2021 Program Highlights

- The 'Hazards' component relates to mandatory services and is primarily funded through General Levy (~ 90%) to support ERCA's function as the delegated responsible authority for Natural Hazards planning. ERCA represents the Province with respect to Long-Range Planning on items such as Official Plans (OP). This includes commenting on OP updates and amendments and Zoning By-Law Amendments (ZBAs) with a specific focus on Natural Hazards.
- Operational Planning is a non-mandatory service by which ERCA comments on various operational planning instruments with respect to natural hazards and supports development services for the Authority and the municipalities. This is a 'revenue-neutral' fee-for-service program that supports the 'planning-first' approach of addressing hazards in the Region.
- The 2021 budget includes funds to replace the Senior Planner, vacant since Fall 2020, to support ERCA's overall planning responsibilities. This position is budgeted at \$60,000 for 2021, and represents roughly 75% of total annual needs for this position as it is anticipated to be filled within the second quarter.
- Climate strategies specifically related to Natural Hazards are budgeted for through General Levy in the amount of \$25,000, accounting for roughly 25% of a Full Time Employment position (0.25 FTE). This budgeted amount equates to the anticipated needs to address "climate change" components of various elements within Mandatory Services under the Act, such as input into Long-Range Planning instruments and technical studies related to floodplain management. Climate Change initiatives span several departments, and are more fully described in Watershed Research Services.

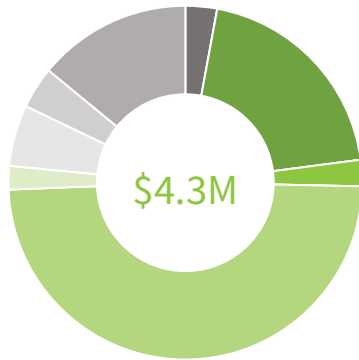
## Conservation Services



ERCA's Conservation Services programs protect, restore, and manage natural heritage areas and systems within ERCA's watersheds. This is accomplished through a system of Conservation lands, strategic and leveraged investment in land securement, and by identifying and implementing priority restoration projects. Conservation Services are delivered through multiple programs, in a mix of mandatory and non-mandatory services:

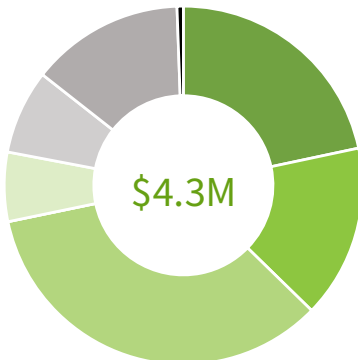
Mandatory Services	Non-mandatory Services
Conservation Land Management	Tree Planting & Habitat Restoration on Private & Municipal lands
Public Conservation Areas	Land Securement & Acquisition
Tree Planting & Restoration - Conservation Lands	Holiday Beach Conservation Area
	John R Park Homestead – Museum Operations & Educational Programming
Capital Projects	

## Conservation Services



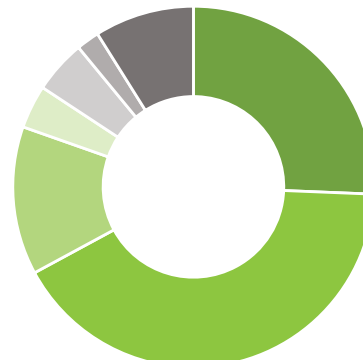
Approximately 15 FTEs deliver the services and includes seasonal restoration workers, tree planters and conservation areas technicians and support staff.

CA Lands - Maintenance (incl Fleet / Equipment)	\$997,776 , 20%
CA Lands -Restoration Natural Areas	\$119,700 , 2%
Special Restoration & Tree Planting Projects - Municipal / Private Properties	\$2,442,775 , 49%
Land Securement	\$107,000 , 2%
Holiday Beach - Lands & Campground Operations	\$278,800 , 6%
John R. Park Homestead - Museum & Programs	\$190,303 , 4%
Capital Projects	\$700,000 , 14%
CA Lands & Infrastructure Management	\$144,215 , 3%



### Conservation Services Revenues

General Levy	\$948,141 , 22%
CW~GS Levy	\$684,065 , 16%
Municipal Special Project \$	\$1,507,000 , 34%
Prov Special Grant \$	\$273,188 , 6%
Federal \$	\$333,000 , 8%
Fees, Grants & Deferred Revenues	\$605,175 , 14%
Reserve Transfers	\$25,000 , <1%



### Conservation Services Expenditures by Type

Compensation	\$1,097,750 , 26%
Construction Contracts	\$1,775,000 , 41%
Program Materials & Supplies	\$568,349 , 13%
Contracted & Prof Services	\$166,000 , 4%
Rent, Taxes, Utilities & Insurance	\$203,800 , 5%
Fleet Replacement	\$88,000 , 2%
Interdepartmental Chargebacks	\$381,670 , 9%



## CONSERVATION LAND MANAGEMENT

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The Essex Region supports a higher diversity of plant and animal species than any other region in Canada, and sustains one of the highest concentrations of globally rare species in an area with some of the lowest percentage of natural cover in Canada. Conservation Areas are managed to protect this natural heritage, preserve human and cultural heritage, and support active and healthy living.

ERCA will continue to manage the natural resources of our region as outlined in the updated Conservation Authorities Act and undertake management of Conservation Areas to improve the biodiversity of the region while also improving the resiliency of species at risk that are vulnerable to climate change.

### 2021 Program Highlights

- Forest inventories related to climate change carbon offsets, beginning with Devonwood Conservation Area.
- Invasive species management at Collavino Wetland and constructed wetlands throughout the region.
- Ecological Land Classification of McAuliffe Woods and Hillman Marsh.
- Endangered species surveys in Cedar Creek, McAuliffe Woods and Mitchell Woods.

## PUBLIC CONSERVATION AREAS

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Since 1974, ERCA has been acquiring lands to ensure the protection and conservation of their significant natural and cultural heritage features. Conservation Areas ensure that valuable greenspace is protected while allowing for recreational opportunities in safe, well maintained natural settings which are critical to maintaining physical and mental health.

### 2021 Program Highlights

- Ongoing management and maintenance of 17 conservation areas and over 80 kms of trails.
- Maintenance budget \$997,776 and includes expenses related to fleet and field equipment.

## TREE PLANTING AND RESTORATION IN CONSERVATION AREAS

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ERCA continues to expand natural habitat in this region by increasing wetland, prairie and tree cover on properties it owns. ERCA has approximately 100 acres of land that will be restored to natural habitat over the next 5 years. Through partnerships, lands will continued to be strategically acquired through purchase or donation to create a more sustainable region. In 2021, over 20,000 trees will be planted on almost 30 acres of land in the Cedar Creek watershed, connecting a mature Carolinian forest and Provincially Significant Wetland (PSW).

# Conservation Services - Non-mandatory

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The revised Conservation Authorities Act has impacted how ERCA budgets for restoration and tree planting projects, land securement and operations at some Conservation Areas. In 2021, the following items have been separated based on Administration's interpretation of the revised Act. Further provincial regulations are anticipated and expected to clarify/categorize mandatory and non-mandatory levy apportioned priorities.

## TREE PLANTING AND RESTORATION ON PRIVATE AND MUNICIPAL LANDS

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To achieve a sustainable future, mitigate climate impacts, increase tree canopy cover, improve water quality and keep endangered species from extinction in Canada, partnerships must continue with private landowners to increase the amount of habitat restored in the region. To assist with the costs of restoration that takes place on private lands and provide the biological professionals needed to undertake this work, ERCA obtains grants and donations to provide incentives and keeps cost reasonable, including funding from the Clean Water~Green Spaces fund. Clean Water~Green Spaces funding to assist with private lands restoration (\$60,000) accounts for approximately 15% of this activity, which does not include the value of land. Once provincial regulation regarding the Conservation Authority Act revisions have been released, ERCA will be able to confirm if this activity requires separate support via an MOU with municipalities.

### 2021 Program Highlights

- Plant 80,000 trees.
- Restore over 100 acres of habitat.
- Continue the Pêche Island Shoreline Protection Project, in partnership with the City of Windsor and others.

## LAND SECUREMENT

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Each year ERCA works towards the strategic purchase of lands that have the highest biological value and will have the greatest impact on improving the biological health of the region. Specifics of new land acquisitions are managed in Committee of the Whole. Once purchased, restoration and management of these land would be categorized as mandatory levy apportionment.

## HOLIDAY BEACH CONSERVATION AREA

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Holiday Beach Conservation Area is operated by the Conservation Authority via a thirty-year management agreement with the Province, and expires in 2031. The Ministry of Natural Resources is the owner of this property. In the absence of clarity from the province, Administration has placed operational cost for Holiday Beach in non-mandatory category. The majority of costs associated with this site are covered by user fees related to camping, hunting and cottage rentals. However, some costs (\$27,000 or 10%) related to general public day use, are included, similar to other public conservation areas.

## JOHN R. PARK HOMESTEAD

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### Museum Operations and Heritage Education Programming

This is a comingled account of mandatory and non-mandatory services. Administration has estimated costs, attributable to the conservation of lands and buildings, transferred from the Province, at \$90k and has assigned general levy in that amount to the JRPH cost centre.

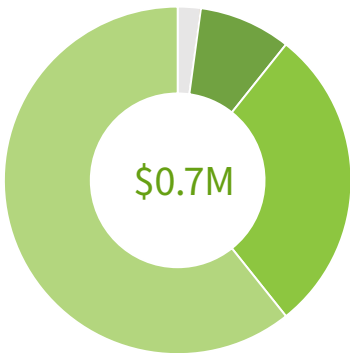
Until further clarification is received from the Province, operations associated with museum specific activities and associated educational programming, are included under non-mandatory services. Administration is pursuing funding opportunities with the Essex Region Conservation Foundation, to support non-mandatory activities.

# CAPITAL PROJECTS

No new capital projects are included in the budget, and completion of the Heritage Centre and the Holiday Beach workshop is anticipated. The financial commitment to the Heritage Centre, in the absence of full funding, will continue to exert pressure on the Infrastructure Reserve fund, possibly into 2022.

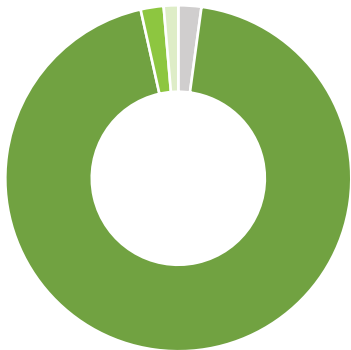
ERCA's infrastructure projects total \$700,000, with a contribution of \$425,000 expected from the infrastructure reserve account.

## Capital Projects Revenues



Federal \$	\$60,000 , 8%
Fees, Grants & Deferred Revenues	\$200,000 , 29%
Reserve Transfers	\$425,000 , 61%
General Levy	\$15,000 , 2%

## Capital Projects Expenditures by Type



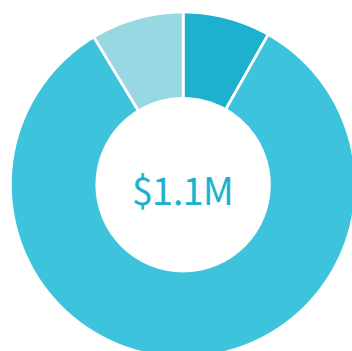
Construction Contracts	\$660,500 , 95%
Contracted & Professional Services	\$15,000 , 2%
Interdepartmental Chargebacks	\$9,500 , 1%
Compensation	\$15,000 , 2%



Watershed Research Services strive to improve the health of local watercourses through agricultural Best Management Practices, enhanced monitoring at the watershed and edge-of-field scale and collection of landscape information through Geographic Information Services. Strengthened relationships with the University of Windsor and active participation in several ongoing research programs allows solutions to be developed that are best suited to the region's unique ecosystem. Local sources of drinking water are protected through the implementation of policies in the Source Protection Plan and its amendments.

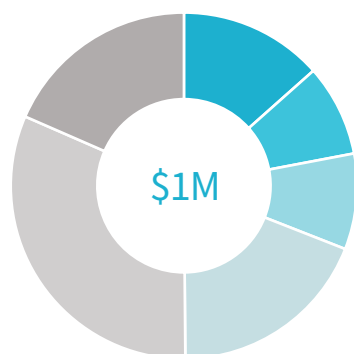
Watershed Management Services are delivered through three programs:

- Source Water Protection (Mandatory Services)
- Watershed Science (Non-Mandatory Services)
- Climate Change (Non Hazards Related) (Non-Mandatory Services)



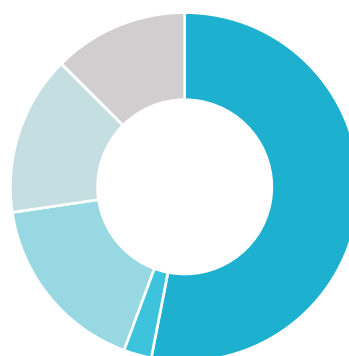
## Watershed Research Services

Drinking Water Source Protection	\$95,000 , 83%
WQ Studies, Monitoring, Ag Stewardship, Demo Farm, DRCC	\$962,335 , 9%
Climate Change - Regional Strategy, CC Special Projects	\$100,100 , 8%



## Watershed Research Services - Revenues

CW~GS Levy	\$142,750 , 13%
Municipal Special Project \$	\$91,100 , 9%
Provincial Transfer Payment	\$95,000 , 9%
Prov Special Grant \$	\$201,000 , 19%
Federal \$	\$336,500 , 32%
Fees, Grants & Deferred Revenues	\$196,085 , 18%



## Watershed Research Services - Expenditures by Type

Compensation	\$614,295 , 53%
Construction Contracts	\$30,000 , 3%
Program Materials & Supplies	\$196,685 , 17%
Contracted & Prof Services	\$171,305 , 15%
Interdepartmental Chargebacks	\$9,500 , 1%

## SOURCE WATER PROTECTION

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Administered under the Clean Water Act, the watershed-based Source Protection Program is the first step in a multi-barrier approach to protect drinking water. It complements municipal water treatment and supports sound land use planning decisions. ERCA, and other conservation authorities, have designated responsibilities under the Clean Water Act to work closely with stakeholders to ensure that sources of municipal drinking water are safe and abundant. ERCA's Risk Management Services implements a specific subset of policies on behalf of municipalities. Source Water Protection has been identified as a Mandatory Program and Service in the Conservation Authorities Act, and the Province remains committed to providing funding for this program, which has increased slightly in 2021 to accommodate increased work load while the Source Protection Plan is being amended. Risk Management Services are offered on behalf of municipalities as a direct service cost through an agreement originally established in 2015.

### 2021 Program Highlights

- Provide Annual Reporting to the Province and Municipalities.
- Continue technical work to update the Source Protection Plan and Assessment Report to align with changes to the Director Technical Rules and the Section 36 Assessment Report.
- Update policies to address new types of Significant Drinking Water Threats and/or changes to applicable vulnerable areas.
- Conduct compliance monitoring to ensure properties with Risk Management Plans continue to adhere to Risk Management Measures.
- While a number of staff support this program and deliver DWSP services, it accounts for less than one full time person.

## WATERSHED SCIENCE

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Healthy rivers, headwaters, and species in our watershed are key elements of the Place for Life. The ability to track and report on changes to these indicators of healthy watersheds and share that knowledge helps assess and understand current health and emerging trends as a basis for setting environmental management priorities, identify research gaps to work with academic and other research partners to address, and manage, protect and enhance watershed resources. ERCA undertakes its watershed science programs through partnerships with the Provincial Water Quality Monitoring Network, Ontario Benthos Biomonitoring Network and the Provincial Groundwater Monitoring Network and works in partnership with Universities including the Great Lakes Institute for Environmental Research at the University of Windsor.

Within the Essex region, water health is inextricably linked to farming practices. Because of this, ERCA continues to support the Essex Soil and Crop Improvement Association to facilitate knowledge transfer opportunities. In collaboration with the Ontario Ministry of Agriculture and Rural Affairs and Environment Canada, ERCA provides incentives to producers. These incentives to undertake Best Management Practices on their farms can reduce fertilizer applications, reduce erosion, improve soils and decrease nutrient runoff that leads to toxic algae blooms in Lake Erie.

Water quality science falls outside of the current understanding of mandatory programs and services, yet is critical to providing the residents of this region and partners with information. In 2021, ERCA will continue to monitor ground and surface water quality stations and provide this information to the Province, consistent with most Conservation Authorities. The core costs to undertake this non-mandatory work that is used to develop the region's Watershed Report Card is \$72,750. Beyond this fundamental monitoring, ERCA will also undertake the following water quality work:

## 2021 Program Highlights

- Develop a Phosphorous Management Plan for the region, provide stewardship funds to agricultural producers to assist with the costs of planting cover crops and developing nutrient management plans, in collaboration with Environment Canada.
- Collect water samples, funded by various external partners including Bayer, Agriculture Agri-food Canada, and Environment Canada, to provide samples for research projects that could not otherwise be collected due to travel restrictions or other logistical challenges.
- Collect water quality samples in greenhouse influenced and non greenhouse influenced stream, with funding from MECP. These samples, along with sophisticated databases, are critical to determine phosphorous loadings in many of local waterways by 2022.
- Continue work in the Wagle Creek watershed, with the goal of improving water quality, supported by OSCIA through the ONFARM program. Project activities include crop survey, water quality samples and providing opportunities to share information with farmers.
- Complete over 20 Agricultural Best Management Practice (BMP) projects in partnership with landowners.
- Continue the pilot project with the Municipality of Leamington Drainage Department to construct an in-line wetland, to improve water quality in the Lebo Creek.
- Operate the Essex County Demonstration Farm to facilitate agricultural research and disseminate lessons learned to the farming community.

## CLIMATE CHANGE

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The Climate Change program has been separated in the budget and spread across several departmental functions to align with Mandatory and Non-Mandatory Services. The natural hazards portion is identified under Watershed Management Services with 25% of the FTE budgeted through General Levy as it is a Mandatory Service. The remaining 75% FTE requires grants, partnerships, and MOUs and this budget anticipates available funding to cover 45% of costs relating to climate change staffing supports. Through such funding mechanisms, ERCA will continue regional coordination efforts associated with climate change-related risks and vulnerabilities.

## 2021 Program Highlights

- Complete the first phase of the Essex County Regional Energy Plan in partnership with the County of Essex and support transition to the plan's implementation.
- Co-host a research roundtable, in partnership with the University of Windsor, to bring together a cross-section of researching leading climate change mitigation and adaptation.
- Work with the agricultural sector to identify climate impacts and mitigations strategies.
- Undertake a pilot project to identify habitat restoration required to protect species at risk most vulnerable to climate change in partnership with Point Pelee National Park, utilizing ERNHSS data, occurrences of species at risk and the Ministry of Natural Resources species vulnerability index.

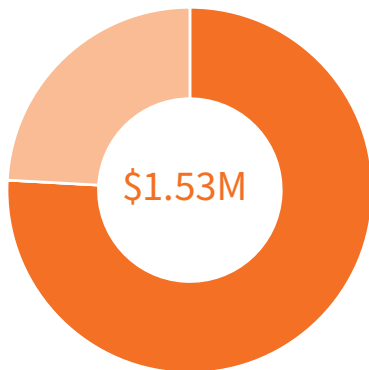


Corporate Services are included as mandatory services, as they either support other mandatory services, or serve to facilitate compliance with multiple pieces of legislation. Providing leadership and management in the delivery of services central to the successful functioning of the entire organization, Corporate Services include:

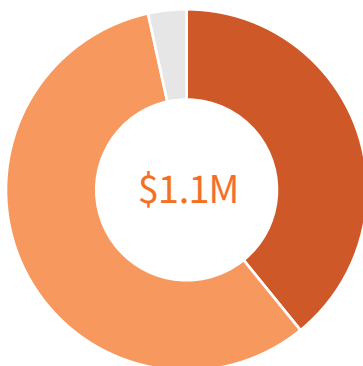
- Administration
- Finance
- Human Resources
- Information Management/Records/GIS/Systems/Network
- All services are provided to ERCF

~7 FTEs will deliver Corporate Services, an increase of 1 FTE from 2020

## Corporate Services, Compliance, and Reserve Transfers

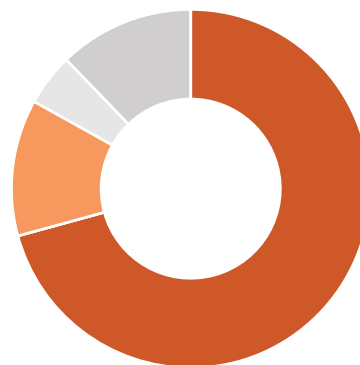


Reserves	\$317,000 , 76%
Corporate Services & Compliance	\$1,166,750 , 24%



### Corporate Services - Revenues

General Levy	\$456,750 , 39%
Recoveries	\$670,000 , 57%
Reserve Transfers	\$40,000 , 4%



### Corporate Services - Expenditures by Type

Compensation	\$825,500 , 71%
Program Materials & Supplies	\$143,850 , 12%
Contracted & Prof Services	\$54,900 , 5%
Rent, Taxes, Utilities & Insurance	\$142,500 , 12%

## ADMINISTRATION

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### 2021 Program Highlights

- Update ERCA and ERCF Administrative Bylaws.
- Begin consultations with municipal partners regarding suite of non-mandatory services and develop agreements for municipal funding, where required.
- Revise ERCA's Strategic Plan and update the Sustainability Plan to ensure compliance with the changes to the Conservation Authorities Act.

## FINANCE

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### 2021 Program Highlights

- Implement updates to the Purchasing Policy.
- Implement a digital approval process for purchases.
- Continue to investigate feasibility of shared services for corporate services supports.
- Administration has instituted a staged implementation for partial cost recovery of corporate and shared services and during 2020 the average applied recovery rate was 14.5%, with allowances and adjustments on large capital projects. The rate will be increased to 15% in 2021.

## HUMAN RESOURCES

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### 2021 Program Highlights

- Continue to review and update policy, procedures and guidelines for Covid-19.
- On-board new hires remotely, in line with all safety protocols.
- Implement at new Terms of Reference for the Joint Job Evaluation Committee and modernize ERCA's Pay Equity program.
- Identify and create corporate policy initiatives to support the Authority.

## INFORMATION MANAGEMENT / RECORDS / SYSTEMS / NETWORK

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### 2021 Program Highlights

- Based on a recent IT consultant's report and recommendation, a provision has been made for updated servers and network architecture and budget includes a new senior management position, to address technology plans, data/information management and business process transformation initiatives including:
  - WMS Permits database.
  - Corporate records management.
  - Cloud services/Data storage.
  - Network security.
  - Servers and network architecture.



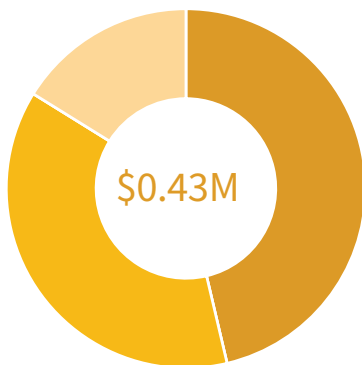


Communications and outreach services support all business units of the Authority, including supporting flood messaging, disseminating natural hazard information, engaging landowners in conservation practices and climate action, educating students of all ages about environmental sustainability, promotion of and engagement in tree planting and restoration, connecting people to nature through a variety of programs and events, identifying the value of natural connections to our health, and communicating broadly with stakeholder groups and watershed residents.

Community Outreach Services are delivered through three programs:

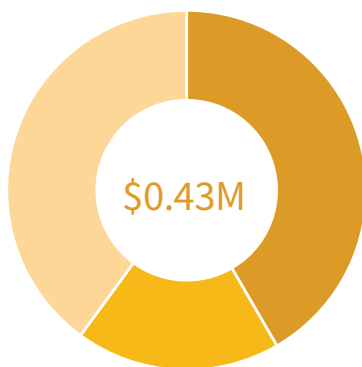
- Communications (Mandatory Services)
- Outdoor Education (Non-Mandatory Services)
- Outreach and Engagement (Non Hazards Related) (Non-Mandatory Services)

3 FTEs will continue to deliver community outreach services, a reduction of ~1.5 FTEs



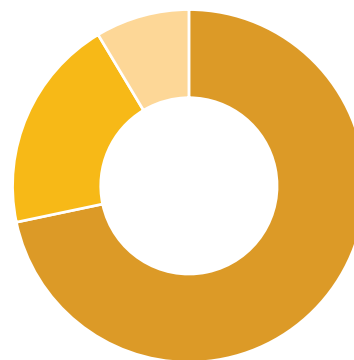
## Community Outreach Services

Corporate Communications	\$197,700 , 46%
Outreach & Public Engagement	\$160,100 , 38%
Conservation Education	\$69,000 , 16%



## Community Outreach Services - Revenues

General Levy	\$177,700 , 42%
CW~GS Levy	\$78,600 , 18%
Fees, Grants & Deferred Revenues,	\$170,500 , 40%



## Community Outreach Services - Expenditures by Type

Compensation	\$306,000 , 72%
Program Materials & Supplies	\$84,070 , 20%
Interdepartmental Chargebacks	\$35,480 , 8%

## COMMUNICATIONS

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Corporate communications is included as a mandatory service as it supports the communication needs of the mandatory functions, including critical flood messaging, to various audiences across multiple platforms.

### 2021 Program Highlights

- Continue to evaluate, innovate and implement improvements across our digital platforms to improve accessibility and streamline and enhance customer service.
- Engage and inform stakeholders and watershed residents as ERCA responds to the changes to the Conservation Authorities Act.
- Events & Communications Specialist remains on indefinite layoff and the Multimedia Specialist and Environmental Educator remain on reduced hours and to be recalled under a cost neutral arrangement. Total budget savings are identified as ~\$104,000 and redirected to mandatory services.

## OUTDOOR EDUCATION

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There is a significant body of research-based evidence surrounding the value of outdoor learning experiences. There is also increasing demand within the education sector for programs and services that focus on environmental issues that are important today. ERCA's Outdoor Education programs provide experiential and engaging environmental programs and services for kindergarten to grade 12 students and teachers, meeting the objectives of the provincial curriculum. While local school boards continue to implement COVID-19 safety protocols, ERCA's education team has creatively developed virtual programs to meet curriculum needs while complying with current protocols.

## 2021 Program Highlights

- Develop and deliver digital Specialist High Skills Major certification programs as a preferred service delivery provider to ensure students can receive training modules required to graduate.
- Develop and deliver virtual curriculum-based field trips to engage students in environmental learning while respecting COVID protocols and generating revenue.
- Enhance education programs and exhibits that connect the curriculum with flooding, erosion and Great Lakes health.

## OUTREACH AND ENGAGEMENT

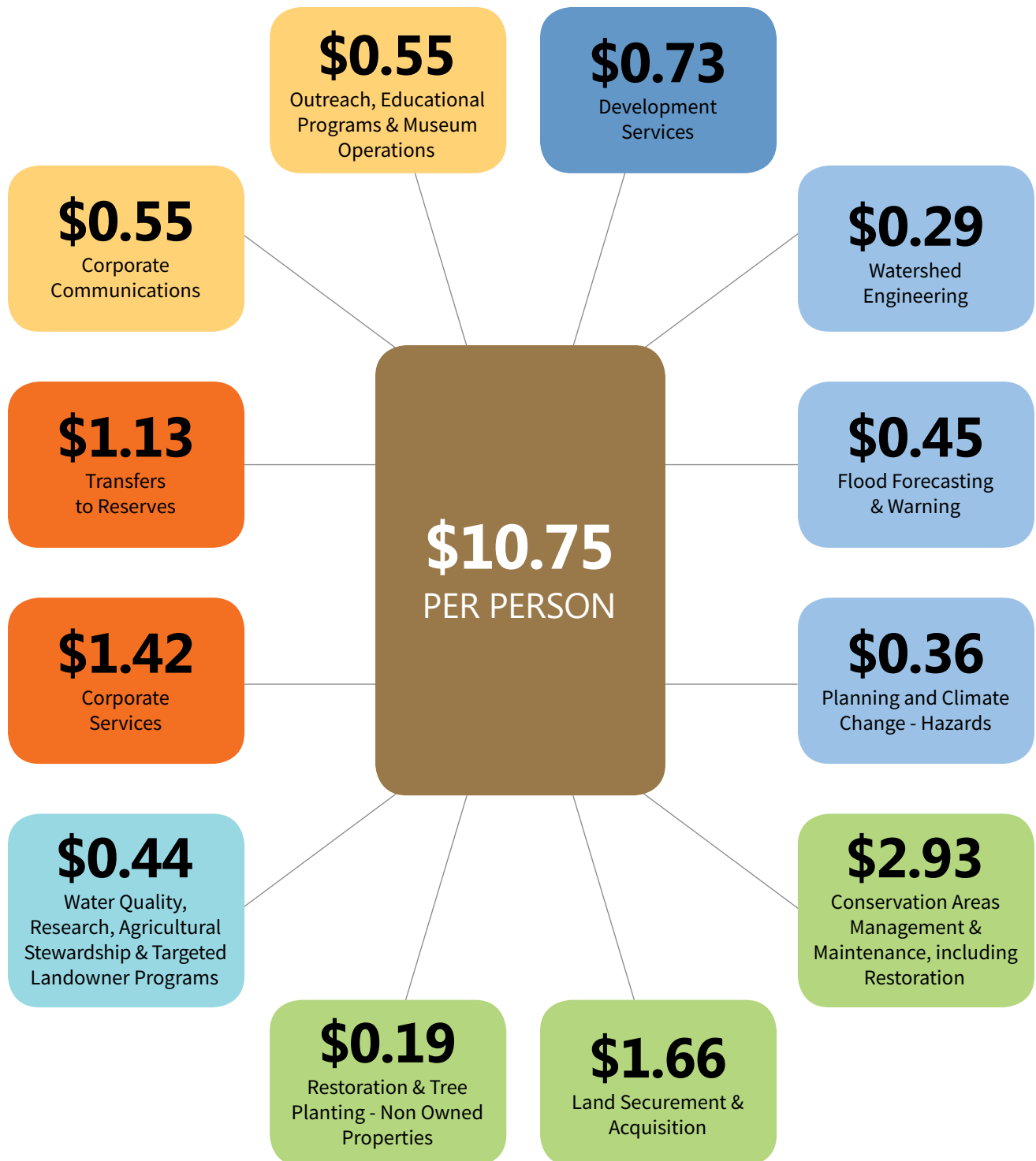
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For the first half of 2021, Outreach activities are planned to continue in a digital space, including seminars, workshops and virtual engagement strategies. Safety protocols for small, organized, in-person stewardship events were developed and safely delivered in fall 2020, and these protocols will be adhered to for the balance of 2021, while providing opportunities for the community to engage in environmental restoration activities. The Outreach and Partnerships Coordinator position continues to be a shared position also supporting the Detroit River Remedial Action Plan on a cost-recovery basis.

### 2021 Program Highlights

- Applying appropriate health and safety protocols, several community and school planting events are planned for the second half of 2021, including the Solcz Family Foundation Forest, the Rotary Forest, and Shading Sandwich projects.
- Complete the 20 Year Monitoring Report to ensure the heritage values of the Detroit River have been maintained. 2021 marks the 20th anniversary of the Detroit River's designation in the Canadian Heritage Rivers System.

# Where Does Your Levy Go?



# Appendix A: Draft Municipal Levy Schedule



MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY			
	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021 DRAFT	2020	2021-2020	%
			<b>DRAFT</b> <b>\$2,485,204</b>	<b>APPROVED</b> <b>\$2,336,667</b>	<b>DRAFT</b> <b>\$969,415</b>	<b>APPROVED</b> <b>\$1,050,000</b>	<b>DRAFT</b> <b>\$3,454,619</b>	<b>APPROVED</b> <b>\$3,386,667</b>	<b>\$ 67,952</b> <b>\$ Difference</b>	<b>CHANGE</b> <b>2.0%</b>
TOWN OF AMHERSTBURG	5.95%	5.95%	\$ 147,897	\$ 138,948	\$ 57,691	\$ 62,437	\$ 205,588	\$ 201,386	\$ 4,203	<b>2.1%</b>
TOWN OF ESSEX	4.76%	4.79%	\$ 118,222	\$ 111,810	\$ 46,115	\$ 50,243	\$ 164,337	\$ 162,052	\$ 2,284	<b>1.4%</b>
TOWN OF KINGSVILLE	6.24%	6.15%	\$ 154,982	\$ 143,820	\$ 60,455	\$ 64,626	\$ 215,437	\$ 208,446	\$ 6,991	<b>3.4%</b>
TOWN OF LAKESHORE	9.61%	9.45%	\$ 238,901	\$ 220,816	\$ 93,189	\$ 99,225	\$ 332,090	\$ 320,041	\$ 12,049	<b>3.8%</b>
TOWN OF LASALLE	8.83%	8.68%	\$ 219,360	\$ 202,898	\$ 85,567	\$ 91,174	\$ 304,927	\$ 294,072	\$ 10,856	<b>3.7%</b>
MUNICIPALITY LEAMINGTON	6.07%	5.95%	\$ 150,891	\$ 139,055	\$ 58,859	\$ 62,486	\$ 209,749	\$ 201,541	\$ 8,208	<b>4.1%</b>
TOWNSHIP OF PELEE	0.28%	0.29%	\$ 6,883	\$ 6,774	\$ 2,685	\$ 3,044	\$ 9,568	\$ 9,817	\$ (249)	<b>-2.5%</b>
TOWN OF TECUMSEH	8.33%	8.34%	\$ 206,947	\$ 194,990	\$ 80,725	\$ 87,620	\$ 287,672	\$ 282,610	\$ 5,061	<b>1.8%</b>
CITY OF WINDSOR	49.94%	50.39%	\$ 1,241,121	\$ 1,177,557	\$ 484,130	\$ 529,145	\$ 1,725,250	\$ 1,706,701	\$ 18,549	<b>1.1%</b>
<b>TOTALS</b>	<b>100%</b>	<b>100%</b>	<b>\$ 2,485,204</b>	<b>\$ 2,336,667</b>	<b>\$ 969,415</b>	<b>\$ 1,050,000</b>	<b>\$ 3,454,619</b>	<b>\$ 3,386,667</b>	<b>\$ 67,952</b>	<b>2.0%</b>

## Appendix B: Draft Reserves Continuity Schedule



ESSEX REGION CONSERVATION AUTHORITY	INFRASTRUCTURE/ MAJOR MAINTENANCE	REVENUE STABILIZATION	GRANT MATCHING	VEHICLE/CA EQUIP'T	SUITE / F&F / IT / IS	HUMAN RESOURCES / ADMIN	LEGAL / INSURANCE	HISTORIC PROPERTIES	TREE WARRANTY & SELF- INSURANCE	OTHER WATERSHED	TOTAL RESERVES
2021 PROJECTED RESERVES											
<b>PROJECTED OPENING BALANCE - 01/01/2021</b>	\$ 290,000	\$ 30,342	\$ 100,000	\$ 139,000	\$ 274,508	\$ 35,332	\$ 50,000	\$ 68,374	\$ 90,000	\$ 47,857	<b>\$ 1,125,413</b>
Transfers to reserves	300,000	-	-	-	-	64,000	-	7,000	-		<b>371,000</b>
Interest	-						-				-
Repayments	-	-									-
<b>AVAILABLE BALANCE</b>	<b>\$ 590,000</b>	<b>\$ 30,342</b>	<b>\$ 100,000</b>	<b>\$ 139,000</b>	<b>\$ 274,508</b>	<b>\$ 99,332</b>	<b>\$ 50,000</b>	<b>\$ 75,374</b>	<b>\$ 90,000</b>	<b>\$ 47,857</b>	<b>\$ 1,496,413</b>
<b>RESERVE FUND EXPENSES/TRANSFERS</b>											
Hillman Marsh Dykes											
JRPH Heritage Centre	400,000										<b>400,000</b>
JRPH shoreline	-										-
Capital R&M - Greenways	-										-
Entry Signs	-										-
Holiday Beach Workshop	25,000										<b>25,000</b>
Vehicle/equip't replacement				25,000							<b>25,000</b>
Network/Servers/IT					40,000						<b>40,000</b>
Server Room/Office R&M											
<b>TOTAL EXPENSES</b>	<b>425,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>490,000</b>
<b>PROJECTED CLOSING BALANCE 12/31/2021</b>	<b>\$ 165,000</b>	<b>\$ 30,342</b>	<b>\$ 100,000</b>	<b>\$ 114,000</b>	<b>\$ 234,508</b>	<b>\$ 99,332</b>	<b>\$ 50,000</b>	<b>\$ 75,374</b>	<b>\$ 90,000</b>	<b>\$ 47,857</b>	<b>\$ 1,006,413</b>

# Appendix C: Draft Detailed Sources of Funding - by Program Subunit



			FUNDING SOURCES											
	Budget by Department	Budgeted				Prov TPAs-			Fees / Grants /					
Department	Sub Unit	Expenses	General Levy	CW~GS Levy	Municipal Special	Mandatory Svc	Prov Special Grant	Federal	Def Rev	Reserves	Total	Levy %	Levy Per Capita	
	Development Services	\$ 854,650	\$ 234,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 620,000	\$ -	\$ 854,650	27%	\$ 0.73	
Watershed Management Services	Watershed Engineering	94,150	94,150	-	-	-	-	-	-	-	94,150	100%	\$ 0.29	
	Watershed Engineering-special municipal projects	510,700	-	-	425,500	-	17,625	-	67,575	-	510,700	0%	\$ -	
	Flood Forecasting & Warning	248,680	144,263	-	-	104,417	-	-	-	-	248,680	58%	\$ 0.45	
	Planning - Hazards & Input Official Plans	99,550	89,550	-	-	-	-	-	10,000	-	99,550	90%	\$ 0.28	
	Planning - Operational/Natural Heritage	91,000	-	-	-	-	-	-	91,000	-	91,000	0%	\$ -	
	Climate Change - Hazards Risks	25,000	25,000	-	-	-	-	-	-	-	25,000	100%	\$ 0.08	
Conservation Services	CA Lands & Infrastructure Management	144,215	144,215	-	-	-	-	-	-	-	144,215	100%	\$ 0.45	
	CA Lands - Maintenance (incl fleet/equipment)	997,776	710,226	-	-	-	-	-	262,550	25,000	997,776	71%	\$ 2.21	
	CA Lands -Restoration Natural Areas	119,700	58,700	-	-	-	10,000	-	51,000	-	119,700	49%	\$ 0.18	
	Special Restoration & Tree Planting Projects-Municipal /Private Properties	2,442,775	-	60,000	1,507,000	-	137,500	308,000	430,275	-	2,442,775	2%	\$ 0.19	
	Land Securement	107,000	35,000	500,000	-	-	-	25,000	453,000	-	107,000	77%	\$ 1.66	
	Holiday Beach - Lands & campground operations	278,800	-	27,000	-	-	-	-	251,800	-	278,800	10%	\$ 0.08	
	John R Park Homestead - Museum&Programs	190,303	-	97,065	-	-	23,688	-	69,550	-	190,303	51%	\$ 0.30	
	Capital Projects	700,000	15,000	-	-	-	-	60,000	200,000	425,000	700,000	2%	\$ 0.05	
	Drinking Water Source Protection	95,000	-	-	-	95,000	-	-	-	-	95,000	0%	\$ -	
Watershed Research Services														
	WQStudies, Monitoring, Ag Stewardship, Demo Farm, DRCC	962,335	-	142,750	12,000	-	296,000	336,500	175,085	-	962,335	15%	\$ 0.44	
	Climate Change - Regional Strategy,CC special projects	100,100	-	-	79,100	-	-	-	21,000	-	100,100	0%	\$ -	
Community Outreach Services	Corporate Communications	197,700	177,700	-	-	-	-	-	20,000	-	197,700	90%	\$ 0.55	
	Outreach & Public Engagement	160,100	-	62,600	-	-	-	-	97,500	-	160,100	39%	\$ 0.19	
	Conservation Education	69,000	-	16,000	-	-	-	-	53,000	-	69,000	23%	\$ 0.05	
Corporate, Compliance & Reserves	Corporate Services & Compliance	1,166,750	456,750	-	-	-	-	-	670,000	40,000	1,166,750	39%	\$ 1.42	
	Reserves	371,000	300,000	64,000	-	-	-	-	7,000	-	371,000	98%	\$ 1.13	
		\$ 10,026,284	\$ 2,485,204	\$ 969,415	\$ 2,023,600	\$ 199,417	\$ 484,813	\$ 729,500	\$ 2,644,335	\$ 490,000	\$ 10,026,284	34%	\$ 10.75	
Mandatory Services (identified in BOLD ABOVE)		\$ 4,924,871	\$ 2,450,204	\$ 64,000	\$ 425,500	\$ 199,417	\$ 27,625	\$ -	\$ 1,708,125	\$ 65,000	\$ 4,924,871	51%	\$ 7.82	
Non Mandatory Services		\$ 5,101,413	\$ 35,000	\$ 905,415	\$ 1,598,100	\$ -	\$ 457,188	\$ 729,500	\$ 936,210	\$ 425,000	\$ 5,101,413	18%	\$ 2.93	

# Appendix D: Detailed Draft Projected Statement of Financial Activities



2%  
2021  
DRAFT BUDGET

2020  
BUDGET

2020  
PROJECTION

2019  
AUDITED

## WATERSHED MANAGEMENT SERVICES

### DEVELOPMENT SERVICES

GENERAL LEVY	234,650	234,915	234,915	229,915
OTHER GRANTS/USER FEES/RECOVERIES	620,000	546,000	624,000	620,357
	854,650	780,915	858,915	850,272
WAGES	661,000	616,600	646,500	670,609
CONSULTING	1,000	1,000	5,000	2,646
SUPPLIES/OFFICE/JANITORIAL	17,000	16,000	17,000	17,996
VEHICLE/TRAVEL/EQUIP'T USAGE	20,500	19,000	18,200	21,471
CORP SUPPORT/SHARED SVCS	119,000	95,000	95,000	104,700
RENT/INS/TAXES/UTILITIES	23,000	23,000	23,000	17,422
DUES/MEMBERSHIPS	650	800	800	940
AUDIT AND LEGAL	10,000	10,000	20,000	8,857
CAP MAINT/LOW VALUE ASSETS	2,500	1,000	-	3,259
SMALL MISC	-	-	-	-
	854,650	782,400	825,500	847,901

### WATERSHED PLANNING

GENERAL LEVY	89,550	208,580	208,580	110,484
CW~GS LEVY	-	-	-	54,400
MUNICIPAL	-	-	-	4,099
PROVINCIAL GRANTS	-	-	-	17,459
OTHER GRANTS/USER FEES/RECOVERIES	101,000	90,000	75,000	95,070
	190,550	298,580	283,580	281,512
WAGES	160,500	250,000	217,500	243,437
CONSULTING	-	-	-	255
SUPPLIES/OFFICE/JANITORIAL	1,550	1,300	1,100	4,332
VEHICLE/TRAVEL/EQUIP'T USAGE	500	2,300	300	4,903
CORP SUPPORT/SHARED SVCS	25,000	38,000	32,000	38,600
RENT/INS/TAXES/UTILITIES	3,000	4,000	4,000	3,000
DUES/MEMBERSHIPS	-	1,000	500	2,352
CAP MAINT/LOW VALUE ASSETS	-	500	-	914
SMALL MISC	-	-	-	-
	190,550	297,100	255,400	297,793

### FLOOD FORECASTING & WARNING

GENERAL LEVY	144,263	148,000	136,000	131,520
PROVINCIAL GRANTS	104,417	104,417	104,417	83,609
OTHER GRANTS/USER FEES/RECOVERIES	-	-	-	25,081
	248,680	252,417	240,417	240,210
WAGES	156,500	165,500	155,800	158,632
CONSULTING/INFO'N/DATA SVCS	35,500	33,000	33,000	33,223
SUPPLIES/OFFICE/JANITORIAL	8,680	6,975	7,637	6,633
VEHICLE/TRAVEL/EQUIP'T USAGE	6,000	6,000	6,000	6,722
CORP SUPPORT/SHARED SVCS	32,000	32,000	32,000	30,000
RENT/INS/TAXES/UTILITIES	10,000	9,000	9,000	5,000
SMALL MISC	-	-	-	-
	248,680	252,475	243,437	240,210

### WATERSHED ENGINEERING

GENERAL LEVY	94,150	111,800	111,800	9,400
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CW~GS LEVY	-	-	-	60,000
PROVINCIAL GRANTS	-	-	-	2,600
	94,150	111,800	111,800	72,000
WAGES	75,000	93,000	92,000	74,539
SUPPLIES/OFFICE/JANITORIAL	1,550	2,550	950	5,461
VEHICLE/TRAVEL/EQUIP'T USAGE	1,100	1,700	550	2,323
CORP SUPPORT/SHARED SVCS	15,000	14,000	14,000	12,300
RENT/INS/TAXES/UTILITIES	1,000	-	1,500	1,500
DUES/MEMBERSHIPS	500	560	560	560
SMALL MISC	-	35,000	-	-
	94,150	146,810	109,560	96,683

#### CLIMATE CHANGE - HAZARDS MITIGATION

GENERAL LEVY	25,000	-	-	-
	25,000	-	-	-
WAGES	21,500	-	-	-
CORP SUPPORT/SHARED SVCS	3,500	-	-	-
SMALL MISC	-	-	-	-
	25,000	-	-	-

#### MUNICIPAL AND PROVINCIAL FEE FOR SERVICE/WECI PROJECTS

MUNICIPAL	425,500	12,800	109,575	14,700
PROVINCIAL GRANTS	17,625	-	52,875	1,250
TRANSFERS (TO)/FROM DEFERRED REVENUES	67,575	-	-	7,500
	510,700	12,800	162,450	23,450
DIRECT WAGES	20,750	11,000	9,750	1,480
CONSULTING/OUTSIDE ENGINEERING	384,750	-	77,400	15,524
CONSTRUCTION	96,000	-	69,000	-
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	9,200	1,800	6,300	7,231
	510,700	12,800	162,450	24,235

#### WATERSHED MANAGEMENT SERVICES

##### REVENUES

GENERAL LEVY	587,613	703,295	691,295	481,319
CW~GS LEVY	-	-	-	114,400
MUNICIPAL	425,500	12,800	109,575	18,799
PROVINCIAL GRANTS	122,042	104,417	157,292	104,917
FEDERAL GRANTS	-	-	-	-
OTHER GRANTS/USER FEES	721,000	636,000	699,000	740,508
IN-KIND	-	-	-	-
TRANSFER TO/FROM DEF REVENUES & RESERVES	67,575	-	-	7,500

	1,923,730	1,456,512	1,657,162	1,467,444
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<b>Wages &amp; Benefits</b>	1,095,250	1,136,100	1,121,550	1,148,697
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<b>Non-Wage Expenses</b>	597,680	113,385	271,047	139,259
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<b>Allocated corp svcs and fleet/equip't usage</b>	230,800	207,100	203,750	218,866
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<b>SURPLUS/(DEFICIT)</b>	-	(73)	60,815	
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## CONSERVATION SERVICES

#### GENERAL PROGRAM/LAND MANAGEMENT, OPERATIONS, AND DEVELOPMENT

GENERAL LEVY	144,215	133,100	126,600	130,000
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	11,000
	144,215	133,100	126,600	141,000
WAGES	123,000	111,000	100,000	120,036
ENGINEERING/CONSULTING	-	-	150	-
SUPPLIES/OFFICE/JANITORIAL	4,215	3,100	1,878	2,150



VEHICLE/TRAVEL/EQUIP'T USAGE	2,000	1,000	750	1,900
CORP SUPPORT/SHARED SVCS	15,000	18,000	16,000	17,000
	144,215	133,100	118,778	141,086

#### LAND SECUREMENT

GENERAL LEVY	35,000	-	-	-
CW~GS LEVY	500,000	420,780	462,780	589,600
FEDERAL GRANTS	25,000	-	-	-
OTHER	-	-	-	38,401
TRANSFERS (TO)/FROM DEFERRED REVENUES	(453,000)	(399,780)	(315,000)	(576,200)
	107,000	21,000	147,780	51,801
WAGES	69,000	12,500	17,580	16,444
PROPERTY	-	-	113,000	-
LEGAL, SURVEYING,CONSULTNG	25,000	6,500	13,500	17,035
SUPPLIES/OFFICE/JANITORIAL	-	-	-	-
CORP SUPPORT/SHARED SVCS	13,000	2,000	2,800	4,921
	107,000	21,000	146,880	38,400

#### CONSERVATION AREAS TREE PLANTING AND RESTORATION

GENERAL LEVY	58,700	-	-	-
PROVINCIAL GRANTS	10,000	-	-	-
OTHER GRANTS/USER FEES	51,000	-	-	-
	119,700	-	-	-
WAGES	64,000	-	-	-
SUPPLIES/OFFICE/JANITORIAL	9,079	-	-	-
VEHICLE/TRAVEL/EQUIP'T USAGE	13,550	-	-	-
PLANT MAT/LANDOWNER GRANTS	14,071	-	-	-
CORP SUPPORT/SHARED SVCS	17,000	-	-	-
RENT/INS/TAXES/UTILITIES	2,000	-	-	-
SMALL MISC	-	-	-	-
	119,700	-	-	-

#### SPECIAL GRANT/FEE FOR SERVICE RESTORATION PROJECTS

CW~GS LEVY	60,000	160,000	154,000	160,000
MUNICIPAL	1,507,000	2,500,000	1,000,000	-
PROVINCIAL GRANTS	137,500	30,000	-	33,993
FEDERAL GRANTS	308,000	189,000	91,250	433,821
OTHER GRANTS/USER FEES	347,300	185,000	180,600	572,900
IN-KIND	-	13,000	7,300	11,702
TRANSFERS (TO)/FROM DEFERRED REVENUES	82,975	373,000	206,550	30,318
	2,442,775	3,450,000	1,639,700	1,242,733
WAGES	217,500	303,220	237,351	395,449
CONSTRUCTION	1,765,000	2,789,000	1,200,000	306,934
ENGINEERING/CONSULTING/SUB-CONTRACTING	125,000	26,400	7,000	71,563
SUPPLIES/OFFICE/JANITORIAL	15,700	16,600	10,250	30,791
VEHICLE/TRAVEL/EQUIP'T USAGE	37,100	35,500	9,300	109,096
PLANT MAT/LANDOWNER GRANTS	205,500	187,100	110,918	206,770
CORP SUPPORT/SHARED SVCS	69,475	71,000	57,000	98,700
RENT/INS/TAXES/UTILITIES	6,000	7,000	5,000	8,000
IN KIND SVCS SUPPLIES	-	13,000	7,300	11,702
CAP MAINT/LOW VALUE ASSETS	1,000	1,000	-	2,063
SMALL MISC	500	-	3,100	406
	2,442,775	3,449,820	1,647,219	1,241,474

#### CONSERVATION AREAS - OPERATIONS,MAINTENANCE, REPAIRS

##### GENERAL CONSERVATION AREAS (16 active maintenance sites /2 greenways)

GENERAL LEVY	620,226	553,642	488,142	492,742
FEDERAL GRANTS	-	34,750	26,560	46,053
OTHER GRANTS/USER FEES	90,750	105,310	92,210	125,909
TRANSFERS (TO)/FROM DEFERRED REVENUES	5,800	-	(4,000)	3,807
TRANSFERS TO/FROM RESERVES	(7,000)	15,000	(12,500)	(6,760)
	709,776	708,702	590,412	661,751

WAGES	317,500	296,660	254,374	235,799
CONSTRUCTION	-	-	-	8,655
ENGINEERING/CONSULTING	12,000	15,500	-	18,991
SUPPLIES/OFFICE/JANITORIAL	45,910	49,706	50,916	53,834
VEHICLE/TRAVEL/EQUIP'T USAGE	75,500	83,463	66,213	110,995
PLANT MAT/LANDOWNER GRANTS	16,300	9,500	4,000	10,852
CORP SUPPORT/SHARED SVCS	90,640	79,932	71,880	80,170
RENT/INS/TAXES/UTILITIES	118,200	126,450	111,500	127,640
AUDIT AND LEGAL	-	2,050	1,500	1,275
CAP MAINT/LOW VALUE ASSETS	32,976	44,800	39,400	34,654
SMALL MISC	750	750	250	1,630
	<u>709,776</u>	<u>708,811</u>	<u>600,033</u>	<u>684,494</u>

#### HOLIDAY BEACH

GENERAL LEVY	-	60,300	60,300	96,680
CW~GS LEVY	27,000	-	-	-
OTHER GRANTS/USER FEES	251,800	235,850	184,000	239,073
FUND TRANSFERS	-	-	-	4,000
TRANSFERS TO/FROM RESERVES	-	-	-	(15,000)
	<u>278,800</u>	<u>296,150</u>	<u>244,300</u>	<u>324,753</u>
WAGES	133,250	147,500	116,200	165,935
ENGINEERING/CONSULTING/SUB CONTRACTING	2,500	2,500	1,100	6,197
SUPPLIES/OFFICE/JANITORIAL	39,778	43,100	32,650	42,866
VEHICLE/TRAVEL/EQUIP'T USAGE	16,322	15,600	11,750	10,126
CORP SUPPORT/SHARED SVCS	31,600	29,000	25,000	30,000
RENT/INS/TAXES/UTILITIES	32,600	36,950	31,500	34,376
MAJOR MAINT/ROADS/VEGETATION	22,250	21,500	25,500	34,389
	<u>278,800</u>	<u>296,150</u>	<u>243,700</u>	<u>324,324</u>

#### JOHN R PARK HOMESTEAD

GENERAL LEVY	90,000	114,130	69,130	160,000
CW~GS LEVY	97,065	61,470	61,470	-
PROVINCIAL GRANTS	23,688	23,688	23,688	23,688
FEDERAL GRANTS	-	-	30,500	3,864
OTHER GRANTS/USER FEES	69,550	86,900	41,350	126,380
TRANSFERS (TO)/FROM DEF REVENUES	-	-	-	(5,922)
TRANSFERS (TO)/FROM RESERVES	-	-	(12,000)	(2,000)
	<u>280,303</u>	<u>286,188</u>	<u>214,138</u>	<u>306,010</u>
WAGES	173,000	191,952	143,000	201,596
CONSTRUCTION	10,000	10,000	5,000	14,960
CONSULTING/SUB K	1,500	1,900	-	2,658
SUPPLIES/OFFICE/JANITORIAL	32,503	31,765	18,100	36,526
VEHICLE/TRAVEL/EQUIP'T USAGE	300	3,750	2,720	3,783
PLANT MAT/LANDOWNER GRANTS	-	-	-	723
CORP SUPPORT/SHARED SVCS	25,000	28,000	20,000	25,000
RENT/INS/TAXES/UTILITIES	30,000	16,700	16,700	16,151
CAP MAINT/LOW VALUE ASSETS	7,000	1,500	7,500	3,893
SMALL MISC	1,000	700	570	922
	<u>280,303</u>	<u>286,267</u>	<u>213,590</u>	<u>306,212</u>

#### CAPITAL OR MAJOR MAINTENANCE/IMPROVEMENT PROJECTS

GENERAL LEVY	15,000	-	15,000	-
FEDERAL GRANTS	60,000	591,000	531,500	8,500
OTHER GRANTS/USER FEES	200,000	114,250	399,408	221,870
TRANSFERS TO/FROM RESERVES	425,000	746,750	551,250	188,608
	<u>700,000</u>	<u>1,452,000</u>	<u>1,497,158</u>	<u>418,978</u>
WAGES	15,000	20,000	117,943	28,399
LANDS AND CONSTRUCTION	648,500	1,306,000	1,081,600	214,834
ENGINEERING/CONSULTING/SUB CONTRACTING	15,000	95,000	167,000	54,731
CONSTRUCTION SUPPLIES	12,000	10,000	74,500	23,362
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	10,000	2,443
PLANT MAT/LANDOWNER GRANTS	-	-	5,000	-
CORP SUPPORT/SHARED SVCS	9,500	6,000	24,800	19,986
CAP MAINT/LOW VALUE ASSETS	-	15,000	22,000	5,978
SMALL MISC	-	-	-	718
	<u>700,000</u>	<u>1,452,000</u>	<u>1,502,843</u>	<u>352,985</u>

**FLEET & FIELD EQUIPMENT**

GENERAL LEVY	-	25,000	65,000	-
OTHER GRANTS/USER FEES/RECOVERIES	173,000	167,665	134,365	278,584
TRANSFERS TO/FROM RESERVES	25,000	18,500	25,000	(111,500)
	198,000	211,165	224,365	167,084
MAINTENANCE/REPAIRS	60,000	66,500	67,800	74,002
FUEL	33,400	35,000	30,000	35,481
LICENCES/MISC/SMALL TOOLS	16,600	24,700	19,700	19,700
AMORTIZATION	88,000	85,000	85,000	87,592
	198,000	211,200	202,500	216,775

**WATER QUALITY & REGIONAL ENVIRONMENTAL INITIATIVES****MONITORING, AG STEWARDSHIP, DEMO FARM, DRCC, WQ  
SPECIAL GRANTS**

GENERAL LEVY	-	-	-	47,000
CW~GS LEVY	142,750	156,000	156,000	126,000
MUNICIPAL	12,000	69,650	65,300	74,684
PROVINCIAL GRANTS	296,000	75,000	290,000	123,182
FEDERAL GRANTS	336,500	332,500	252,500	177,595
OTHER	38,585	233,000	95,000	30,051
IN-KIND	20,000	-	24,000	27,814
TRANSFERS (TO)/FROM DEFERRED REVENUES	116,500	(15,200)	(94,500)	54,055
	962,335	850,950	788,300	660,381
WQM WAGES	524,295	521,695	462,530	387,317
CONSTRUCTION	30,000	-	-	-
CONSULTING/SUB CONTRACTING	84,305	42,000	40,150	26,516
SUPPLIES/OFFICE/JANITORIAL	18,585	40,470	53,820	19,833
VEHICLE/TRAVEL/EQUIP'T USAGE	18,150	20,515	19,815	26,768
PLANT MAT/LANDOWNER GRANTS	149,000	144,000	72,300	90,499
CORP SUPPORT/SHARED SVCS	111,300	80,770	78,200	69,366
RENT/INS/TAXES/UTILITIES	600	1,100	1,100	2,722
DUES/MEMBERSHIPS	300	300	-	3,948
IN KIND SVCS SUPPLIES	20,000	-	24,000	27,814
TECHNICAL EQUIPMENT	5,800	100	100	806
TOTAL EXPENSES	962,335	850,950	752,015	656,260
SMALL MISC	-	-	-	670
	962,335	850,950	752,015	656,260

**DRINKING WATER SOURCE PROTECTION PROGRAM**

PROVINCIAL GRANTS	95,000	102,600	51,000	127,072
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	36,000	(33,352)
	95,000	102,600	87,000	93,720
WAGES	80,000	86,500	71,750	79,005
SUPPLIES/OFFICE/JANITORIAL	-	-	400	1,024
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	300	270
CORP SUPPORT/SHARED SVCS	12,000	12,000	11,000	10,196
RENT/INS/TAXES/UTILITIES	-	1,100	1,100	1,100
PER DIEMS/MISC	3,000	3,000	3,000	2,125
	95,000	102,600	87,550	93,720

**CLIMATE CHANGE REGIONAL STRATEGY /COMMUNITY ENERGY PLAN**

GENERAL LEVY	-	-	-	50,000
CW~GS LEVY	-	50,000	70,000	-
MUNICIPAL	79,100	45,500	175,000	2,500
OTHER GRANTS/USER FEES	10,000	-	-	5,350
TRANSFERS (TO)/FROM DEFERRED REVENUES	11,000	22,000	9,400	53,500
	100,100	117,500	254,400	111,350
WAGES	10,000	99,500	97,000	101,286
ENGINEERING/CONSULTING	87,000	-	140,000	5,423
SUPPLIES/OFFICE/JANITORIAL	-	2,500	900	165
VEHICLE/TRAVEL/EQUIP'T USAGE	-	500	500	1,158
CORP SUPPORT/SHARED SVCS	3,100	15,000	16,000	15,500
SMALL MISC	-	-	-	-
	100,100	117,500	254,400	123,531

## CONSERVATION SERVICES

### REVENUES

GENERAL LEVY	963,141	886,172	824,172	976,422
CW~GS LEVY	826,815	848,250	904,250	875,600
MUNICIPAL	1,598,100	2,615,150	1,240,300	77,184
PROVINCIAL GRANTS	562,188	231,288	364,688	307,935
FEDERAL GRANTS	729,500	1,147,250	932,310	669,833
OTHER GRANTS	163,500	264,000	126,300	37,494
ERCF GRANTS	334,500	150,250	488,108	431,545
FEE FOR SERVICE/OTHER/RECOVERIES	733,985	713,725	559,525	1,158,608
IN-KIND	20,000	13,000	31,300	39,516
TRANSFER TO/FROM DEF REVENUES	(236,725)	(19,980)	(208,550)	(440,924)

5,695,004 6,849,105 5,262,403 4,133,212

### EXPENSES(INCLUDES FLEET/EQUIP'T AMORTIZATION)

6,138,004 7,629,398 5,769,508 4,179,259

### SURPLUS/(DEFICIT)

(443,000) (780,293) (507,105) (46,047)

### TRANSFER (TO)/FROM RESERVES

443,000 780,250 551,750 46,348

## COMMUNITY SERVICES

### OUTDOOR & CONSERVATION EDUCATION

GENERAL LEVY	-	-	-	28,000
CW~GS LEVY	16,000	36,000	32,000	-
OTHER GRANTS/USER FEES	50,000	49,000	8,500	47,325
TRANSFERS (TO)/FROM DEFERRED REVENUES	3,000	-	(4,500)	-
	69,000	85,000	36,000	75,325

WAGES	55,000	68,000	37,000	63,953
SUPPLIES/OFFICE/JANITORIAL	2,670	4,100	675	1,994
VEHICLE/TRAVEL/EQUIP'T USAGE	830	1,950	50	2,727
PLANT MAT/LANDOWNER GRANTS	-	500	-	-
CORP SUPPORT/SHARED SVCS	10,000	10,000	2,500	10,300
RENT/INS/TAXES/UTILITIES	500	750	750	750
	69,000	85,300	40,975	79,803

### OUTREACH & ENGAGEMENT

GENERAL LEVY	-	-	-	115,750
CW~GS LEVY	62,600	139,750	87,750	10,000
OTHER GRANTS/USER FEES	30,000	10,000	8,278	13,681
	92,600	149,750	96,028	139,431

WAGES	42,000	106,500	77,000	96,645
SUPPLIES/OFFICE/JANITORIAL	6,150	6,850	3,733	5,509
VEHICLE/TRAVEL/EQUIP'T USAGE	3,200	4,900	1,100	4,298
PARTNER GRANTS/PLANT MATERIAL	19,000	7,500	2,500	12,395
CORP SUPPORT/SHARED SVCS	21,000	22,000	10,000	17,000
RENT/INS/TAXES/UTILITIES	750	950	950	850
CAP MAINT/LOW VALUE ASSETS	500	500	500	717
	92,600	149,400	95,783	137,643

### COMMUNICATIONS

GENERAL LEVY	177,700	160,150	124,150	150,150
CW~GS LEVY	-	26,000	26,000	25,000
OTHER GRANTS/USER FEES	20,000	-	-	-
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	17,000
	197,700	186,150	150,150	192,150

WAGES	192,000	178,000	145,000	181,896
SUPPLIES/OFFICE/JANITORIAL	4,800	6,050	4,000	5,546
VEHICLE/TRAVEL/EQUIP'T USAGE	450	1,000	500	858
CAP MAINT/LOW VALUE ASSETS	450	1,000	500	486
	197,700	186,050	150,000	188,787

### OUTREACH EVENTS AND SHORT-TERM GRANT FUNDED INITIATIVES

FEDERAL GRANTS	-	-	-	800
OTHER GRANTS/USER FEES	32,000	91,250	43,700	113,104
TRANSFERS (TO)/FROM DEFERRED REVENUES	35,500	(750)	(11,700)	4,946
	67,500	90,500	32,000	118,850

WAGES	17,000	20,550	4,000	25,064
TREES/SUPPLIES	50,500	70,000	23,200	94,505
	67,500	90,550	27,200	119,569

## COMMUNITY SERVICES

### REVENUES

GENERAL LEVY	177,700	160,150	124,150	293,900
CW~GS LEVY	78,600	201,750	145,750	35,000
MUNICIPAL	-	-	-	-
PROVINCIAL GRANTS	-	-	-	-
FEDERAL GRANTS	-	-	-	800
OTHER GRANTS/USER FEES	132,000	150,250	60,478	174,109
IN-KIND	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	38,500	(750)	(16,200)	21,946

	426,800	511,400	314,178	525,755
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### EXPENSES

	426,800	511,300	313,958	525,802
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### SURPLUS/(DEFICIT)

	-	100	220	(47)
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## CORPORATE SERVICES

### ADMIN/FINANCE/IT/HR

GENERAL LEVY	456,750	287,050	397,050	237,025
CW~GS LEVY	-	-	-	25,000
MUNICIPAL	-	-	-	1,200
PROVINCIAL GRANTS	-	-	-	750
OTHER GRANTS/USER FEES/RECOVERIES	670,000	658,000	613,447	722,863
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	39,926
TRANSFERS (TO)/FROM RESERVES	15,000	(1,000)	(1,000)	(1,000)

	1,141,750	944,050	1,009,497	1,025,764
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WAGES	784,000	572,484	612,000	577,528
ERCF SUPPORT	25,500	66,000	45,000	59,372
MEMBER EXPENSES/CO DUES	57,500	56,700	56,000	57,652
AUDIT/LEGAL/CONSULTING	54,900	32,500	92,500	18,791
SUPPLIES/EQUIPT/NETWORK	59,350	55,350	48,300	77,701
OCCUPANCY/PHONE	142,500	135,000	139,500	132,727
TRAVEL & BD/STAFF MEETINGS	2,000	9,500	4,000	10,264
RETIREE BENEFITS	16,000	16,000	12,000	13,651

	1,141,750	943,534	1,009,300	947,686
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### CORPORATE SPECIAL PROJECTS (RECORDS/IS/IT)

TRANSFERS FROM RESERVES	25,000	-	-	-
	25,000	-	-	-

CONSULTING/OTHER	25,000	-	-	-
	25,000	-	-	-

### REVENUES

GENERAL LEVY	456,750	287,050	397,050	237,025
CW~GS LEVY	-	-	-	25,000
MUNICIPAL	-	-	-	1,200
PROVINCIAL GRANTS	-	-	-	750
FEDERAL GRANTS	-	-	-	-
OTHER GRANTS/USER FEES	670,000	658,000	613,447	722,863
IN-KIND	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	-	-	-	39,926

	1,126,750	945,050	1,010,497	1,026,764
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### EXPENSES

	1,166,750	943,534	1,009,300	947,686
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### SURPLUS/(DEFICIT)

	(40,000)	1,516	1,197	79,078
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### TRANSFERS (TO)/FROM RESERVES

	40,000	(1,000)	(1,000)	(1,000)
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## OTHER

### TANGIBLE ASSET REPLACEMENT

<b>GENERAL LEVY</b>	300,000	300,000	300,000	200,000
<b>CWGS</b>	64,000	-	-	-
<b>TRANSFER TO/FROM RESERVES</b>	(364,000)	(300,000)	(154,000)	(200,000)
<b>EXTRAORDINARY LOSS</b>	-	-	(292,742)	-
	-	-	(146,742)	0

### CORPORATE SUMMARY

#### REVENUES

##### Municipal

Levy - Operations	\$ 2,485,204	\$ 2,336,667	\$ 2,336,667	\$ 2,188,666
Levy - Clean Water~Green Spaces	969,415	1,050,000	1,050,000	1,050,000
<b>Total Municipal Levy</b>	<b>\$ 3,454,619</b>	<b>\$ 3,386,667</b>	<b>\$ 3,386,667</b>	<b>\$ 3,238,666</b>
Water & erosion control infrastructure and special projects	2,011,600	2,558,300	1,284,575	22,499
Risk management services	12,000	69,650	65,300	74,684
	<b>5,478,219</b>	<b>6,014,617</b>	<b>4,736,542</b>	<b>3,335,849</b>

##### Provincial

Section 39 Flood/Erosion Program	104,417	104,417	104,417	104,417
Drinking Water Source Protection	95,000	102,600	51,000	127,072
WECI	17,625	-	52,875	1,250
Other (CMOG, SEO etc)	474,188	132,188	320,688	180,863
	<b>691,230</b>	<b>339,205</b>	<b>528,980</b>	<b>413,602</b>

##### Federal

	<b>729,500</b>	<b>1,147,250</b>	<b>932,310</b>	<b>670,633</b>
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##### Total Government Transfer Payments & Fees-For-Services

	<b>6,898,949</b>	<b>7,501,072</b>	<b>6,197,832</b>	<b>4,420,084</b>
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##### Other revenues

Permit and applicant fees - mandatory services	721,000	636,000	699,000	699,047
Admissions, program fees & other services	498,385	513,960	353,238	864,763
Leases & property rentals	80,600	77,600	64,200	75,689
Donations and other grants				
General	193,500	303,000	146,000	87,767
Essex Region Conservation Foundation grants	421,500	262,500	554,608	533,083
In-kind contributions	20,000	13,000	31,300	39,516
Interest income	30,000	50,000	60,947	86,521
Gain on sale of assets	-	-	-	4,000
<b>Total other revenues</b>	<b>1,964,985</b>	<b>1,856,060</b>	<b>1,909,293</b>	<b>2,390,386</b>

##### Transfers from/(to) deferred revenues

	(130,650)	14,270	(224,750)	(330,090)
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##### Interdepartmental recoveries

	803,000	725,665	650,865	845,127
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##### TOTAL REVENUES

<b>\$ 9,536,284</b>	<b>\$ 10,097,067</b>	<b>\$ 8,533,240</b>	<b>\$ 7,325,507</b>
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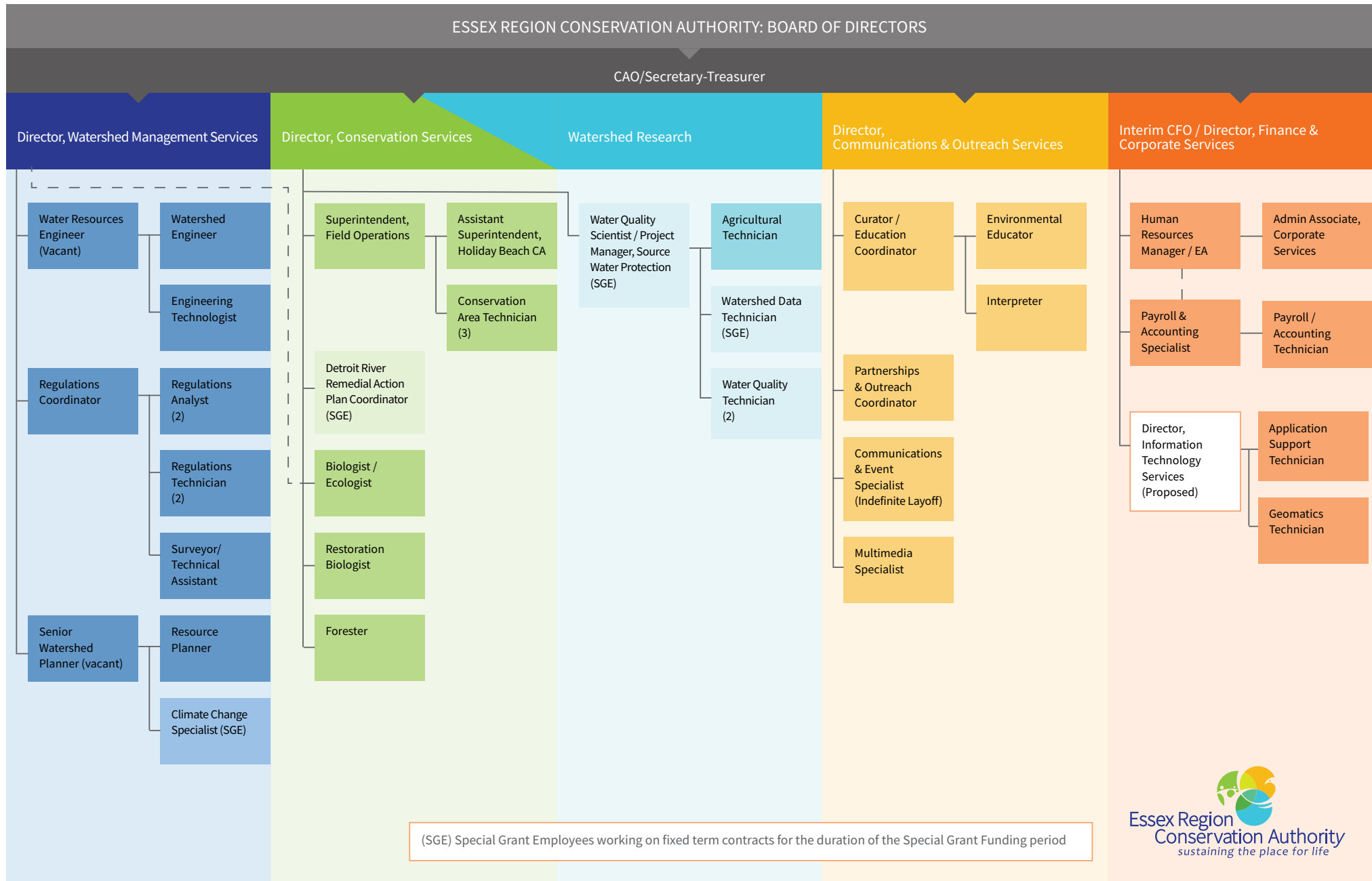
#### EXPENSES BY CLASSIFICATION

Wages & benefits -ERCA operations	\$ 3,201,500	\$ 3,065,996	\$ 2,866,367	\$ 3,029,829
Wages & benefits -special grant projects	752,295	920,165	811,181	877,903
Construction-municipal projects	481,750	8,500	151,400	18,425
Construction-special grant projects	1,977,000	2,813,000	1,347,000	356,501
Construction-ERCA capital projects	818,500	1,432,900	1,327,450	289,370
Plant material, removals and landowner subsidies-special grant projects	368,571	331,100	183,218	297,270
Plant material, removals and landowner subsidies - ERCA operations	84,300	48,000	36,500	69,102
Program supplies- special grant projects	39,785	42,370	28,570	59,833
Site & operational supplies - Conservation Areas	75,899	113,696	98,231	112,281
Office supplies & expenses - other ERCA operations	35,037	83,425	27,075	95,598
Occupancy, taxes, utilities & waste removal	320,513	314,490	297,383	310,927
Maintenance, repairs & security-sites	55,186	71,950	93,050	105,297
Maintenance, repairs & supplies-fleet/equipment	100,900	104,000	103,000	111,866
Equipment, software/hardware & website-special grant projects	10,000	13,750	31,400	6,851

Equipment, software/hardware & website- ERCA operations	97,923	58,975	42,187	71,954
Lab,data, technical & sub-contracted services -special grant	34,305	40,900	38,950	52,667
Lab,data, technical & sub-contracted services - ERCA operations	52,000	54,500	37,600	82,697
Insurance, audit & legal	132,450	127,550	189,500	122,725
Dues & memberships	49,679	45,010	51,063	52,687
Travel, training & professional development	18,540	27,100	9,170	36,084
Board ,committee & meeting expenses	19,000	22,500	21,500	20,561
Bank, credit card charges and interest	14,100	13,060	17,410	13,294
In-kind supplies & services	20,000	13,000	31,300	39,516
Land acquisition & acquisition assistance	-	-	113,000	-
Amortization	315,500	309,500	309,500	315,571
Extraordinary item	-	-	292,742	-
Other	-	-	-	951
Internal recoveries included in revenues	808,051	725,380	650,608	838,362
<b>TOTAL EXPENSES</b>	<b>\$ 9,882,784</b>	<b>\$ 10,800,817</b>	<b>\$ 9,206,355</b>	<b>\$ 7,388,117</b>
<b>Total Revenues</b>	<b>9,536,284</b>	<b>10,097,067</b>	<b>8,544,240</b>	<b>7,353,175</b>
<b>Total Expenses</b>	<b>9,882,784</b>	<b>10,800,817</b>	<b>9,206,355</b>	<b>7,388,117</b>
<b>SURPLUS/(DEFICIT) (ACCRUAL BASIS)</b>	<b>(346,500)</b>	<b>(703,750)</b>	<b>(662,115)</b>	<b>(34,943)</b>
<b>ADD/SUBTRACT: NON CASH ITEMS</b>				
Donation of land to ERCA	-	-	-	-
Gain/loss on asset disposal	-	-	-	(4,000)
Amortization	315,500	309,500	309,500	315,571
Transfers from Reserves (Per Schedule)	490,000	803,500	646,750	434,296
<b>DEDUCT: CAPITAL ITEMS</b>				
Land acquisition	-	-	-	-
Purchased fleet/equipment	(88,000)	(85,000)	(53,635)	(53,588)
Infrastructure additions	-	-	-	(66,228)
<b>(DECREASE)/INCREASE IN NET SURPLUS (prior to reserve transfers)</b>	<b>371,000</b>	<b>324,250</b>	<b>240,500</b>	<b>591,108</b>
<b>TRANSFER TO RESERVES (Per Schedule)</b>	<b>371,000</b>	<b>324,250</b>	<b>250,000</b>	<b>588,948</b>
<b>INCREASE/(DECREASE) IN UNRESTRICTED ACCUMULATED OPERATING FUND SURPLUS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (9,500)</b>	<b>\$ 2,160</b>

**NOTE 1:** The actual numbers shown for capital items, for 2020 and 2021, will change once the assets under construction are removed from the operating accounts and capitalized as tangible assets. Those accounting entries will not impact the estimated changes in the reserve funds or the unrestricted surplus.

# Appendix E: ERCA Org Chart





# 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 \*

Perry Basden - Heritage Colchester

Date of Request \*

3/8/2021



Are you representing a group? \*

☒ Yes

☐ No

Name of Group (if applicable)

Heritage Colchester

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

Presentation to Council re: Old Colchester Schoolhouse proposal. Follow up of December 21, 2020, January 18, 2021, Feb 16, 2021.

**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.**

Members of Council - recent past Council Meetings. Planning, Rita Jabbour, Heritage Committee, Laurie Brett.

**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.**

December 21, 2020, January 18, 2021, Feb 16, 2021.

**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.**

None

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

Perry Basden, President  
Heritage Colchester

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Your Phone Numbers**

**Home**

**Work**

Use format 519-  
776-7336

**Cell**

Use format 519-  
776-7336

**Email Address**

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

Perry Basden, President,Heritage Colchester

# 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**

**HERITAGE COLCHESTER**

**FRIENDS OF THE COLCHESTER  
SCHOOLHOUSE**

**PRESENTATION TO  
THE TOWN OF ESSEX COUNCIL**

**MEETING OF  
MARCH 15, 2021**

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## PREAMBLE

### BACKGROUND INFORMATION

At the December 7, 2020 Regular Council Meeting, Council for the Town of Essex proposed by resolution declared the following property as surplus land in accordance with By-Law 855 (Policies & Procedures for the Sale and Disposition of Surplus Lands By-law):

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- **Description:** 195 Bagot Street (Lot 5 W/S Bagot Street, PL 18 Colchester; Pt Lot 5 E/S Sydenham Street, PL 18 Colchester Pt 2, 12R6837, Essex)

Under Section 270(1) of the Municipal Act, 2001, municipalities shall adopt and maintain policies with respect to the sale and other disposition of surplus land.

Council is expected to consider the adoption of a by-law approving the sale of this property by way of direct private sale at its Regular Meeting starting at 6:00pm on Monday, December 21, to be held electronically via livestream on YouTube at [youtube.com/EssexOntario](https://youtube.com/EssexOntario). If any person wishes to appear as a delegation at the meeting, please submit a delegation request to the Clerk's Office ([clerks@essex.ca](mailto:clerks@essex.ca) or 519-776-7336) no later than 4:30pm on Friday, December 18.

Individuals or organizations may also submit written comments regarding the declaration to [clerks@essex.ca](mailto:clerks@essex.ca) or by mail to Clerks' Office, 33 Talbot Street South, Essex, ON, N8M 1A8, with the subject line "Surplus Lands".

For more information, please contact:

Rob Auger  
Town Solicitor/Clerk  
519-776-7336 ext. 1132

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Perry Basden attended the Regular Meeting of Council of Monday, December 21, 2020, and voiced objection to the sale of the property as the property is the location of the S. S. #2 Colchester Schoolhouse which was constructed in 1881 and is listed with the Town of Essex as a Heritage property.

As a result of Mr. Basden's objection and by other residents of the Colchester Centre, the proposed action by the Town of Essex was deferred until the Regularly Scheduled Meeting of Council to be held on January 18, 2021 at which time the proponent of an unknown development for the site would come forward with his plans for the use of the property



At the Regularly Scheduled Meeting of Council of January 18, 2021 Mr. Basden once again raised an objection to the Town of Essex Notification of Declaration of Surplus Lands (195 Bagot Street). At that time Mr. Basden voiced the opinion that the process was flawed in as much as the Town of Essex had not consulted with the Town of Essex Heritage Committee, and other reasons as can be found in the minutes of the meeting.

Mr. Basden also indicated that minutes of past Heritage Committee meetings did show interested individuals coming forward to gather ideas of what the Town of Essex plans were for the property since purchasing it in 2008. The Town of Essex and the Heritage Committee failed in many respects to actively support those persons in accomplishing their goal.

It was often explained by the Town of Essex Heritage Committee of a way forward whereby individuals could form a non-profit organization that would create a “Friends of the Colchester Schoolhouse” as indicated in several years of past minutes of the Town of Essex Heritage Committee minutes.

At the meeting of January 18, 2021 Mr. Basden indicated he would be willing to take the lead in establishing such a group with proposed affiliation with the Ontario Historical Society as a non-profit entity. Such a group could apply for funds and grants that would not be available to the Town of Essex.

The proposed Notice of Declaration of Surplus Land was once again deferred until the meeting to be held on March 15, 2021. Council directed Mr. Basden to present a plan regarding the formation of a group for the purpose of funding and preservation of the schoolhouse as well as funding for future expenses for maintenance and upkeep.

As a report to the Town of Essex Council this document was prepared and developed to fulfill that request.

## **SECTION 1**

### **INITIAL PLANS FOR “FRIENDS OF” FORMATION**

As a result of the above actions taken by Perry Basden, residents of Colchester Centre and the surrounding area, as well as anyone who had shown an interest in the preservation of the Colchester Schoolhouse, were contacted and formed a core group of individuals with the intent of developing a plan for restoration of the schoolhouse. The core group formed a Board of Directors which would focus the effort of the many people that came forward and volunteered their help to meet Council’s request.

A Board of Directors was formed to guide the group toward the future restoration of the schoolhouse as well as to search for and begin to develop various sources of information.

One of the first agreements made was to change the name from what had often been referred to as “Friends of” by the Town of Essex Heritage Committee as well as Council of the Town of Essex.

It was decided that the name would be changed to **Heritage Colchester**. The name was selected for various reasons one being that it would define the intentions and focus of the group to Colchester Centre area.

There is another Heritage group in the Town of Essex, that being Heritage Essex whose primary goal was restoration and upkeep of the Train Station in Essex Centre. The Heritage Colchester name would demonstrate a similar nomenclature with the existing Heritage Essex with both groups being situated within the Town of Essex.

The name Heritage Colchester could also be used in the Colchester Centre area should future heritage related opportunities in Colchester Centre be realized as of Historical or Cultural significance.

## **1.1**

### **ESTABLISHMENT OF A BOARD OF DIRECTORS**

A first step toward meeting Council’s request was the formation of a Board of Directors with appointed positions. The Board of Directors will focus on moving the process forward in an orderly manner while fulfilling the requirements toward achieving incorporation as a not-for-profit corporation in the Province of Ontario through affiliation with the Ontario Historical Society.

The Board of Directors consists of five positions, those being a President, Vice-President, Secretary, Treasurer, and a Director.

The purpose of the Board of Directors may be considered multi-faceted at this time. The primary goal of the Board of Directors is to focus those who have shown interest and are engaged and actively working to fulfil the requirement placed upon the group by the Town of Essex Council at the Regular Council meeting of January 18, 2021.

It is the intent of the Board of Directors to hold those offices until such time as the proposed Mission Statement, Constitution and By-Laws are developed, a paid Membership base is attained, and progress is being made toward stabilization of the Not-For-Profit Incorporated group.

The Board of Director positions are as stated below.

President	Perry Basden, [REDACTED]
Vice-President	Cindy McPhedran, [REDACTED]
Secretary	Jennifer Ridsdale, [REDACTED]
Treasurer	Caroline Quick, [REDACTED]
Director	Anne Beneteau, [REDACTED]

## **1.2**

### **DEVELOPMENT OF A MISSION STATEMENT, CONSTITUTION AND BY-LAWS**

The Board of Directors, in consultation with the Ontario Historical Society, has developed a Mission Statement for Heritage Colchester. In addition, a Constitution and By-laws were drawn up and presented at an open meeting for review of those who indicated their support for the goals and objectives of Heritage Colchester. The Mission Statement, Constitution and By-Laws were sent via email to persons who have shown support for the restoration and for the purpose of receiving comments from those members.

The documents were also sent to the Ontario Historical Society for review and comment. Changes as suggested by the OHS as well as from other interested parties were made.

A portion of the documents appears here for reference and is not complete to shorten the size of this presentation.

## **HERITAGE COLCHESTER**

### **CONSTITUTION**

#### **ARTICLE 1 – MISSION STATEMENT**

The Purposes of Heritage Colchester will be:

- to promote the greater public awareness of the historical past of the Colchester Centre area and its importance to the early development of Ontario,
- to preserve the past through identification and research of historically significant structures being restored by Heritage Colchester,

- to compile authentic records of such structures with available documents and photographs for the public benefit,
- to provide funding toward the restoration and maintenance of identified buildings and structures through application for grants, through corporate donations, through public donations and fund-raising events,
- to carry out activities ancillary and incidental to the attainment of the above charitable purposes.

## **ARTICLE 2 – NAME**

The organization shall be officially known as **Heritage Colchester** and its Head Office shall be located at such place in the Town of Essex as the Board of Directors of Heritage Colchester may from time to time determine.

## **ARTICLE 3 – NON-PROFIT STATEMENT**

Heritage Colchester is Incorporated as a non-profit organization in the Province of Ontario as an affiliate of the Ontario Historical Society. Heritage Colchester shall be carried on without purpose of gain for its members and any profit or other accretions to Heritage Colchester shall be used in promotion of its objectives as stated in Article 1.

## **ARTICLE 4 – MEMBERSHIP**

Membership shall be open to all people interested in the mission of Heritage Colchester. The membership fees and categories shall be established each year at the Annual General Meeting.

## **ARTICLE 5 – FISCAL YEAR**

The fiscal year shall be from January 1st to December 31st of the same year.

## **ARTICLE 6 – MEETINGS**

1. The Annual General Meeting of Heritage Colchester shall be held within the first six months of the previous year at such place and time as the Directors may fix from time to time. The purpose of the Annual General Meeting shall be to receive annual reports of Heritage Colchester and its Officers, to Elect members of the Board of Directors, to consider and, if appropriate, amend or re-enact the Constitution and By-Laws and to transact any other business as may properly come before the meeting.

2. Notice of such Annual General Meeting will be posted by means that, from time to time, the Board of Directors deems appropriate. The accidental omission to give notice of any meeting to any member of Heritage Colchester shall not alone invalidate any resolution passed, or proceedings taken at such meeting of members if the meeting has been properly called to order and conducted.
3. A Special Meeting of the members may be called by the President, or a resolution of the Board of Directors or by petition of one-tenth of the membership in good standing. Notice of such meeting shall state the purpose of the meeting and be published by means that from time to time be determined.
4. General Membership Meetings shall be held at stated times and places at the call of the President and/or the Executive.
5. Meetings of the Board of Directors shall be called at the President's discretion or by written request of two Board of Directors Members.
6. A quorum for General Membership Meeting or Special Meeting shall consist of one-quarter of the members in good standing. A quorum for Board of Directors Meetings shall be three elected Officers and two Committee Members.
7. The Roberts Rules of Order shall be the guide in all matters at every meeting.
8. The President, or in his/her absence, a Vice-President, in their absence, the Secretary shall preside at all meetings. If all three are absent or decline to act the members may choose one of their numbers to act.
9. Each voting member is entitled to one vote and a simple majority shall constitute a decision.
10. The President shall cast the deciding vote in cases of a tie.

#### **ARTICLE 7 – THE BOARD OF DIRECTORS**

1. The Board of Directors shall consist of a minimum of 5 Directors with the following position: President, Vice-President, Secretary, Treasurer, and a Director at large.
2. The members of the Board of Directors shall be elected by the general membership of Heritage Colchester at the Annual General Meeting and shall serve in these offices for a period of two years, or until a successor shall have been elected or appointed.

3. A retiring member shall be eligible for re-election.
4. A vacancy on the Board of Directors shall be filled by appointment made by the Board of Directors and the person so appointed shall retain the office for as long as the vacating member would have retained the same.

#### **ARTICLE 8 – AMENDMENTS**

The Constitution of Heritage Colchester may be repealed, amended, or re-enacted by a vote of two-thirds of the votes cast at an Annual General Meeting or Special Meeting called in the appropriate manner. The Membership will be given notice within 30 days before the date of the Annual General Meeting or Special Meeting.

#### **ARTICLE 9 – BYLAWS**

1. An Annual General Meeting shall have the power to enact such By-Laws under and in accordance with the terms of the Constitution as may be deemed necessary or advisable by the majority vote.
2. An Annual General Membership Meeting shall have the power to amend or repeal, by majority vote, any By-Law previously enacted under the terms of this Constitution.

#### **Article 10 – NOMINATIONS AND ELECTIONS**

1. All nominees for the Office of the Board of Directors or Committees shall be members in good standing.
2. A Nominating Committee shall be named by the President at least two months preceding the Annual General Meeting. The Vice-President shall be a member. This committee shall draw up a slate of Officers/Directors for the Annual General Meeting.
3. Additional nominations to this slate of Officers and Directors shall be accepted from the membership up to and during the Annual General Meeting.
4. Such nominations must be accepted by the candidate.
5. Where any elected office is contested, the vote for that office shall be by secret ballot.

## **ARTICLE 11 – AUTHORIZED SIGNATURES**

All Cheques, drafts, trade acceptances, promissory notes, leases, contracts, bills of sale, etc. of Heritage Colchester shall be signed by two Officers as designated by the Board of Directors. The two signing officers shall not be members of the same family.

## **ARTICLE 12 – COMMITTEES**

The Board of Directors shall have the power to set up and disband Standing Committees, Special Committees, and any Ad Hoc Committees as it deems necessary in order to transact and conduct the business and projects of Heritage Colchester.

No Committee shall have the power to make decisions affecting the policies and the finances of Heritage Colchester without approval of the Board of Directors.

## **ARTICLE 13 – EXECUTIVE PROTECTION**

No Officer, Director, Chairperson, or Committee Member shall be liable for the acts, neglects, or the defaults of any other member, nor for the loss, damage, or misfortune which happens during the execution of the duties of his/her office, unless the same shall happen through his/her own willful neglect, default, or dishonesty.

## **ARTICLE 14– PROVISIONS FOR DISSOLUTION**

Upon dissolution of the Society and after payment of all debts and liabilities, any remaining surplus of the Society, shall be distributed or disposed of to like minded organizations in the Town of Essex or other areas of Ontario or charitable organizations that are registered under the Income Tax Act, whose aims and objectives of which are beneficial to the Colchester Centre community history, as part of the Town of Essex.

## **ADOPTION**

This original document of the Constitution and accompanying By-Laws was completed and put forth to interested parties via email to such parties for public comment and is considered as adopted.

*An outline of the By-Laws of Heritage Colchester are represented below without full text and is used to indicate the fulfillment of the requirement of the Ontario Historical Society. Full text is available upon request.*

## **BY-LAWS of HERITAGE COLCHESTER**

### **BY-LAW NUMBER 1**

#### **INDEX**

##### **ARTICLE NUMBER**

- ARTICLE 1 – MEMBERSHIP CATEGORIES AND FEES**
- ARTICLE 2 – HONOURARY MEMBERSHIP**
- ARTICLE 3 – PROVISIONS FOR RESIGNATION, DEATH,  
OR REMOVAL FROM OFFICE**
- ARTICLE 4 – VOTING RIGHTS**
- ARTICLE 5 – DUTIES OF THE BOARD OF DIRECTORS**
- ARTICLE 6 – STANDING COMMITTEES**
- ARTICLE 7 – OBSERVER STATUS**
- ARTICLE 8 – SIGNING AUTHORITY**
- ARTICLE 9 – FINANCIAL STATEMENTS**
- ARTICLE 10 – REMUNERATION OF BOARD OF DIRECTORS**
- ARTICLE 11 – REMEMBRANCE DONATIONS**

## **SECTION 2**

### **INCORPORATION AS AN AFFILIATE WITH THE ONTARIO HISTORICAL SOCIETY**

The Board of Directors has developed the Mission Statement, Constitution and By-Law documents and those were submitted as draft documents to the Ontario Historical Society for review and comment. After review by the Ontario Historical Society made on February 6, 2021, several minor wording changes were suggested and agreed upon.

Rob Leverty, of the Ontario Historical Society, indicated that Heritage Colchester had met the requirement as laid out in the Application for Affiliation with the Ontario Historical Society should Heritage Colchester wish to proceed.

A meeting of the Board of Directors of Heritage Colchester was held February 6, 2021 and passed a motion to apply for and complete such affiliation as soon as possible. The Ontario Historical Society was contacted with a request to hold a virtual meeting for such purpose.



On February 10, 2021, the Board of Directors filed for incorporation as a not-for-profit corporation in the Province of Ontario through affiliation with the Ontario Historical Society. Heritage Colchester is currently waiting for the registration to be completed by the Province of Ontario.

## **2.1**

### **REGISTERED CHARITABLE STATUS**

#### **(ONGOING)**

It is the intent of the Board of Directors of Heritage Colchester to file documents with Canada Revenue Agency for the purpose of being recognized as a Registered Charitable Organization. This action will allow Heritage Colchester to give Tax Receipts to be used for income tax purposes.

The filing for recognition by Canada Revenue Agency is not expected to be approved for approximately six months due to Covid-19 restrictions, with many Government employees working remotely as well as a backlog of such registrations.

## **2.2**

### **MEMBERSHIP GOALS AND OBJECTIVES**

Since the Regular Council Meeting of January 18, 2021, a group of residents of Colchester Centre have met on a regular basis via virtual meetings to put together plans that will meet and exceed the requirements of Council.

Heritage Colchester invited anyone who may share the same interest and objective to attend virtual meetings currently being held on a weekly basis. By such action, anyone interested in supporting Heritage Colchester by their participation will broaden the membership base, to utilize and tap into the talents and abilities of all who are interested.

The positions of the Board of Directors were selected as a previously stated requirement for affiliation with the Ontario Historical Society. The Board of Directors has acted to guide the volunteer members in the direction needed to meet Council's request for a plan to achieve the necessary commitment from the Town of Essex Council.

In the long term, the Board of Directors will continue to guide the project through to fruition and achieve the goal of restoration of the Schoolhouse for use by the community, provide meeting space to groups, families, and for events of a cultural and heritage nature.

The Board of Directors will work diligently toward securing funding from government grants, corporate, endowments, private donations and other sources of revenue to make the restoration and future of the Colchester Schoolhouse a sustainable resource for the Colchester Centre community.

## 2.3

### COMMITTEE STRUCTURE

In the short-term, individuals who have joined the group have been a wealth of knowledge and have offered service to Heritage Colchester in support of the goals and objectives of Heritage Colchester.

Through their efforts and collaboration Heritage Colchester has formed several committees to focus on the immediate need to fulfill the Action Plan as requested by Council.

The same committee structure can and will be utilized in future endeavours to achieve the goals and objectives of Heritage Colchester. Other Committee structures as outlined in the By-Law's will be put into place as necessary for the ongoing and future restoration and funding processes. It is envisioned that committee's other than those listed here will be developed and initiated on an as needed basis to focus on an identified need.

To date the following committees are actively working toward near term goal as well as toward the long-term benefit of Heritage Colchester.

#### **1 - COMMITTEE FOR DEVELOPMENT OF ACTIVITIES AND USES FOR THE SCHOOLHOUSE AND GROUNDS.**

A committee was formed to study and identify uses for the Schoolhouse during various stages of restoration. Consideration was given to not only fundraising events but also focused on civic, social, and charitable programs hosted inside the Schoolhouse and on the adjoining property.

The Activities and Uses Committee did not have to look too far to find a basis for uses for the Schoolhouse. As a result of the development and release of a study commissioned by the Town of Essex in April of 2012, the **Colchester Centre Master Landscape Plan** was already developed by Ekistics Planning and Design and had been previously presented to Council.

Many of the items in that document have been implemented in Colchester Centre but a number of ideas have sat idle for many years, one of those ideas included the restoration and uses for the Schoolhouse and the recognition of the area as the cultural hub of Colchester Centre.

## Colchester Center Master Landscape Plan, April 2012

Uses for the Schoolhouse can be found near the back of the Plan and labeled as Appendix A. On page 34 of Appendix A there is indication that an on-line survey was completed and covered various proposed uses for the Schoolhouse. One item of specific interest is shown as **Item 21. Which community activities would you like to see the old schoolhouse used for?** The results of the survey are printed in part below:

### 21. Which community activities would you like to see the old schoolhouse used for?

The Top 12 uses are shown below:

Recreation and Community Market were tied for First Place .....	73.6%
Youth programs .....	69.0%
Auditorium/Performance Space .....	68.2%
Public Meetings .....	67.9%
Senior Citizen Programs .....	65.5%
Public Art .....	60.5%
Community Dances .....	57.6%
Extended Education .....	46.9%
Public Computer Access .....	39.8%
School Related Activities .....	34.5%
Bingo .....	26.5%

From the percentages it would be easy to focus on several areas with a response over 60% and from those items a wide range of activities could be envisioned.

The Committee for Development of Activities and Uses has also identified uses which can be expanded from the above Headings and can be found on the next page.

#### Recreation

Fitness/Yoga  
Cycling Rest Stop  
Basketball/Volleyball  
Kids play area  
Community Garden  
Beehive Boxes

#### Community

Weekly Farmers Market  
Internet Café/Learning  
Historical Scavenger Hunt  
Book Club  
Leave a Book, Take a Book  
Rental Space – Family events  
Picnic Tables & Benches

#### Youth Programs

Mom & Tot  
Brownies/Cubs  
Kids “Go Fly a Kite”  
Kids “Great Lakes  
Water ecology”.  
Hula Hoop Olympics  
1881 Classroom  
teaching

**Auditorium/Performance Space**

Clubs/lessons, Adult and children  
Pottery, Paint Night, photography  
Acoustic Music, Outdoor Concert

**Public Meetings**

Meeting Space for  
many Functions.

**Senior Program**

Card Clubs/Fitness  
Book Clubs/Speakers  
Night/Social Tea

**Public Art**

Art/Cultural Displays  
Local Artifacts  
Black History Month  
Heritage Week  
Local early businesses

**Fundraisers**

Wine & Cheese  
Local Craft Beer  
Car/Motorcycle Shows  
Silent Auction

And many more!

**2. COMMITTEE FOR DEVELOPMENT OF INFORMATION AND MEDIA TECHNOLOGY**

A committee has been assembled to help establish the presence of Heritage Colchester through electronic media such as Facebook, Facebook Messenger, and the Heritage Colchester Website.

**Facebook Messenger** has been used for short term volatile (non-durable) communications. It has served Heritage Colchester well in disseminating information quickly but is limited to shorter messages without the ability to capture the information exchanged for future use.

A **Facebook page** was developed and launched February 3, 2021 for the purpose of disseminating information regarding Heritage Colchester to a much wider audience and to raise awareness of the proposed Colchester Schoolhouse restoration project. The Heritage Colchester Facebook page can be found at <https://www.facebook.com/Heritage-Colchester-349943692745521/>

The Facebook page allows individuals who may wish to offer comment and support to contribute ideas and comments, or to have their questions answered via a more immediate response. To that end, an email address has been set up to respond to such queries.

Email messages can be sent directly from the Facebook page to Heritage Colchester through the **email link: [heritage.colchester@outlook.com](mailto:heritage.colchester@outlook.com)**. That same email address can be used for normal electronic communication by Heritage Colchester should anyone wish to communicate in a more private manner.

A **Website** for promotion and information available to the public was established and became operational on February 14, 2021. Website can be found at [www.heritagecolchester.ca](http://www.heritagecolchester.ca). The website allows easier searching for Heritage Colchester and will share the same look and feel

with the Facebook page. It is also an interactive site that allows viewers of the website to make comments, such as identifying persons in a featured photograph of attendees at the school many years ago. The web page also allows for contact to Heritage Colchester through the above email link.

### **3. COMMITTEE FOR PRINT AND GRAPHICS MEDIA**

A committee has been assembled to produce and have published any type of print and graphics media as required by Heritage Colchester. One of our members is a professional graphics designer and has offered services to Heritage Colchester. This type of media is often designed with information gathered from the members as to the actual content and intent of the media, whether that be the design and wording for printed flyers or to ensure continuity between various other types of media, be it electronic or printed.

### **4. COMMITTEE FOR FUNDING AND REVENUE RESOURCES**

Heritage Colchester has a group that is looking at all possible avenues of funding availability, whether that be from Municipal, Provincial, or National grants or donations. We are also gathering information and establishing a database of Corporate and Institutional donors and well as endowment possibilities and private donors.

The database will indicate the source of funding for grants, the amount of funding that can be applied for as well as the timeline for filing grant applications and when such funds will be available to Heritage Colchester.

The COMMITTEE FOR DEVELOPMENT OF INFORMATION AND MEDIA TECHNOLOGY will work closely with the COMMITTEE FOR FUNDING AND REVENUE RESOURCES, in as much as one of the links between the two Committee's will be for a proposed GoFundMe initiative used to generate donations through use of Information and Technology platform, GoFundMe. Consideration is also being given with regards to raising funds through the National Trust for Canada under the "This Place Matters" funding platform.

### **5.COMMITTEE FOR BUILDING STRUCTURE, PROPERTY DEVELOPMENT, AND MANAGEMENT**

A Committee has been designated for the purpose of establishing priorities for restoration of the Schoolhouse, to gather information from architects, contractors and other interested parties for the purpose of working toward the restoration and maintenance of the building.

At the present time efforts by this committee have been limited to the gathering and reviewing information based on past efforts made by the Town of Essex. Until such time as Heritage Colchester is allowed to proceed this Committee can be considered as "on stand-by". However, the Committee has been able to investigate stages of the proposed restoration as outlined here

## SECTION 3

### STAGES OF PLANNING FOR THE RESTORATION OF THE SCHOOLHOUSE

The intended use of this plan is the expressed desires of Heritage Colchester with the objectives of the restoration and preservation of the Colchester Schoolhouse and the development of the surrounding land area for public use.

#### ARCHITECTURAL CONSERVANCY OF ONTARIO

Heritage Colchester has been in contact with the Architectural Conservancy of Ontario and will utilize their services to ensure that the key architectural elements are retained and preserved, if possible, during all phases of the restoration and preservation.

#### STAGES OF PLANNING - SOURCE INFORMATION

The Plan was developed with consideration given to several sources of information found in the past, present and future studies.

Consideration was given to past Plans, such as the Colchester Centre Master Landscape Plan completed in April of 2012; from Plans currently now in effect or under review such as the Official Plan for the Town of Essex; and the Colchester Centre Secondary Plan; as well as alignment with plans currently being given consideration by the Town of Essex; namely the Climate Change Adaptation Plan.

This portion of Heritage Colchester Stages of Planning for the Restoration of the Schoolhouse will refer to the **Colchester Master Landscape Plan**. The Official Plan, the Colchester Secondary Plan and the Climate Change Adaptation Plan will serve as reference in other areas of this document.

In the Colchester Centre Master Landscape Plan there is made mention on page 34 of the **Sullivan Street School – Cultural Node of Colchester**, and further states the same Master Plan,

“The Sullivan Street School was historically one of the most important civic spaces in Colchester. Since the school closed, the site has evolved from a social centre to a natural space, home to a rare family of Chimney Swifts. Adjacent to the United Church and one of Colchester’s historic Cemeteries, the school has the potential to become the keystone in a cultural core for the Community.

The School building itself will be restored to become a community and educational centre. Interior programming space could support environmental, cultural, and social activities such as community meetings, art classes, and site interpretation, and could like into Church events.

The exterior spaces would be developed in support of the cultural node intention for the site. A Settler’s garden provides a range of garden spaces including community-tended vegetable plots, a traditional Victorian kitchen garden, a butterfly garden, and a naturalize Carolinian

forest garden. A newly constructed gazebo makes reference to the architecture of the historic Colchester Reef lighthouse and creates outdoor space for strawberry socials and church teas. Scattered throughout the site, interpretation tells the story of the school itself, its ecological evolution (i.e. the story of the Chimney Swifts) and other Colchester tales.

Parking is accessed off Bagot Street, and supports the site uses as well as ancillary waterfront and look off visitors.”

Page 35 of the same document goes on to further describe the area.

“The Cemeteries of Colchester are part of the village’s unique history. Building off the adjacent cultural node of the Sullivan Street School and Church, the construction of a cemetery trail and look-off in the unopened road allowance ..... it provides a logical place for interpretive signage speaking to the history of the cemetery itself, and some of Colchester’s more notable and colourful residents. It also facilitates the development of historic and cultural programs such as haunted cemetery walks, historical tours, or bird watching, and formalizes the view from one of the Villages best natural look-offs”.

For the above reasons Heritage Colchester agrees that the building should be restored and preserved for future generations and the area of Bagot Street and Sullivan Street be designated by signage and other identifiers as the Cultural Centre for Colchester in keeping with the recommendations of the Colchester Centre Master Landscape Plan of 2012.

### **3.1**

Heritage Colchester has developed a simple plan to restore the schoolhouse. While its simplicity appears easy to attain at first glance, implementation of the plan will require much more detail than is presented here. Architectural Conservancy Ontario will be assisting in evaluating and detailing exactly what should be done during the planning stage.

It is envisioned that the plan for restoration will be done in three phases. Each phase will allow for more use of the interior space and may include improvements to the grounds around the schoolhouse which, by their design, can be used for generating revenue for Heritage Colchester to further their activities.

#### **PHASE 1**

##### **RESTORATION ASSESSMENT LEVEL – STRUCTURE INTEGRITY ASSESSMENT**

**Phase 1** will involve mostly research of the history and other attributes of the structure that are considered historically significant and should be retained. During this time a determination of what work has been completed by others and if that work should be kept intact or removed from the structure as being architecturally incorrect.

During this phase an assessment can be determined to what level of restoration would be best for the intended use of the structure. Obviously, it cannot be restored to the original 1881 standard as built, without running water, lighting, and utilizing a wood stove for heat. To follow that plan of action would severely curtail uses for the structure for summer evening or off season uses.

During Phase 1 a thorough inspection of the physical structure from the basement up to the roof peak would be necessary. Based on such an inspection the scope of work necessary toward restoration can be determined. This will require that the building is stable and any major defects are identified.

From that inspection, estimates for repairs can be gathered and priorities can be set to facilitate that portion of the restoration. A timeline may be established while the necessary funding processes can begin to ensure the portion of the renovation will be completed without debt or obligation.

During this time the existing plumbing, electrical and mechanical systems should be inspected, and cost estimates gathered with the goal of bringing these items up to current code.

Plans should also be made to ensure any accessibility issues are addressed and included in any estimates. A discussion should be undertaken with the Town of Essex with regard to the washroom facilities as to whether they would be used for public use by people using the greenspace or only for use by visitors to events held in the Colchester Schoolhouse.

It is envisioned that during Phase 1 the building could be opened occasionally with due regard for safety, so that visitors, tourists and donors or potential donors may have a look at the scope of work being undertaken.

During Phase 1 it may be possible that members of Heritage Colchester may be able to perform some of the work in the form of labour for cleaning, minor restoration or other functions within the capability of the members. The work hours provided by the members can substantially reduce the overall cost of the project.

## **PHASE 2**

### **RESTORATION – ELECTRICAL, MECHANICAL, ETC.**

Upon completion of the first phase, a similar review process as above would be used to establish the scope of work and final estimates for items identified in Phase 1. It will be necessary to stage the restoration in a manner that items such as utilities, lighting, heating, and cooling, and other mechanical systems in need of repair or replacement are completed with



due regard to the historic nature of the building and that any historic features are not damaged or destroyed by utility and mechanical work being proposed.

Ongoing fundraising events may be held during daylight hours in the greenspace around the Schoolhouse to expand awareness and maintain interest in the project. It may be possible to hold some events inside the Schoolhouse, but such events would have to be considered with due regard for safety as well as the level of restoration work being undertaken at that time.

### **PHASE 3**

#### **INTERIOR FIT OUT AND GREENSPACE DEVELOPMENT**

The third phase of the Schoolhouse will focus on fitting out the interior spaces with period appropriate furnishings appropriate to the intended uses of the space. It may be necessary to have some of the interior furnishings be removeable should other functions need space without furnishings, such as art exhibits or cultural performances

The exterior greenspace may be considered as part of Phase 3. However, it may be possible to begin this Phase in conjunction with the first two phases based on cost estimates and how much area around the actual Schoolhouse is required for items such as scaffolding or other equipment required for the restoration.

The school grounds can be used as public entertainment space which can focus on acoustic music venues or other purposes utilizing lower sound levels with unamplified entertainment to maintain the quieter aspect in keeping with the residential area of the neighbourhood.

The Community Garden concept can be expanded to meet current and future needs. The Garden area can also be used as a teaching venue for children and adults alike.

It is envisioned that the greenspace also be developed as a parkland with picnic tables, tourist amenities with availability of covered structures such as a gazebo or similar structures which may be available for rental for larger family gatherings. As such this concept was put forth in the Colchester Centre Master Landscape Plan and should be revisited for implementation during this phase.

Consideration for such structures should be aligned with the Official Plan for the Town of Essex, the Colchester Centre Secondary Plan as well as the Climate Change Adaptation Plan currently being considered.

## SECTION 4

### LONG RANGE PLANNING

#### WHY RESTORATION SHOULD BE COMPLETED

##### Town of Essex Official Plan

With consideration to the Town of Essex Official Plan, some of the statements in that plan clearly outline **why the Schoolhouse should be saved and restored.**

If one were to read Page 11 of the Plan under Section 2 - The Plan and more specifically to

- **2.1 Purpose of This Plan** it clearly states: **to protect and enhance cultural heritage** and natural heritage landscapes and resources, biological and ecological functions.

- under **2.3 - A Sustainable Community**, Item a) Vision Statement reads The Town of Essex is a community which provides for the long term social, environmental, economic, and **cultural needs of its residents.**

- under **4.1 General Provision**

##### **4.1.1 A Sense of Place** (added by OPA 6, July 26, 2017)

Many factors contribute to making our Town an attractive, unique and welcoming place. **Practising good urban design, valuing our agricultural economy and rural communities, preserving and enhancing our cultural and natural heritage, identifying with our past** and encouraging physical forms of development that positively influence the quality of our community and the welfare of our residents, in a resilient and sustainable manner, **build our sense of community and sense of place.**

##### **4.2 Planning Principles**

i) **to encourage cultural heritage preservation and restoration efforts;**

##### **4.5 Cultural Heritage and Archeological Resources**

**Significant built heritage resources and cultural heritage landscapes will be identified, recognized and, where proper management of these resources is possible, efforts will be made**

**to ensure their conservation.** Built heritage resources include buildings, structures, monuments and cemeteries associated with architectural, social, political, economic or military history.

a) the property has **design value or physical value** because it: i) is a rare, unique, representative or early example of a style, type, expression, material or construction method;

b) the property has **historical value** or associative value because it: i) has direct association with a theme, event, belief, person, activity, organization or institution that is significant to the community.

#### **4.6 Visual Amenity** (amended by OPA 6 , July 27, 2017)

A memorable and liveable community instills **comfort and pride and a sense of community.**  
**The PPS mandates that significant cultural heritage landscapes shall be preserved.**

#### **5.17 Lands Designated “Parks and Open Space”**

**The provision of a variety of recreational opportunities is critical to the maintenance of healthy communities in the Town of Essex.** Through the designation of lands for “Parks and Open Space” purposes and by land acquisition, the Town strives to ensure that sufficient recreational, open space and park facilities are provided to meet the leisure needs and desires of present and future residents, businesses and visitors to the Town.

### **Section 9 - Implementation and Interpretation**

#### **9.5 Existing Land Uses**

**Certain lawfully existing uses may, by their nature or location, not satisfy or conform to the land use policies or applicable land use designation in this Plan.** They may have been **established at their location for a long period of time and accepted as such** within the neighbourhood or constructed **as permitted uses in compliance with previous zoning.**

**A designated heritage property will meet one or more of the following criteria for determining whether it is of cultural heritage value or interest:**

a) the property has **design value or physical value** because it: i) is a rare, unique, representative or early example of a style, type, expression, material or construction method;

ii) displays a high degree of craftsmanship or artistic merit, or

iii) demonstrates a high degree of technical or scientific achievement and

iv) exhibits sufficient features of architectural and/or historical value to merit designation in its present condition or with only such restoration work as an owner of the building or structure might reasonably be expected to undertake;

b) the property has **historical value** or associative value because it: i) has direct association with a theme, event, belief, person, activity, organization or institution that is significant to the community;

ii) yields or has the potential to yield information that contributes to an understanding of the community or an earlier culture, such as an archaeological site, or

- iii) demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to the community;
  - c) the property has contextual value because it: i) is important in defining, maintaining or supporting the character of an area;**
  - ii) is physically, functionally, visually or historically linked to its surroundings, or**
  - iii) is a long-standing municipal landmark.**
- 

## **Town of Essex, Colchester Hamlet Guide Plan**

### **12. 1 Colchester Hamlet Guideline Plan**

The promotion of tourism was seen as desirable and such actions could provide improved recreational, commercial and community use opportunities. **It was suggested that Colchester should maintain and enhance its unique character.**

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### **Colchester Centre Master Landscape Plan**

Other item of particular interest to Heritage Colchester can be found in the **Colchester Centre Master Landscape Plan** and were mention as suitable uses of the property itself in alignment with the restored Schoolhouse as well as a much broader vision for the area.

It is envisioned that the area around the Schoolhouse as well as surrounding heritage buildings and cultural areas will be identified by signage and define the area as the **Cultural Centre of Colchester Centre**. Such action will generate Historic and Genealogical researchers and tourists to an identifiable area where they can find much of the physical early history.

**The concept for the Historical area for Colchester Center was presented as part of the Master Landscape Plan** through the normal process of development from concept to information gathering sessions with residents and finally putting together as the plan for presentation to the Town of Essex and to residents. **That information can be found on Page 34 of the Master Landscape Plan.**

It is suggested by Heritage Colchester that the Colchester Master Landscaping Plan be revisited with the intention of fulfilling many of the concepts and ideas in the plan which refer to the cultural centre as described above.

## **HERITAGE COLCHESTER – LONG RANGE VISION**

Heritage Colchester asks that the Town of Essex support the concepts for this unique area of Colchester Centre by declaration of the Bagot Street and Sullivan Street as a Historical Centre for Colchester.

The goal of restoration of the Colchester Schoolhouse can be achieved in conjunction with the designation of the area as the Historical Centre of Colchester for use by the public and as a tourist attraction and will relieve the Town of Essex of the costs involved in such restoration works.

Heritage Colchester respectfully submits this document to The Town of Essex for consideration as a viable plan to fulfill the desire of many Colchester community members as well as the desires of the Town of Essex Council.

To achieve the goal of Heritage Colchester, we hereby request that negotiations be held between the Town of Essex and Heritage Colchester for the purpose of coming to an agreement that will be mutually beneficial to both parties.

Perry Basden, President, Heritage Colchester

[REDACTED]  
[REDACTED]

Email: [heritage.colchester@outlook.com](mailto:heritage.colchester@outlook.com)

Phone: (519) 972-5949

# 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 \***

James Flynn

**Date of Request \***

3/15/2021 

**Are you representing a group? \***

☐ Yes

☒ No

**Name of Group (if applicable)**

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

Public Information session on the Proposed Development at Dunn & County Rd 50 (Grove Motel)

**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.**

Nelson S , Rob A, Rite, Lori C

**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.**

2021

**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.**

Will just require a Town representative to manage our powerpoint presentation while we present to it.

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

James Flynn - [REDACTED]

**Your Phone Numbers**



Home

[Redacted]

Work

[Redacted]

Cell

[Redacted]

Email Address

[Redacted]

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

James Flynn - [Redacted]  
[Redacted]

Kim Lewis - [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: Office of the CAO

Division: Legal and Legislative Services

Date: January 18, 2021

Prepared by: Shelley Brown, Deputy Clerk, Legal and Legislative Services

Report Number: Legal and Legislative Services-2021-01

Subject: Stray Cat Intake Agreement with Windsor-Essex County Humane Society

Number of Pages: 4

### Recommendation(s)

**That** Legal and Legislative Services 2021-01 entitled Stray Cat Intake Agreement with Windsor-Essex County Humane Society prepared by Shelley Brown, Deputy Clerk, Legal and Legislative Services dated January 18, 2021 be received, and

**That** the agreement with Windsor-Essex County Humane Society for the intake of stray cats as approved in By-Law 1974, with the Town paying the Windsor-Essex County Humane Society amount of \$25.00 per stray cat, be extended for a one-year period, retroactive to January 1, 2021.

### Purpose

An extension to the agreement as approved in By-Law 1974 for a further one year term must be adopted by Council.

## Background and Discussion

In 2011 the Town entered into an agreement with Windsor-Essex County Humane Society that provided residents of the Town with intake services for stray and feral cats. Initially the Windsor-Essex County Humane Society charged a fee of \$30.00 per stray cat, with \$10.00 of the fee being paid by the resident and \$20.00 of the fee being paid by the Town. This fee has remained unchanged until 2018 when the Town's share of the fee increased to \$25 and the co-pay for residents was eliminated. At that time the Windsor Essex County Humane Society identified that the co-pay was frustrating for residents and created animosity, due to the fact that most Ontario residents are not required to pay a co-pay. This change brought about a more positive response from residents when they are asked for a voluntary donation to help the cat they bring in.

Individuals who use this service are required to provide evidence that they reside in the Town of Essex. This agreement does not apply to cats surrendered by their owner.

A breakdown of costs incurred from 2013 to December 2020 for intake services under this agreement is attached to this report. As noted in the attached schedule, actual annual costs are averaging \$3,878 over the period of 2013 to 2020.

The Windsor-Essex County Humane Society currently provides this service to the Towns of Kingsville, Lakeshore and Tecumseh as well as the City of Windsor.

In 2018 a new agreement for intake services with the Windsor-Essex County Humane Society was entered into for a 3-year term ending in 2020. The Windsor-Essex County Humane Society has requested that this contract be renewed for a further one-year term (2021).

It is recommended that this Agreement be run for a one-year period to coincide with the expiry and renewal of the Animal Control Services Contract, at which time a review of all of these services will be evaluated.

## Financial Impact

None.

## Consultations

None.

## 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.

**Attachment to Legal and Legislative Services 2021-01**  
**Intake Services for Stray Cat with the Windsor-Essex County Humane Society**

	2013	2013	2014	2014	2015	2015	2016	2016	2017	2017	2018	2018	2019	2019	2020	2020
	Number	Cost	Number	Cost	Number	Cost	Number	Cost	Number	Cost	Number	Cost	Number	Cost	Number	Cost
January	2	\$ 40	6	\$ 120	5	\$ 100	8	\$ 160	9	\$ 180	0	\$ -	11	\$ 275	11	\$ 275
February	4	\$ 80	4	\$ 80	3	\$ 60	1	\$ 20	1	\$ 20	5	\$ 125	12	\$ 300	4	\$ 100
March	6	\$ 120	9	\$ 180	1	\$ 20	3	\$ 60	5	\$ 100	4	\$ 100	2	\$ 50	3	\$ 75
April	17	\$ 340	-	\$ -	26	\$ 520	8	\$ 160	5	\$ 100	20	\$ 500	18	\$ 450	4	\$ 100
May	12	\$ 240	8	\$ 160	5	\$ 100	16	\$ 320	35	\$ 700	26	\$ 650	29	\$ 725	6	\$ 150
June	31	\$ 620	16	\$ 320	11	\$ 220	19	\$ 380	20	\$ 400	20	\$ 500	41	\$ 1,025	17	\$ 425
July	16	\$ 320	29	\$ 580	25	\$ 500	12	\$ 240	19	\$ 380	25	\$ 625	16	\$ 400	12	\$ 300
August	16	\$ 320	17	\$ 340	18	\$ 360	50	\$ 1,000	33	\$ 660	13	\$ 325	11	\$ 275	10	\$ 250
September	38	\$ 760	35	\$ 700	38	\$ 760	34	\$ 680	29	\$ 570	12	\$ 300	23	\$ 575	7	\$ 175
October	17	\$ 340	35	\$ 700	12	\$ 240	25	\$ 520	10	\$ 190	0	\$ -	41	\$ 1,025	15	\$ 425
November	33	\$ 660	18	\$ 360	14	\$ 280	12	\$ 240	7	\$ 140	10	\$ 250	24	\$ 600	5	\$ 175
December	15	\$ 300	17	\$ 340	-	\$ -	8	\$ 160	7	\$ 140	11	\$ 275	16	\$ 400	5	\$ 125
Total	207	\$ 4,140	194	\$ 3,880	158	\$ 3,160	196	\$ 3,940	179	\$ 3,580	146	\$ 3,650	244	\$ 6,100	99	\$ 2,575
							<b>5-Year Average</b>		<b>187</b>	<b>\$ 3,740</b>			<b>8-Year Average</b>		<b>178</b>	<b>\$ 3,878</b>



## Report to Council

Department: Corporate Services

Division: Finance and Business Services

Date: March 15, 2021

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

Report Number: Finance and Business Services-2021-01

Subject: 2020 Funding of Financial Commitments

Number of Pages: 6

### Recommendation(s)

**That** Finance and Business Services-2021-01 entitled 2020 Funding of Financial Commitments prepared by Jeffrey R. Morrison, Director, Corporate Services dated March 15, 2021 be received, and

**That** Council approve the funding of the balance of the Town's commitment to the John R. Park Homestead Education Centre for a designated Tourist Information Centre named for the Town of Essex that falls outside of the Colchester Community Improvement Plan (CIP) through the utilization of GG-20-0002 Council Contingency in the amount of \$34,793, with the balance remaining funded from the Town's Land Acquisition Reserve, and

**That** Council approve the temporary borrowing from the Landfill Reserve, for the deficit portion of waived development charges for hard and soft services in the amount of \$397,216.26 to be funded and repaid in the 2022 Budget.



## Purpose

Council approval is required to approve funding allocations outside of the annual budget.

## Background and Discussion

### 2020 Commitment to John R. Park Homestead Welcome Centre

At the April 6, 2020 Regular Meeting of Council the following motion from Councillor Bjorkman was presented and carried unanimously through recorded vote.

#### 15.1.4 Councillor Bjorkman

RE: Essex Region Conservation Authority Donation

Moved By Councillor Bjorkman

Seconded By Councillor Verbeek

**(R20-04-112)** That the Council of the Town of Essex discuss ways to appropriate funds through, but not limited to the sale of existing properties including part of the Colchester School House property and other developable properties in Colchester; and

**Whereas** the Town of Essex wishes to have a Tourist Information Centre in the south end of the Town, preferably on County Road 50; and

**Whereas** the businesses, wineries, restaurants, artists, gift shops, outfitters, golf courses, B&B's, breweries, On Farm retailers, flower shops, orchards, buke rentals, tour operations, etc. will benefit from the added exposure; and

**Whereas** the preferred location being the Old School House in Colchester Village is years and hundreds of thousands of dollars away from the use as a Tourist Information Centre; and

**Whereas** this Council understands that residential and commercial development in the south end of the Town is accelerating;

**Therefore** the Council of the Town of Essex resolves to donate \$100,000.00 to the John R. Park Homestead Education Centre in return for a designated Tourist Information Centre named for the Town of Essex.

Development Services has identified that the upset limit for funding under the Community Improvement Plan (CIP) for the John R. Park Homestead Education Centre is approximately \$35,000. It is recommended that the remaining balance of \$65,000 be funded through capital project GG-20-0002 Council Contingency in the amount of \$34,793, with the remaining \$30,207 to be funded through the Town's Land Acquisition Reserve. As of December 31, 2020 the unaudited balance of the Town's Land Acquisition Reserve prior to the funding identified in this report is \$155,524.

#### 2020 Waived Development Charge Deficit

As presented by Administration at the February 1, 2021 Regular Meeting of Council, slide 9 (included below) identifies the Total amount of Waived DC's for 2020 as \$820,615.

# Development Charges

## Purpose of DCs

To recover the capital costs associated with residential and non-residential growth within a municipality, in addition to what would normally be constructed as part of a subdivision

- Current DC By-law 1850 expires Aug 2024
- Commercial, Industrial, Institutional DCs waived until Aug 2024
- Residential in Harrow Settlement Area waived by 100% until Dec 31 2020, waived by 75% Jan-Dec 2022, waived by 50% Jan-Dec 2023, and waived by 25% Jan-Aug 2024
- Waived for the developer does not mean waived for the municipality

2020 Development Charges Summary		
	Charged	Waived
Residential	\$1,119,536	\$369,539
Com/Ind/Inst		\$451,076
<b>Total</b>	<b>\$1,119,536</b>	<b>\$820,615</b>

Total DCs Waived	Hard & Soft Services	Area-Specific Wastewater
<b>\$820,615</b>	\$664,715	\$155,900



Upon further review and analysis, discrepancies were identified in the numbers presented above and have since been rectified. The revised amount of waived development charges for 2020 is **\$716,555.78**; \$104,059.22 less than what was presented to Council previously.

To provide a more complete picture, the waived development charges can be further broken down by construction type, and funding pool.

2020 Development Charges Summary - Waived			
	Total	Hard/Soft Services (property tax)	Wastewater (user rates)
Residential	\$295,029.00	\$225,747.00	\$69,282.00
Commercial	\$421,526.78	\$369,423.26	\$52,103.52
Industrial	\$0.00	\$0.00	\$0.00
Institutional	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$716,555.78</b>	<b>\$595,170.26</b>	<b>\$121,385.52</b>

To determine the unfunded amount, the 2020 actuals for waived development charges are compared to the 2020 approved budgeted amounts.

	Actual	2020 Budget	Variance
Property Tax Funded	\$595,170.26	\$197,954	(\$397,216.26)
User Rate Funded	\$121,385.52	\$129,479.00	\$8,093.48

User rate funded development charges for wastewater had a sufficient budgeted amount, however property tax funded development charges for hard and soft services were under budgeted, leaving a deficit of just over \$397,000. This is an unfunded amount owing to the development charge reserve.

## Financial Impact

### 2020 Commitment to John R. Park Homestead Welcome Centre

The financial impact associated with Council's donation to the Welcome Centre at the John R. Park Homestead is \$100,000. The donation will be funded through the 2020 and 2021 Colchester CIP with an upset of \$35,000, capital project GG-20-0002 Council's Contingency in the amount of \$34,793, and the Town's Land Acquisition Reserve in the amount of \$30,207.

### 2020 Waived Development Charge Deficit

The financial impact associated with the deficit as a result of waived development charges will have no impact to the 2021 budget. The deficit portion of waived development charges for hard and soft services in the amount of \$397,216.26 will be setup as temporary borrowing from the Landfill Reserve, to be funded and repaid in the 2022 Budget. This amount will be included under Council's operating budget in 2022, with funding to be determined during the development of the 2022 budget.

## Consultations

Kate Giurissevich, Manager, Finance and Business Services

Lori Chadwick, Director, Development Services

Doug Sweet, Director, Community Services, Deputy CAO

## **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:	2020 Funding of Financial Commitments - Other - Finance and Business Services-2021-01.docx
Attachments:	
Final Approval Date:	Mar 9, 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 - Mar 9, 2021 - 5:53 PM**



## Report to Council

Department: Development Services

Division: Economic Development

Date: March 15, 2021

Prepared by: Nelson Silveira, Economic Development Officer

Report Number: Economic Development-2021-02

Subject: Building Report and Development Overview February 2021

Number of Pages: 2

### Recommendation(s)

**That** Economic Development -2021-02 entitled Building Report and Development Overview February 2021 prepared by Nelson Silveira, Economic Development Officer dated March 15, 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 February 2021 - Economic Development-2021-02.docx
Attachments:	<ul style="list-style-type: none"><li>- Building 2021-02.pdf</li><li>- Development Overview - FEBRUARY 2021.pdf</li></ul>
Final Approval Date:	Mar 9, 2021

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



**Lori Chadwick, Director, Development Services - Mar 8, 2021 - 10:56 AM**



**Chris Nepszy, Chief Administrative Officer - Mar 9, 2021 - 5:21 PM**

Report Number: Building 2021-02  
Date: March 3, 2021  
Subject: February 2021 Building Report

Number of Permits and Construction Value

Permit Type	Permits Issued	Prior Months	Year Total	Cancelled Permits	Monthly (Current) Construction Value	Prior Months Construction Value	Less Cancelled Construction Values	Construction Values as of February 2021	Construction Values as February 2020
Single Family Residence									
Ward 1	0	6	6	\$	-	\$ 3,499,250.00	\$ -	\$ 3,499,250.00	\$ 10,230,000.00
Ward 2	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Ward 3	0	2	2	\$	-	\$ 1,764,750.00	\$ -	\$ 1,764,750.00	\$ -
Ward 4	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Multiple Residential	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Addition/Sunrooms	1	0	1	\$	130,000.00	\$ -	\$ -	\$ 130,000.00	\$ 157,000.00
Garages/Carports	2	2	4	\$	47,500.00	\$ 125,000.00	\$ -	\$ 172,500.00	\$ 160,000.00
Decks/Porches	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Fences/Pools	7	0	7	\$	340,000.00	\$ -	\$ -	\$ 340,000.00	\$ 1,000.00
Demolition	4	0	4	\$	122,980.00	\$ -	\$ -	\$ 122,980.00	\$ 30,000.00
House Raising	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Pole Barns	2	2	4	\$	143,000.00	\$ 188,000.00	\$ -	\$ 331,000.00	\$ -
Commercial/Industrial	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Miscellaneous	1	0	1	\$	-	\$ -	\$ -	\$ -	\$ -
Shed	2	1	3	\$	55,160.00	\$ 9,700.00	\$ -	\$ 64,860.00	\$ 35,000.00
Roof	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Septic System	1	0	1	\$	35,000.00	\$ -	\$ -	\$ 35,000.00	\$ 25,000.00
Sign	3	1	4	\$	3,000.00	\$ 1,000.00	\$ -	\$ 4,000.00	\$ -
Green Houses/Winery	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ -
Renovations	2	2	4	\$	100,000.00	\$ 191,000.00	\$ -	\$ 291,000.00	\$ -
Additions/Renovation-Commercial/Industrial/Insti	1	0	1	\$	50,000.00	\$ -	\$ -	\$ 50,000.00	\$ 3,570,000.00
Plumbing only	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ 30,000.00
Demolition Out Buildings	0	0	0	\$	-	\$ -	\$ -	\$ -	\$ 5,000.00
Total Permits/Construction Value	26	16	42	0	\$ 1,026,640.00	\$ 5,778,700.00	\$ -	\$ 6,805,340.00	\$ 14,243,000.00

Permit Fee Totals		Development Charges	Monthly Totals	Year To Date
		Charged - SFR	\$ -	\$ 91,853.00
Monthly Total	\$ 7,480.93	Charged - Com/Ind/Inst	\$ -	\$ -
Yearly Total	\$ 42,776.67	Waived - SFR	\$ -	\$ -
Previous Year Total	\$ 86,429.55	Waived - Com/Ind/Inst	\$ -	\$ -

Monthly Building Permit Totals

Permit Categories	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled	Year Total	
														Permits		
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	1	0	0	0	0	0	0	0	0	0	0	0	1	1	
Garages/Carports	2	2	0	0	0	0	0	0	0	0	0	0	0	4	4	
Decks/Porches	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fences/Pools	0	7	0	0	0	0	0	0	0	0	0	0	0	7	7	
Demolition	0	4	0	0	0	0	0	0	0	0	0	0	0	4	4	
House Raising	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Pole Barns	2	2	0	0	0	0	0	0	0	0	0	0	0	4	4	
Commercial/Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Miscellaneous	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	
Shed	1	2	0	0	0	0	0	0	0	0	0	0	0	3	3	
Roof	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Septic System	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	
Sign	1	3	0	0	0	0	0	0	0	0	0	0	0	4	4	
Green Houses/Winery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Renovations	2	2	0	0	0	0	0	0	0	0	0	0	0	4	4	
Additions/Renovation-Commercial/Industrial/Institutional	0	1	0	0	0	0	0	0	0	0	0	0	0	1	1	
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	26	0	0	0	0	0	0	0	0	0	0	0	42	0	42

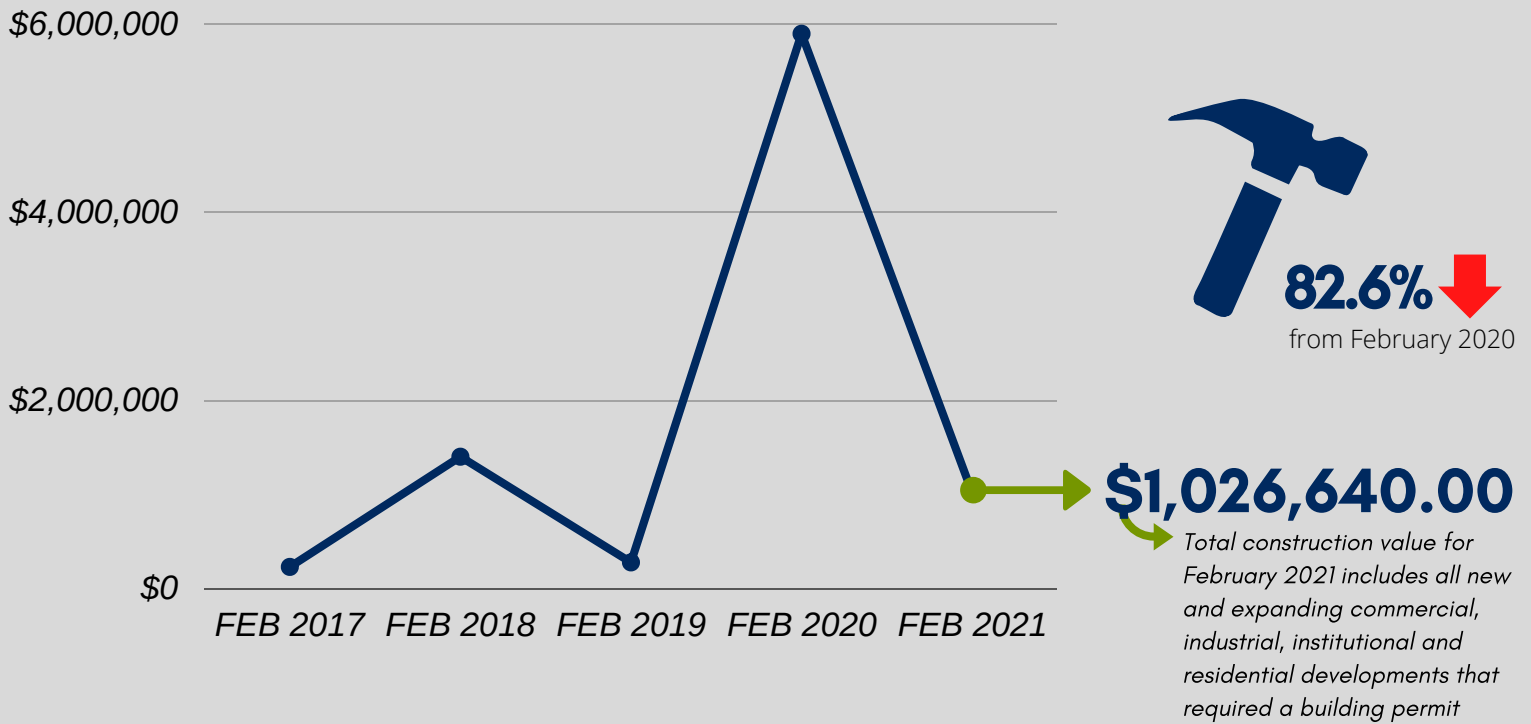
Monthly Permit Fee Totals

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	\$ -	\$ 360.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360.00	\$ -	\$ 360.00
Garages/Carports	\$ 228.50	\$ 244.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 472.50	\$ -	\$ 472.50
Decks/Porches	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fences/Pools	\$ -	\$ 943.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 943.00	\$ -	\$ 943.00
Demolition	\$ -	\$ 2,394.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,394.10	\$ -	\$ 2,394.10
House Raising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pole Barns	\$ 1,504.00	\$ 1,014.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,518.00	\$ -	\$ 2,518.00
Commercial/Industrial	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
Shed	\$ 100.00	\$ 247.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 347.50	\$ -	\$ 347.50
Roof	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Septic System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sign	\$ 100.00	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175.00	\$ -	\$ 175.00
Green Houses/Winery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations	\$ 1,250.64	\$ 1,542.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,792.89	\$ -	\$ 2,792.89
Additions/Renovation-Commercial/Industrial/Institutional	\$ -	\$ 361.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 361.08	\$ -	\$ 361.08
Plumbing only	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition Out Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 35,295.74	\$ 7,480.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,776.67	\$ -	\$ 42,776.67

Monthly Construction Value Total

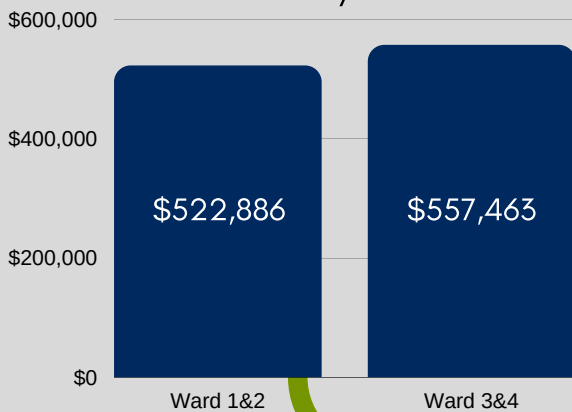
Permit Categories	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled Permits	Year Total
Single Family Residence															
Ward 1	\$ 3,499,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,499,250.00	\$ -	\$ 3,499,250.00
Ward 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ward 3	\$ 1,764,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,764,750.00	\$ -	\$ 1,764,750.00
Ward 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Multiple Residential	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additions/Sunrooms	\$ -	\$ 130,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,000.00	\$ -	\$ 130,000.00
Garages/Carports	\$ 125,000.00	\$ 47,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172,500.00	\$ -	\$ 172,500.00
Decks/Porches	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fences/Pool	\$ -	\$ 340,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 340,000.00	\$ -	\$ 340,000.00
Demolition	\$ -	\$ 122,980.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,980.00	\$ -	\$ 122,980.00
House Raising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pole Barns	\$ 188,000.00	\$ 143,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 331,000.00	\$ -	\$ 331,000.00
Commercial/Industrial	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shed	\$ 9,700.00	\$ 55,160.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,860.00	\$ -	\$ 64,860.00
Roof	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Septic System	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00	\$ -	\$ 35,000.00
Sign	\$ 1,000.00	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00
Green Houses/Winery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations	\$ 191,000.00	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 291,000.00	\$ -	\$ 291,000.00
Additions/Renovation-Commercial/Industrial/Institutional	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ 50,000.00
Plumbing only	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition Out Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,778,700.00	\$ 1,026,640.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,805,340.00	\$ -	\$ 6,805,340.00

## Total Yearly Construction Value

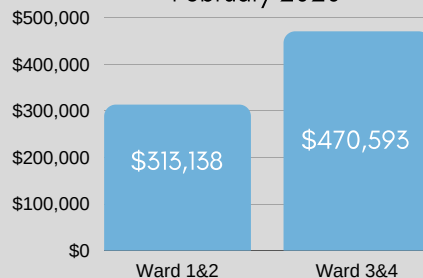


## Real Estate

### Average Sale Price February 2021



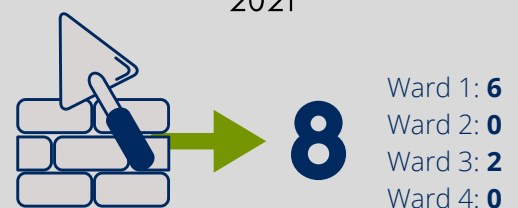
### Average Sale Price February 2020



### Total Single Family Dwellings Sold 2021



### Total Single Family Home Permits 2021





## Report to Council

Department: Development Services  
Division: Development Services  
Date: March 15, 2021  
Prepared by: Lori Chadwick, Director, Development Services  
Report Number: Development Services-2021-01  
Subject: Electronic Building Permit & Inspection Software  
Number of Pages: 6

### Recommendation(s)

**That** Development Services Report 2021-01 entitled Electronic Building Permit & Inspection Software prepared by Lori Chadwick, Director, Development Services dated March 15, 2021 be received; and

**That** Council authorize Administration to procure and implement the electronic building permit and inspection software "Cloudpermit" through single source means according to Procurement By-law 1043 Section 9.08 j) for a period of 5 years.

### Purpose

In accordance with the Town Procurement By-Law Number 1043 Section 9.08 j), Council approval is required for purchases in excess of \$100,000. This report is to seek Council's approval to appoint Cloudpermit Inc. to provide the Town with the electronic building permit and inspection software.

## Background and Discussion

As the pandemic forces municipalities to find new ways to deliver meaningful and effective customer service with physical distancing, office closures, and a shift away from paper as a safe means of exchanging information, e-permitting is on the rise within the building and construction industry. As a result, Town of Essex Administration has considered how to continue to deliver a high level of customer service throughout the Corporation, including in the Building Services Division of the Development Services Department.

Currently, the Building Division uses a variety of methods in accepting permit applications, including hard copy submissions, whether through walk-in, by appointment, or in a curbside drop-off box and are also received via email to the Building Division's general inbox. Administration currently processes applications, payments, approvals, and inspections manually. There is, therefore, currently no e-permitting solution available to customers to interact with Administration and provide assistance in their permitting process or tracking capabilities except through over the counter assistance or via telephone or email correspondence. Often, modifications to plans are required that necessitate further back and forth over the counter, phone, or through email.

Although these processes have kept the Town moving forward, we have recognized the inefficiencies and delays. Moreover, based on the 2020 actuals and 2021 forecasts, the Building Division will likely to be just as inundated during this building season.

Since Administration considers customer service as a top priority, as evidenced in the Corporate Strategic Plan and in the Service Delivery Review, an e-permitting system in the Building Division will allow our customers to apply for building permits, schedule inspections, and track progress from their offices or homes 24 hours a day, 7 days a week thereby potentially reducing the cost and time to the customers while improving our service delivery under a modernized approach.



“Cloudpermit” is an international e-permitting company that is becoming the standard in Ontario for these types of programs. Their goal has been to provide a web-based service to make the building permit process faster and easier, while meeting the diverse needs of citizens, municipalities, architects, engineers, and other construction experts. Not only do 250 municipalities in North America and Europe use Cloudpermit as their e-permitting solution, but over 40 municipalities in Ontario do as well. Most recently, Cloudpermit has offered their end-to-end e-permitting solution to benefit all stakeholders in Essex County, with Leamington and Kingsville soon entering their procurement phases with Cloudpermit, thereby making it easier and more consistent for contactors and designers that provide their services in our region.

In order to procure Cloudpermit through single source means, the Town was required to review our Procurement By-law 1043 as well as the Canadian Free Trade Agreement (CFTA).

As described under the Town’s Procurement By-law 1043, Section 9.08. j),

“Compatibility between existing products, such as computer software, is necessary in order to maintain consistency within the Town of Essex”, and as described under CFTA Article 513 Limited Tendering Section 1.b. (v), “Compatibility with existing goods, or to maintain specialized goods that must be maintained by the manufacturer of those goods or its representative”.

In summary and in justification of the above:

- Cloudpermit offers seamless integration with our GeoCortex to improve accuracy and streamline the building permit process for building department and its communities. With GeoCortex integration, users can select the project location from a list of municipal addresses and see locations on a map with property borders.
- Cloudpermit is able to ensure the compatibility with our Great Plains System. Our historic permitting information in Great Plains can do an export\import to the

Cloudpermit system. Cloudpermit is currently working with two Great Plains users in Ontario -Town of Selwyn and Township of Cavan Monaghan.

To further justify the benefits of Cloudpermit:

- The Municipal Property Assessment Corporation (MPAC) first ingested information from Cloudpermit through Application Programming Interface (API) in June 2020 using a standardized MPAC-issued template. This has resulted in 100% building permit ingestion into MPAC system.
- Cloudpermit has partnered with the Ontario Building Officials Association (OBOA).
- Contractors will be able to submit applications completely online and view permit status and inspection status as well throughout the entire construction process.
- Currently 43 municipalities are using Cloudpermit to submit building permit information through MPAC. They occupy the largest market shares of 19.57% Building Permit Software Providers in Southwestern Ontario. City of Windsor is the area's existing user of Cloudpermit, and as mentioned in this report, the Town of Kingsville and the Municipality of Leamington are proceeding through their procurement process.
- The service model with Cloudpermit allows municipalities to collaborate on practices and share resources for further system advancement. It also offers a familiar platform to construction companies and contractors who may work in numerous communities across the region.
- Cloudpermit can reduce costs for items such as, printing costs for building permit applications, building plans, truss/heating drawings, site plans, etc.
- Lastly, Cloudpermit is currently in the final stages of developing a Planning Module. It is their intention to scrutinize the functionality of that offering to support the submission and tracking of planning applications.

## Financial Impact

The cost structure that was provided by Cloudpermit is consistent for 5 years, is reasonable in comparison to municipalities in Ontario with a similar building permit intake level as the Town of Essex, includes updates to the program and customer support at no extra cost, and is broken down as follows:

- Hardware Purchase of Tablets and other workstation requirements at \$12,000.00;
- One time implementation fee of \$3,000.00 payable upon execution of the agreement;
- Annual Subscription fee of \$32,000.00 payable upon execution of the agreement and each January 1, thereafter for the duration of the agreement to 2025;

The overall financial impact for the term of the agreement is \$175,000.00. The 2021 Capital and Operating Budget as approved included the Hardware Purchase, Implementation Fee, and Annual Subscription Fee for 2021. The annual subscription fee of \$32,000 for years 2022 to 2025 will be included in each applicable budget. It is proposed that the annual subscription fee will be offset in the Building Services Operating Budget by a proposed increase in Building Permit Fees, to be presented in a Report to Council in the near future, while the purchase of hardware has been identified and approved in the 2021 Capital Budget. The Town is also in the process of applying for a Municipal Modernization Grant that could potentially assist in funding the 2021-2022 annual subscription fees.

## Consultations

Jackson Tang, Assistant Manager, Business Services

Kevin Carter, Chief Building Official / Manager of Building Services & By-law Enforcement

Jack Barron, Manager, Information Technology

Jeffrey Morrison, Director, Corporate Services / Treasurer

## Link to Strategic Priorities

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

### Report Approval Details

Document Title:	Electronic Building Permit and Inspection Software - Development Services-2021-01.docx
Attachments:	
Final Approval Date:	Mar 9, 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 - Mar 9, 2021 - 5:41 PM**



## Report to Council

Department: Development Services  
Division: Planning  
Date: March 15, 2021  
Prepared by: Rita Jabbour, RPP, Manager, Planning Services  
Report Number: PLANNING2021-06  
Subject: Notice of Intention to Designate (195 Bagot Street, Colchester Schoolhouse)  
Number of Pages: 11 including attachments

### Recommendation(s)

**That** Planning report PLANNING2021-06 entitled "Notice of Intention to Designate (195 Bagot Street, Colchester Schoolhouse)" prepared by Rita Jabbour, RPP, Manager, Planning Services dated March 15, 2021 be received, and

**That** Council authorize the 'Notice of Intention to Designate' for the property municipally known as 195 Bagot Street (Colchester Schoolhouse), and

**That** the Notice be published in a newspaper having general circulation in the Municipality and the Notice be served on the Ontario Heritage Trust in accordance with subsection 29 (3) of the Ontario Heritage Act.

### Purpose

To inform Council of the cultural heritage value and interest of the property at 195 Bagot Street South (Colchester Schoolhouse). Serving Notice of intention to designate is

required under section 29 of the Ontario Heritage Act if Council intends to designate a property to be of cultural heritage value or interest.

## Background and Discussion

Council may, by bylaw, designate a property within the Municipality to be of cultural heritage value or interest if the property meets the prescribed criteria and the designation is made in accordance with the process set out under section 29 of the Ontario Heritage Act (hereinafter referred to as the “Act”).

Ontario Regulation 9/06 establishes the criteria for determining cultural heritage value or interest for the purposes of clause 29 (1) (a) of the Act. In accordance with the prescribed regulations, a property may be designated under section 29 of the Act if it meets one (1) or more of the following criteria:

1. The property has design or physical value, or
2. The property has historical value or associate value, or
3. The property has contextual value.

### Statement of Cultural Heritage Value or Interest

The property at 195 Bagot Street obtains its cultural heritage value and interest from the Colchester Schoolhouse structure itself.

The Schoolhouse has **design and physical value** because it is a rare, unique and representative example of a style, type and construction method. The Schoolhouse was built in a Victorian vernacular style as evidenced by its architectural features and was patterned after a school house design and building notes published in the 1866 *Canada Farmer* newspaper. The style was characterized by a square footprint, gable massing, elongated rectangular fenestration and a prominent belfry. Architecturally, the Schoolhouse includes a number of decorative embellishments including carved keystones, raised quoins, and dogtooth course brick trims

along the roofline, which have been identified as significant heritage attributes which provide the building with its cultural heritage significance under **Appendix A** of this report.



**Figure 1.** Photo of Schoolhouse looking Southwest from Bagot Street and depicting gable massing, quoins and prominent belfry (Photo Courtesy: Jeremy Parsons, 2020)





**Figure 2.** Inset date stone under dogtooth stringcourse brick trim along roofline  
(Photo Courtesy: Jeremy Parsons, 2020)



**Figure 3.** Window voussoir with central keystone carved with floral motif and flanking label stop stones with cross motifs (Photo Courtesy: Jeremy Parsons, 2020)

This rural Schoolhouse style also illustrates the trend in the Ontario education system during the 19<sup>th</sup> century. Championed by Dr. Egerton Ryerson (1803-1882), the “father” of public education in Ontario, one-room schoolhouses provided local education and were the model of education in Ontario for generations.

The Schoolhouse has historical value because it yields, or has the potential to yield, information that contributes to an understanding of the community and culture. The Schoolhouse is representative of the region’s unique social history as a racially integrated school, in contrast to neighbouring segregated schools. Despite the integration of white and black children, local histories indicate the presence of racism through the Schoolhouse’s history.



**Figure 4.** Photo of Schoolhouse and cohort from 1888.



**Figure 5.** Photo of Schoolhouse and cohort from 1928.

The location of the Schoolhouse at 195 Bagot Street has contextual value because it is important in defining the character of the area, is historically linked to its surroundings and is a local landmark. Known locally as the “Little Red School” and officially as School Section Two (S.S. #2), within the former Township of Colchester, the Schoolhouse was built at its present location to replace two (2) previous structures. The Schoolhouse functioned as a central educational and community space for the Village of Colchester and the broader rural area. The Schoolhouse’s location at the northwest corner of Bagot and Sullivan Street and its east and south yard with views to the Schoolhouse have been identified as significant heritage attributes which provide the property with its cultural heritage significance under **Appendix A** of this report.





**Figure 6.** Location Map of 195 Bagot Street

Like many rural schools, the Schoolhouse served an important role in educating generations of children until it was closed in 1965 when the community's educational institutions were centralized in Harrow. The Schoolhouse and grounds are also part of a small historic precinct of public and religious buildings and cultural landscapes located along the waterfront, and is connected to the history of the Village of Colchester and the surrounding area. The property's contextual relationship with the village historic precinct including its frontages and views to the Christ Church building, rectory, cemetery and cemetery chapel has been identified as a significant heritage attribute which provide the property with its cultural heritage significance under **Appendix A** of this report.



**Figure 7.** Contextual photograph looking Northwest showing proximity to Christ Church  
(Photo Courtesy: Jeremy Parsons, 2020)





**Figure 8.** Contextual Photograph looking North down Bagot Street (Photo Courtesy: Jeremy Parsons, 2020)

### Designation Process

Before giving Notice of its intention to designate, a Council must consult with its municipal heritage committee, in accordance with subsection 29 (2) of the Act. The Essex Municipal Heritage Committee (EMHC) was presented with the statement of cultural heritage value and list of heritage attributes detailed in **Appendix A** of this report at their regular meeting on **Thursday February 25, 2021**. The Committee provided its support for the designation of 195 Bagot Street through resolution (**EMHC-21-02-15**).

Should Council support the recommended action to initiate the notice of intention to designate, a notice will be served on the Ontario Heritage Trust and published in the local newspapers. A person who objects to a proposed designation shall, within thirty (30) days after the date of publication of the notice of intention, serve on the Clerk of the municipality a notice of objection setting out the reason for the objection and all relevant facts. Where a notice of

objection has been served, the Council shall, upon expiration of the thirty-day period, refer the matter to the Conservation Review Board for a hearing and report.

If no notice of objection is served within the 30-day period, the Council shall:

- (i) pass a by-law designating the property, OR
- (ii) withdraw the notice of intention to designate the property by causing a notice of withdrawal be published in a newspaper having general circulation in the municipality and served on the Ontario Heritage Trust

In accordance with the Act, any permit that allowed for the alteration or demolition of the property that was issued before the day the notice of intention to designate was served is void as of the day the notice is given (No permit respecting the property has been issued).

If designated, no present or future owner of the property shall alter or permit the alteration of the property if it is likely to affect the property's heritage attributes as identified in **Appendix A** of this report. Designation **does not** prohibit the alteration of interior space or the continued use and enjoyment of the property and building for its present or future purpose as identified under the Town's Comprehensive Zoning Bylaw, Bylaw 1037.

## **Financial Impact**

195 Bagot Street is presently owned and assumed by the Town of Essex. The Town will be responsible for maintaining the building and its heritage attributes as it has since acquisition. Financial impacts will be presented to Council during the annual budget process if future restoration work is required to the building's heritage attributes. No immediate works are proposed/required.

## **Consultations**

Doug Sweet, Director of Community Services/Deputy CAO

Jeffrey R. Morrison, Director, Corporate Services/Treasurer

## Essex Municipal Heritage Committee (EMHC)

### 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:	Notice of Intention to Designate (195 Bagot Street, Colchester Schoolhouse).docx
Attachments:	- Appendix A.docx
Final Approval Date:	Mar 9, 2021

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



**Lori Chadwick, Director, Development Services - Mar 8, 2021 - 2:05 PM**



**Chris Nepszy, Chief Administrative Officer - Mar 9, 2021 - 5:21 PM**

## APPENDIX A

### **Description of Property – 195 Bagot Street, Colchester Schoolhouse**

195 Bagot Street is located at the corner of Bagot and Sullivan Street in the hamlet of Colchester and is legally described as LOT 5 W/S BAGOT STREET, PL 18 COLCHESTER; PT LOT 5 E/S SYDENHAM STREET, PL 18 COLCHESTER PT 2, 12R6837, ESSEX. It is comprised of the Colchester Schoolhouse: a one-and-half storey, one room brick schoolhouse built in 1881. The property forms part of a small historic precinct of buildings and landscapes along the waterfront.

### **Statement of Cultural Heritage Value and Interest**

195 Bagot Street retains significant historical, architectural and contextual value as a one – room brick schoolhouse built in 1881. Built to replace an earlier structure, the Colchester Schoolhouse (known as School Section Two S.S. #2) functioned as a central educational and community space for the village of Colchester and the broader rural area.

Like many rural schools, the Colchester Schoolhouse served an important role in educating generations of children until it was closed in 1965, when educational institutions were centralized in the Town of Harrow. The Schoolhouse is also representative of the region's unique social history as a racially integrated school, in contrast to nearby segregated schools. Despite the integration of black and white children, local histories indicate the presence of racism through the Schoolhouse's history.

Known locally as "The Little Red School" in Colchester, the brick building was built in a Victorian vernacular architectural style, comparable to other one-room schoolhouses patterned from the 1866 *Canada Farmer* stylized building plans. The style is characterized by a square footprint, gabled massing, elongated rectangular fenestration, and a prominent belfry. Architecturally, the Colchester schoolhouse contains a number of decorative embellishments including carved keystones, raised quoins, and dogtooth course brick trim along the roofline.

The rural schoolhouse style illustrates the trend in the Ontario education system during the 19th century. Championed by Dr. Egerton Ryerson (1803-1882), the "father" of public education in Ontario, one-room schoolhouses provided local education and community and were the model of education in Ontario for generations.

## Description of Heritage Attributes

Key exterior attributes that embody the Colchester Schoolhouse as a good example of a 19<sup>th</sup> century rural schoolhouse and as a central educational and community space for the village of Colchester include its:

- Location at the northwest corner of Bagot and Sullivan Street
- Contextual relationship of the property with the village historic precinct including the frontages and views to the church building, rectory, cemetery, and chapel;
- Mass, form, and style of original schoolhouse;
- Red brick cladding in common brick bond on all four elevations;
- Fieldstone foundation;
- Roof belfry with square housing, bell, and finial;
- Later brick chimney and crown;
- Dogtooth stringcourse brick trim along roofline.
- All existing window openings topped with rowlock and header brick voussoirs and underscored by cast stone lug sills;
- Projecting keystones with central keystone carved with floral motifs and flanking label stop stones;
- Decorative stretcher course quoins arranged and offset in three course sections;
- Inset date stone under southern gable apex reading "School Section No. 2, 1881";
- Round vent opening under northern gable apex;
- East yard, from Bagot Street, with views to the schoolhouse;
- South yard, from Sullivan Street, with views to the schoolhouse



## Report to Council

Department: Development Services

Division: Planning

Date: March 15, 2021

Prepared by: Corinne Chiasson, Assistant Planner

Report Number: Planning 2021-04

Subject: Natural Heritage Conservation Easement Agreement –  
3rd Concession Road, Part Lot 17, CON 2, designated  
Part 1 on 12R-28527

Number of Pages: 4 including attachments

### Recommendation(s)

**That** Planning Report 2021-04 entitled Natural Heritage Conservation Easement Agreement – Part Lot 17, CON 2, designated Part 1 on 12R-28527, prepared by Corinne Chiasson, Assistant Planner, dated March 15, 2021 be received, and

**That** Council adopt Bylaw 1994 being a bylaw to enter into a Conservation Easement Agreement between the Owner of Part Lot 17, CON 2, designated Part 1 on 12R-28527 and The Corporation of the Town of Essex.

### Purpose

To provide Council with background information regarding the requested natural heritage conservation easement agreement for lands identified as Part Lot 17, CON 2, designated as Part 1 on 12R-28527 in the former Township of Colchester South, Ward 3.

## Background and Discussion

On November 17, 2020, the Town of Essex Committee of Adjustment approved an application for Consent to Sever (B-18-20) for the subject lands known municipally as 3873 3rd Concession Road, currently owned by Mr. Marc Johnston, and located in the former Township of Colchester South, Ward 3.

The approval by the Committee resulted in the severance of a 6.88 acre parcel from the subject lands to be added to the abutting lands identified as 3881 3rd Concession Road, also owned by Mr. Johnston. The retained parcel resulted in a balance of 5 acres. The severed and retained portions are outlined in **Figure 1**.



**Figure 1.** Severance proposal for 3873 3<sup>rd</sup> Concession Road

The severed parcel contains an existing natural heritage feature that has been identified as a significant woodlot, valleyland, and Provincially Significant Wetland. As a result, a condition of the Committee's approval requires the Owner to enter into a Conservation Easement Agreement with the Town of Essex in order to prohibit any use which would damage or destroy the "Protected Area", identified as Part Lot 17, CON 2, designated as Part 1 on 12R-28527, or prevent its reforestation and enhancement. 12R-28527, identifying the "Protected Area" is **attached to this report**.

This condition was applied by the Committee to ensure that the Consent to Sever complied with the policies of the Provincial Policy Statement (PPS) and the natural heritage policies of the Town's Official Plan. The Owner is in agreement with this condition and has reviewed the Conservation Easement Agreement **attached to this report**. Council's approval of Bylaw 1994 is required to execute the Agreement. Once executed, the Agreement will be registered on title for the lands identified as Part 1 on 12R-28527 only.

## **Financial Impact**

None. The applicant's solicitor will be registering the agreement on title, thus the costs associated with this will be borne by the applicant. For future such agreements, the respective applicant will be responsible for these costs.

## **Consultations**

Robert Auger, Town Solicitor/Clerk

Jeffrey Morrison, Director, Corporate Services/Treasurer

Rita Jabbour, Manager, Planning Services

Kevin Carter, Manager of Building Services/Chief Building Official

Dan Lebedyk, Essex Region Conservation Authority (ERCA)

## 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:	Natural Heritage Conservation Easement.docx
Attachments:	- BYLAW CONSERVATION EASEMENT.docx - 2020-372 Ref Plan - Final.pdf
Final Approval Date:	Mar 10, 2021

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

**Rita Jabbour, Manager, Planning Services - Mar 9, 2021 - 6:56 PM**



**Lori Chadwick, Director, Development Services - Mar 10, 2021 - 9:06 AM**



**Chris Nepszy, Chief Administrative Officer - Mar 10, 2021 - 11:44 AM**



**The Corporation of the Town of Essex**  
**By-Law Number 1994**  
**Being a by-law to enter into a Conservation Easement Agreement between**  
**Marc Johnston**

**and**

**The Corporation of the Town of Essex**

WHEREAS Marc Johnston is the owner of a parcel of land described as CON 2, Part Lot 17, Part 1 on Reference Plan 12R-28527, Town of Essex, in the County of Essex, and Province of Ontario (hereinafter the "Lands");

And whereas the owner is desirous of entering into a Conservation Easement with the Municipality over a parcel of land described as CON 2, Part Lot 17, Part 1 on Reference Plan 12R-28527 in the County of Essex and Province of Ontario (hereafter referred to as "Protected Area");

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF ESSEX ENACTS AS FOLLOWS:

1. That the Mayor and the Clerk are hereby authorized to execute the Conservation Easement Agreement attached hereto as Schedule "1" to this By-law, with the Owner relating to and over a parcel of land described as CON 2, Part Lot 17, designated as Parts 1 on Registered Plan 12R-28527 Town of Essex, in the County of Essex and Province of Ontario.

Read a first, a second and a third time and finally passed on March 15, 2021.

\_\_\_\_\_

Mayor

\_\_\_\_\_

Clerk

## **SCHEDULE “1”**

**THIS AGREEMENT made in duplicate this 15<sup>th</sup> day of March, 2021**

**BETWEEN:**

**MARC JOHNSTON**

(hereinafter called the “OWNER”)

**OF THE FIRST PART**

-and-

**TOWN OF ESSEX**

(hereinafter called the “MUNICIPALITY”)

**OF THE SECOND PART**

WHEREAS Marc Johnston is the owner of a parcel of land described as 3873 Concession Road 3, CON 2, PT LOT 17, Town of Essex, in the County of Essex, and Province of Ontario;

AND WHEREAS the owner is desirous of entering into a Conservation Easement with the Municipality over a parcel of land described as CON 2, PT Lot 17, Part 1 on Reference Plan 12R-28527 in the County of Essex and Province of Ontario (hereafter referred to as “Protected Area”);

In consideration of the sum of two (\$2.00) dollars now paid by the Owner to the Municipality, the Owners and the Municipality agree to the covenants, restrictions and easements as set out in this Agreement which shall run with the lands in perpetuity.

### **ARTICLE 1**

#### **DEFINITIONS**

- 1.1 For the purposes of this Agreement, the following words and phrases shall have the following meanings:
- (a) “Agreement” or “this Agreement” means this Conservation Easement Agreement and the schedules attached hereto as at the date hereof and as amended from time to time.
  - (b) “Covenants” mean the covenants set out in Article 4 as the same may be waived, varied or released by the Municipality in accordance with this Agreement.
  - (c) “Easement” means the rights and easement in respect of the Lands granted by the Owners to the Municipality in Article 5 of this Agreement.
  - (d) “Lands” means the lands and premises of the Owners situate in the Province of Ontario and more particularly described as CON 2 PT LOT 17.
  - (e) “Owners” means the above named parties of the First Part and any person who at any time after registration of this Agreement becomes the registered owner of the Lands or any part thereof or any ownership interest therein, including a trustee for any beneficial owner of the Lands.

- (f) "Protected Area" means that part of the Lands including the natural heritage conservation area that is to be protected and identified as Part of Lot 17, Concession 2, Part 1 on Reference Plan 12R-28527.

## ARTICLE 2

### REPRESENTATIONS AND WARRANTIES

- 2.1 The Owners covenants and warrants that the Owners are the legal, beneficial and registered owners of the Lands with good title thereto.
- 2.2 The parties represent and warrant to each other that the Lands, identified as, CON 2 PT LT 17, including the current use and the significant natural features of the Lands intended to serve as an objective information base for monitoring compliance with this Agreement.
- 2.3 The Lands include significant natural features which the Owners and the Municipality have agreed to protect and enhance.

## ARTICLE 3

### INTENTION

- 3.1 It is the intention of the parties that this Conservation Easement Agreement will ensure the protection of the natural features in the Protected Area and will prevent any use of the Protected Area that will damage or destroy those natural features. More specifically, it is intended that the use of the Protected Area will be restricted to natural heritage conservation uses that are consistent with the primary intention of the parties.

## ARTICLE 4

### COVENANTS

- 4.1 The Owners shall not use the Protected Area or permit any use of the Protected Area, which shall damage or destroy the natural features of the Protected Area or prevent their restoration. Without limiting the generality of the foregoing, the Owners expressly covenants and agrees that, except with the prior written approval which shall not be unreasonably withheld by the Municipality, the Owners shall not conduct the following in the Protected Area:
- (a) grant any easements in, over, on, under or through the Lands;
  - (b) sever or subdivide ;
  - (c) construct, erect, maintain or allow construction, erection or maintenance of any new building or structure, including without limitation, transmission tower or lines, fences, and signs;
  - (d) construct, improve or allow the construction or improvement of any road, parking lot, dock, aircraft landing strip or other such facility, except for the maintenance of existing foot trails, fire lanes or other accesses;

- (e) operate any motorized vehicles on the subject lands, outside of the existing established trails .

use or allow the Protected Area to be used as a trailer or mobile home park, parking or storage area;

dump or allow the dumping of soil, rubbish, ashes, garbage, waste or other unsightly or offensive materials of any type or description;

use or allow the use of pesticides, insecticides, herbicides, chemicals or other toxic materials of any type or description;

- (f)

change or allow any changes in the general appearance or topography of the Lands, including and without limiting the generality of the foregoing, the construction of drainage ditches, tile drains, retaining walls, dams or ponds or any similar undertakings, as well as the dumping, excavation, dredging, or removal of loam, gravel, soil, rock, sand or other materials;

- (g)

remove, destroy or cut or allow removal, destruction or cutting of trees, shrubs or other vegetation;

plant or allow the planting or other introduction of non-native plant or animal species within the Lands;

- (h)

permit agricultural livestock to enter or to use the Protected Area and maintain any fencing along the boundaries of the Protected Area in a condition that will prevent agricultural livestock from entering onto the Protected Area; or,

undertake or allow others to undertake any activities, actions or uses detrimental or adverse to water conservation or erosion control, soil conservation or the preservation of native plant and animal species.

- 4.2 The request for approval referred to in paragraph 4.1 shall be delivered to the Municipality and such approval shall be deemed to have been given by the failure of the Municipality to reply in writing within sixty (60) days of making of such request.

## ARTICLE 5

### EASEMENT

- 5.1 The Owners hereby grants to the Municipality an easement to permit the Municipality's employees, officers, to enter on and have access to the Lands at reasonable times and subject to the requirements specified below and for the following purposes:

- (a) inspection, in order to determine compliance with this Agreement; and,
- (b) for all purposes reasonably necessary or incidental to the exercise of the rights hereby created or related to any of the foregoing purposes.

- 5.2 Prior to entry or access to the Lands for the purposes identified in Section 5.1 the Municipality shall provide written notice to the Owners.

- (a) for the purposes specified in paragraph 5.1 (a) at least twenty four (24) hours written notice; and
  - (b) for the purposes specified in paragraph 5.1 (b) at least ten (10) days written notice. This notice shall describe the nature, scope, design, location, timetable and any other material aspect of the activity proposed.
- 5.3 No right of access by the general public to any portion of the Lands is granted by this Agreement.

## ARTICLE 6

### OWNERS' OBLIGATIONS AND INDEMNITY

- 6.1 The Owners shall at the expense of the Owners, continue to care for and maintain the Protected Area as would a careful and prudent owner. In particular, and without limiting the generality of the foregoing, the Owners shall:
- (a) maintain the Protected Area in a good condition, and keep the Protected Area free of construction liens; and
  - (b) pay as they become due municipal and provincial taxes, rates and fees charged or levied against the Protected Area.
- 6.2 The Owners shall and do hereby indemnify and save harmless the Municipality, its directors, officers, employees, agents and contractors from and against any and all actions, causes of action, suits, claims, demands by or on behalf of any person arising out of or occasioned by any act or omission, negligence or otherwise, in the use and maintenance of the Protected Area by the Owners, any licensee or lessee thereof or anyone for whom the Owners are in law responsible, including any liability arising from any existing or future environmental matters or conditions affecting the Protected Area.

## ARTICLE 7

### DEFAULT

- 7.1 In the event of breach of or default in the obligations and covenants of the Owners under this Agreement, the Municipality may take action available to it at law, in equity, by statute or under this Agreement provided that the Municipality shall first give to the Owners written notice of the default which notice shall specify the nature of the non-compliance and the measures necessary to secure compliance with the terms of the Agreement. If notice of default is given, the Owners shall have sixty (60) days following receipt of the notice of default to complete the required measures and to rectify the non-compliance or default.
- 7.2 If the Municipality in its sole discretion determines that the circumstances require immediate action to prevent or mitigate damage to the natural features of the Protected Area, the Municipality may pursue its remedies under this Article 7 without prior notice to the Owners and without waiting for the expiry of the sixty (60) day notice period as otherwise required under paragraph 7.1.

- 7.3 In the event that the Owners have failed to provide compliance within the sixty (60) day period allowed, then the Municipality shall be entitled to enter onto the Lands and to complete those works and measures necessary to provide compliance and to remedy the default at the expense of the Owners. Until paid to the Municipality by the Owners, such costs of remedy incurred by the Municipality shall be a debt owed by the Owners to the Municipality and shall be a charge upon the Lands enforceable in the same manner as a Mortgage and recoverable by the Municipality in a court of law.
- 7.4 The parties recognize that damages based upon market value may not be adequate or effective for destruction of or restoration of the natural features of the Protected Area as they existed prior to default or breach of the Agreement. Accordingly, the parties agree that:
- (a) compensation to the Municipality in the event of default or breach of the Agreement may be based upon market value, restoration or replacement costs whichever, in the opinion of the court shall better compensate the Municipality; and
  - (b) in addition, and without limiting the scope of the other enforcement rights available to the Municipality under this Agreement, the Municipality may bring an action or an application for injunctive relief to prohibit or prevent default or the continuance of default under this Agreement.

## ARTICLE 8

### NOTICE

- 8.1 Any notice to be given or required under this Agreement (which term in this paragraph includes any request or waiver) shall be in writing and sent by personal delivery, email or by registered prepaid mail to the parties.
- 8.2 Any notice so delivered or any notice so forwarded by email, personal delivery, or other means of communication shall be deemed to have been given on the next business day following the day of delivery or forwarding and any notice so mailed shall be deemed to have been given on the fourth business day following the day of mailing. Either party may in any manner aforesaid give notice to the other party of any change in address, or email thereof and thereafter the new address, or email shall be the address of such party for the purpose of giving notice hereunder.

## ARTICLE 9

### GENERAL PROVISIONS

- 9.1 Rights reserved by Owner: The Owners reserve to themselves, and to their successors and assigns, and any transferee there from, all rights accruing from their ownership of the Lands, including the right to engage in or permit or invite others to engage in, all uses of the Lands that are not expressly prohibited in this Agreement and are not inconsistent with the purpose and terms of this Agreement.
- 9.2 Owner not Liable: No person who is an Owner shall be liable to the Municipality for any breach of or default in the obligations owed to the Municipality under this Agreement

committed after the registration of a transfer by such person of that person's interest in the Lands.

- 9.3 Registration: The Municipality may register this Agreement against the title to the Lands and the Owners shall execute any document that may be required to allow such registration.
- 9.4 Failure to Exercise or Enforce Rights: No failure by the Municipality to require performance by the Owners of any provision of this Agreement shall affect the right of the Municipality thereafter to enforce such obligations and no failure by the Owners to perform any of its rights or obligations hereunder shall be taken as a waiver of such performance or the performance of any other obligation in the future.
- 9.5 Time of the Essence: Time shall be of the essence of this Agreement and shall be deemed to remain so notwithstanding any extension of any time limit.
- 9.6 Severability: All provisions of this Agreement including each of the covenants shall be severable and should any be declared invalid or unenforceable, the validity and enforceability of the remaining provisions shall not be affected thereby.
- 9.7 Costs: Save as provided herein or ordered by any court or tribunal, each party shall be responsible for its own legal fees and related expenses arising from the negotiations and implementation of the Agreement.
- 9.8 Joint and Several: Whenever the Owner comprises more than one person, the Owners' obligations in this Agreement shall be joint and several.
- 9.9 Entire Agreement: This Agreement is the entire agreement between the parties with respect to the matters dealt with herein, and no understandings or agreements, verbal collateral or otherwise, exist between the parties except as herein expressly set out.
- 9.10 Enurement: This Agreement including the Easement and the Covenants shall run with the Lands in perpetuity or until such time as the Municipality, or its successor or assign authorizes their release and shall enure to the benefit of and be binding upon the parties hereto and their respective successors, assigns, heirs, executors, and personal representatives as the case may be.
- 9.11 Acts Beyond Party's Control: Neither party shall be liable to the other for damage to or change in the Lands resulting from causes beyond the control of such party, including without limitation, accidental fire, flood, storm, earth quake, subsidence, trespass, insect infestation or disease.

IN WITNESS WHEREOF the Owners and the Municipality have executed this Agreement.

This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original and all of which taken together will be deemed to constitute one and the same instrument.

SIGNED, SEALED AND DELIVERED                    )     The Corporation of the TOWN OF ESSEX

In the presence of                                    )

)

)

<hr/>	)	<hr/>
Witness of (Landowner)	)	Per:
	)	I have the authority to bind the Corporation
	)	
	)	
	)	
<hr/>	)	<hr/>
Date	)	Marc Johnston
	)	
	)	
	)	
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COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE SMART-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0). COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O. REG 216/10		
POINT ID	NORTHING	EASTING
ORP-A	15276382.08	1139052.38
ORP-B	15276289.92	1140358.14
ORP-C	15274934.85	1139641.47
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		



PARTS SCHEDULE				
PART	LOT	CONC	P.I.N.	AREA(sq.ft.)
1	PART OF LOT 17	CONCESSION	PART OF 75196-0219(LT)	299706.8 Sq.Ft. 6.88 Acres
2	PART OF LOT 17	2	PART OF 75196-0219(LT)	218585.2 Sq.Ft. 5.02 Acres

PARTS 1 & 2 (INCLUSIVE) COMPRISES ALL OF PIN 75196-0219(LT)

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT

DATE: FEBRUARY 17, 2021

*Bloss J. Sutherland*

BLOSS J. SUTHERLAND  
ONTARIO LAND SURVEYOR

PLAN 12R-28527

RECEIVED AND DEPOSITED

DATE: 2021/02/17

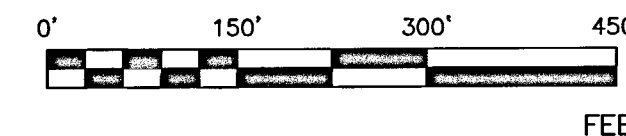
*Silvia Franka*

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF ESSEX (12)

PLAN OF SURVEY  
OF  
PART OF LOT 17, CONCESSION 2  
(IN THE GEOGRAPHIC TOWNSHIP OF COLCHESTER SOUTH)  
IN THE  
TOWN OF ESSEX  
COUNTY OF ESSEX, ONTARIO

TOTAL TECH SURVEYING INC.

SCALE : 1"=150'



#### BEARING REFERENCE

BEARINGS ARE UTM GRID, DERIVED FROM THE OBSERVED REFERENCE POINTS A, B AND C, BY REAL TIME NETWORK (RTN) OBSERVATIONS, NAD83 UTM ZONE 17, (CSRS), (2010).

A CLOCKWISE ROTATION OF 1°03'13" MUST BE APPLIED TO PLAN 12R-16792 FOR COMPARISON.

A CLOCKWISE ROTATION OF 1°13'50" MUST BE APPLIED TO PLAN (P2) BELOW FOR COMPARISON.

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

#### DISTANCES

DISTANCES HEREON ARE HORIZONTAL GROUND AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999859177

#### AREAS

AREAS SHOWN ON THIS PLAN ARE IN SQUARE FEET AND CAN BE CONVERTED TO SQUARE METRES BY DIVIDING BY 10.76391.

#### SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 9<sup>th</sup> DAY OF DECEMBER, 2020.

DATE: FEBRUARY 17, 2021

*Bloss J. Sutherland*

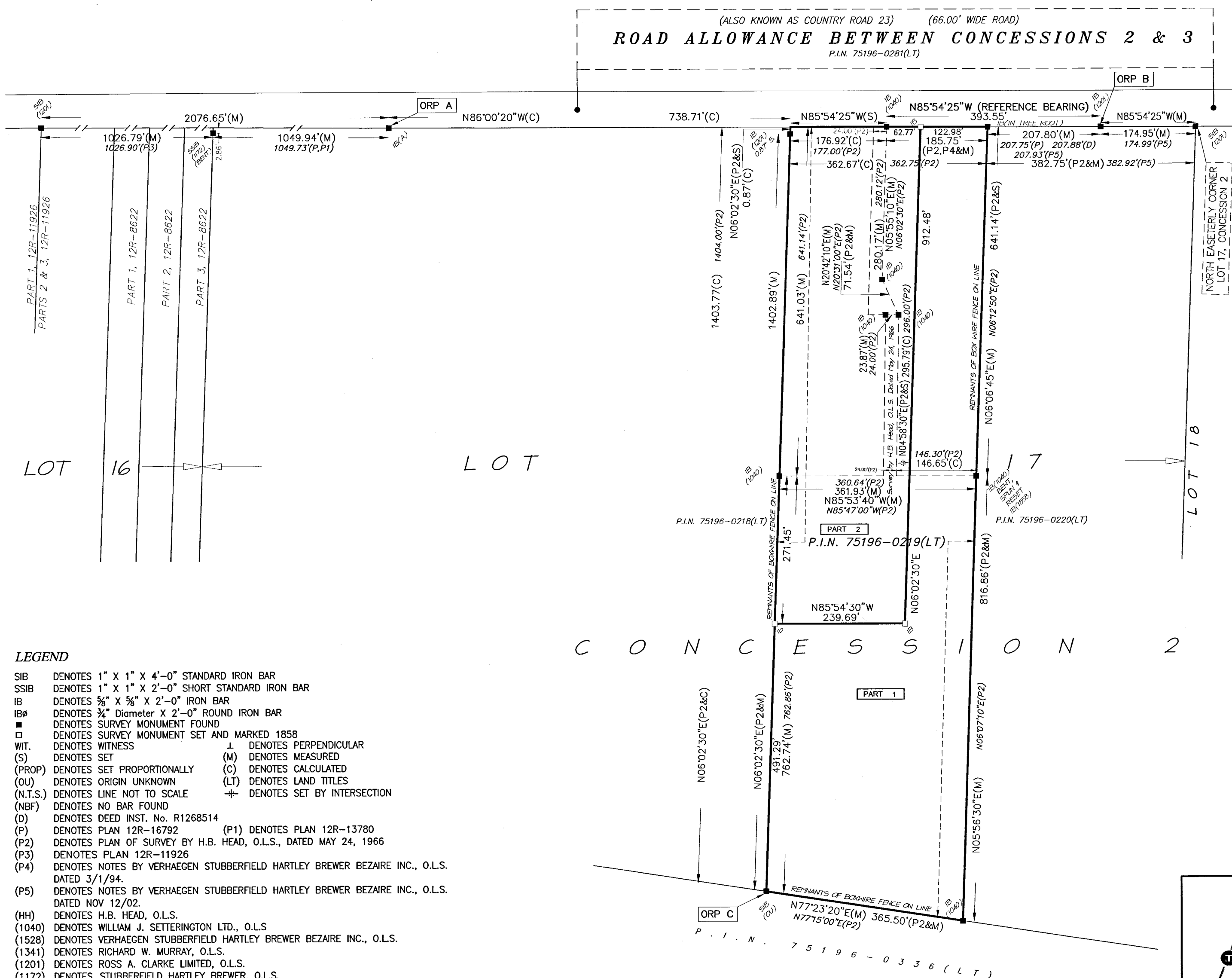
BLOSS J. SUTHERLAND  
ONTARIO LAND SURVEYOR  
for TOTAL TECH SURVEYING INC.



**Total  
Tech  
Surveying Inc.**

341 Talbot St. N.  
Units 2 & 3  
Essex, ON N8M 2W3  
(519) 776-9887

Drawn by: W.R.G. Checked by: B.J.S. Job No: 2020-372 Plan File No: C-358



#### LEGEND

- SIB DENOTES 1" X 1" X 4'-0" STANDARD IRON BAR  
SSIB DENOTES 1" X 1" X 2'-0" SHORT STANDARD IRON BAR  
IB DENOTES 5/8" X 5/8" X 2'-0" IRON BAR  
IBØ DENOTES 3/4" Diameter X 2'-0" ROUND IRON BAR  
■ DENOTES SURVEY MONUMENT FOUND  
□ DENOTES SURVEY MONUMENT SET AND MARKED 1858  
WIT. DENOTES WITNESS  
(S) DENOTES SET  
(PROP) DENOTES SET PROPORTIONALLY  
(OU) DENOTES ORIGIN UNKNOWN  
(N.T.S.) DENOTES LINE NOT TO SCALE  
(NBF) DENOTES NO BAR FOUND  
(D) DENOTES DEED INST. No. R1268514  
(P) DENOTES PLAN 12R-16792  
(P2) DENOTES PLAN OF SURVEY BY H.B. HEAD, O.L.S., DATED MAY 24, 1966  
(P3) DENOTES PLAN 12R-11926  
(P4) DENOTES NOTES BY VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S. DATED 3/1/94.  
(P5) DENOTES NOTES BY VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S. DATED NOV 12/02.  
(HH) DENOTES H.B. HEAD, O.L.S.  
(1040) DENOTES WILLIAM J. SETTERINGTON LTD., O.L.S.  
(1528) DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZAIRE INC., O.L.S.  
(1341) DENOTES RICHARD W. MURRAY, O.L.S.  
(1201) DENOTES ROSS A. CLARKE LIMITED, O.L.S.  
(1172) DENOTES STUBBERFIELD HARTLEY BREWER, O.L.S.
- (P1) DENOTES PLAN 12R-13780  
(M) DENOTES MEASURED  
(C) DENOTES CALCULATED  
(LT) DENOTES LAND TITLES  
+ DENOTES SET BY INTERSECTION  
⊥ DENOTES PERPENDICULAR



## Report to Council

Department: Development Services

Division: Planning

Date: March 15, 2021

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

Report Number: Planning-2021-03

Subject: Subdivision Agreement for Parkland Woods (1552843 Ontario Limited)

Number of Pages: 7 including attachments

### Recommendation(s)

**That** Planning Report 2021-03 entitled Subdivision Agreement for Parkland Woods (1552843 Ontario Limited) prepared by Rita Jabbour, RPP, Manager, Planning Services dated March 15, 2021 be received, and

**That** Council adopt Bylaw 1993 being a bylaw to enter into a Subdivision Agreement between the Corporation of the Town of Essex and 1552843 Ontario Limited for the lands comprising Part of Lot 12, Second Range of the Gore (former Colchester South), and

**That** the Subdivision Agreement be registered against the lands to which it applies by the Municipality as notice to prospective purchasers.

### Purpose

To enter into a Subdivision Agreement with 1552843 Ontario Limited in accordance with the conditions of draft plan approval issued by the County of Essex on February 8, 2021

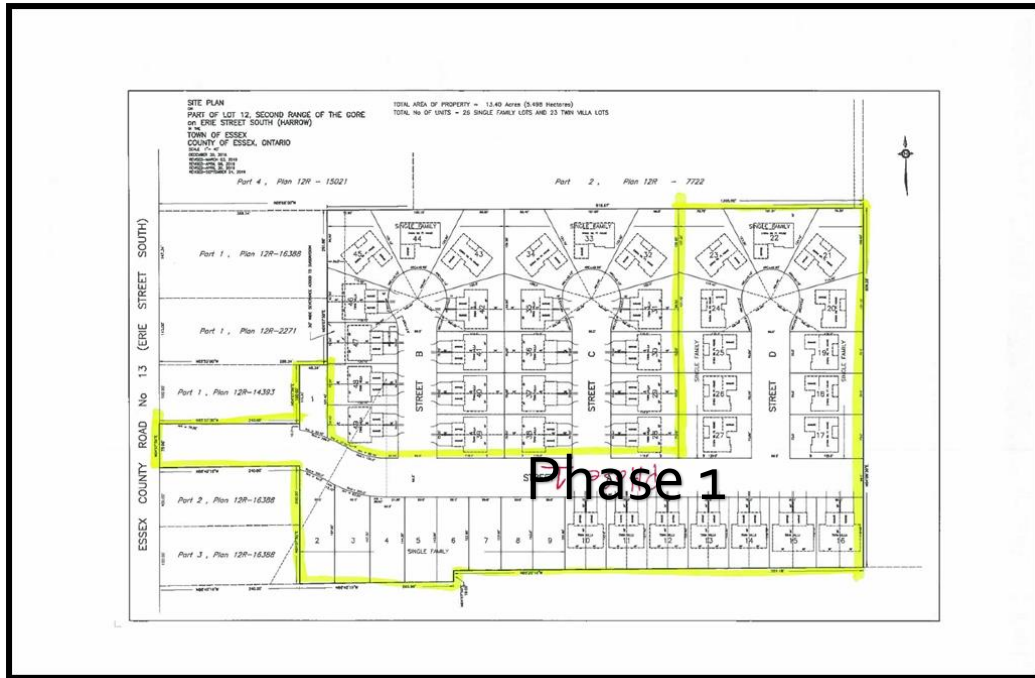
for the development of the Parkland Woods Subdivision (Part of Lot 12, Second Range of the Gore, Colchester South).

## Background and Discussion

The proposed Parkland Woods subdivision is located on the East side of County Road 13, south of Pollard Drive (see **Figure 1**). The lands are legally described as Part of Lot 12, Second Range of the Gore, Colchester South. The proponent, 155284 Ontario Limited (Noah Homes), submitted an application for approval of a plan of subdivision to the County of Essex (the approval authority) on August 10, 2020. The draft plan consists of twenty-six (26) lots for single detached dwellings and twenty-three lots (23) for semi-detached dwellings (two-unit dwellings), for a total of seventy-two (72) dwelling units that will be developed in two (2) phases (see **Figure 2**).



**Figure 1.** Location of Subject Property



**Figure 2.** Draft Plan of Subdivision with Phasing Plan

On Monday November 23, 2020, Council hosted a virtual public meeting to receive public comments on the draft plan of subdivision, pursuant to subsection 51 (20) of the *Planning Act*. Subsequent to this meeting, Council passed resolution **R20-12-454** requesting that the Manager of Planning Services for the County of Essex give draft plan of subdivision approval to the proponent subject to the following:

1. That 1552843 Ontario Limited (Noah Homes) enter into a subdivision agreement with the Town for the provision of roads and other services and facilities to the subdivision;
2. Such other conditions requested by the Manager of Planning Services for the County of Essex, as a condition of draft plan of subdivision approval; and
3. That Council agrees to accept cash in lieu of a parkland dedication and to permit the construction of a storm water management pond and public parking area on Town lands, in accordance with the provisions of the subdivision agreement.

On February 8, 2021, the County of Essex issued notice of their decision to **approve** the draft plan of subdivision for Parkland Woods subject to certain conditions. **A copy of the decision and conditions are attached to this report.** The appeal period expired on March 1<sup>st</sup>. No appeal of the decision was filed with the County of Essex. **A copy of the letter confirming no appeals received is attached to this report.**

As prescribed under condition #2, the Owner must enter into a subdivision agreement with the Municipality wherein the Owner agrees to satisfy all the requirements, financial and otherwise, of the Municipality concerning the payment of development charges, provisions of roads, installation and capacity of services, including sanitary sewage collection systems, water distribution systems, private utilities and storm water management facilities for the development of the lands within the plan.

Bylaw 1993 is a bylaw to enter into a Subdivision Agreement between the Corporation of the Town of Essex and 1552843 Ontario Limited and includes all relevant conditions as issued by the County of Essex in their notice of decision. Following adoption of the Bylaw, the proponent will be responsible for registering the agreement against the subject lands and will have until **February 8, 2024** to satisfy all conditions as set out in the County's decision.

Conditions of draft plan approval may be changed at any time before final approval is given. The Municipality is entitled to receive notice of any changes to the conditions of approval of the proposed plan of subdivision. It is the proponent's responsibility to fulfill the conditions of draft approval.

## **Financial Impact**

All development charges applicable to the construction of residential dwellings per the provisions of the Act and past practice within the subdivision are due upon issuance of building permit. Development charges for the Harrow Primary Settlement Area for residential use are imposed at the following rate:

Service	August 28, 2019- August 27, 2020	August 28, 2020- August 27, 2021	August 28, 2021- December 31, 2021	January 1, 2022- December 31, 2022	January 1, 2023- December 31, 2023	January 1, 2024- August 27, 2024
<b>Municipal Wide Services:</b>						
Services Related to a Highway	0%	0%	0%	25%	50%	75%
Fire Protection Services	0%	0%	0%	25%	50%	75%
Policing Services	0%	0%	0%	25%	50%	75%
Outdoor Recreation Services	0%	0%	0%	25%	50%	75%
Indoor Recreation Services	0%	0%	0%	25%	50%	75%
Library Services	0%	0%	0%	25%	50%	75%
Administration	0%	0%	0%	25%	50%	75%
<b>Area Specific Charges (Wastewater)</b>						
Ward 4-Harrow Service Area	0%	0%	0%	25%	50%	75%

The Town is required to fund waived development charges, be it through taxation, user rates or any other form of revenue. The total amount of development charges utilizing 2021 rates for 72 single- and semi-detached dwelling units are as follows:

Municipal Wide (Hard Services)	Municipal Wide (Soft Services)	Area Specific Wastewater	Total
\$231, 912	\$383, 976	\$157, 248	<b>\$773, 136</b>

The total potential upset limit of waived development charges utilizing 2021 rates for the Parkland Woods development is \$773, 136 with \$615,888 funded through property tax and \$157,248 funded through the Town's sanitary sewer reserves.

In the 2021 Operating Budget, the budgeted amount for forecasted waived development charges is as follows:

2021 Development Charges Forecasted to be Waived		
Municipal Wide (Hard and Soft Services)	Area Specific Wastewater	Total
\$416,264	\$89,528	<b>\$505,792</b>

If all development charges for the Parkland Woods development are incurred in 2021, the budget shortfall from property taxation will therefore be \$199,624 and \$67,720 from the sanitary sewer reserve.

However, a development of this size, consisting of two phases generally takes 24 months to develop. The above depiction therefore describes the potential shortfall in relation to what was forecasted in the 2021 Budget.

All costs associated with the construction of the public parking area on the municipal recreational lands will be borne by the proponent.

## Consultations

Robert Auger, Town Solicitor/Clerk

Doug Sweet, Director of Community Services/Deputy CAO

Jeffrey R. Morrison, Director, Corporate Services/Treasurer

Kevin Girard, Director, Infrastructure Services

Kevin Carter, Manager of Building Services, Chief Building Official

## 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:	Subdivision Agreement for Parkland Woods (1552843 Ontario Limited).docx
Attachments:	<ul style="list-style-type: none"><li>- Decision and Conditions 37T20004 Parkland Estates.pdf</li><li>- no appeals letter 37T20004 Parkland Woods Branco.pdf</li><li>- BYLAW1993.docx</li><li>- Parkland final Agreement.docx</li></ul>
Final Approval Date:	Mar 10, 2021

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



**Lori Chadwick, Director, Development Services - Mar 10, 2021 - 9:07 AM**



**Chris Nepszy, Chief Administrative Officer - Mar 10, 2021 - 11:46 AM**

**Applicant:** 1552843 Ontario Limited  
**File No.:** 37-T-20004  
**Municipality:** Town of Essex  
**Location:** Part of Lot 12, Second Range of the Gore  
(Former Colchester South)

**Date of Decision:** February 8, 2021  
**Date of Notice:** February 8, 2021  
**Last Date of Appeal:** March 1, 2021  
**Lapsing Date:** February 8, 2024

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## NOTICE OF DECISION

### On Application for Approval of Draft Plan of Subdivision Subsection 51(37) of the Planning Act

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Approval of Draft Plan of Subdivision to the application in respect of the subject lands noted above, is proposed to be given by the County of Essex. All submissions were considered as part of the decision-making process. Refinements to the conditions of draft approval reflect the public/agency input and submissions. A copy of the decision is attached.

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#### When and How to File an Appeal

Notice to appeal the decision to the Local Planning Appeal Tribunal (LPAT) must be filed with the County of Essex no later than 20 days from the date of this notice as shown above as the last date of appeal.

The notice of appeal should be sent to the attention of the Manager, Planning Services at the address shown below and it must,

- (1) include a completed **Appellant Form (A1) Planning Act** available from the LPAT website [www.elto.gov.on.ca](http://www.elto.gov.on.ca), and
- (2) be accompanied by the prescribed filing fee payable by certified cheque or money order to the Minister of Finance.

#### Who Can File An Appeal

Only individuals, corporations or public bodies may appeal the decision of the County of Essex to the Local Planning Appeal Tribunal. An appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal to the decision of the County, including the lapsing provisions or the conditions, unless the person or public body, before the decision of the County, made oral submission at a public meeting or written submissions to the Council or, in the LPAT's opinion, there is reasonable grounds to add the person or public body as a party.

#### Right of Applicant or Public Body to Appeal Conditions

The applicant, the Minister, the Municipality, or any public body that, before the County made its decision, made oral submissions at a public meeting or written

submissions to the County, may at any time before the final plan of subdivision is approved, appeal any of the conditions imposed by the County to the LPAT by filing with the County a notice of appeal.

#### How to receive Notice of Changed Conditions

The conditions of an approval of draft plan of subdivision may be changed at any time before the final approval is given. You will be entitled to receive notice of any changes to the conditions of approval of the proposed plan of subdivision if you have made a written request to be notified of changes to the conditions.

No person or public body shall be added as a party to the hearing of an appeal of the decision of the County, including the lapsing provisions or the conditions, unless the person or public body, before the County made its decision, made oral submissions at a public meeting or written submissions to the County, or made a written request to be notified of the changes to the conditions or, in the Local Planning Appeal Tribunal's opinion, there are reasonable grounds to add the person or public body as a party.

#### Getting Additional Information

Additional information about the application is available for public inspection during regular office hours at the County of Essex at the address noted below or from the Town of Essex.

#### Mailing Address for Filing a Notice of Appeal

County of Essex  
Attention: Rebecca Belanger, Manager, Planning Services  
360 Fairview Avenue West  
Essex, ON N8M 1Y6  
Tel: (519) 776-6441, Ext. 1325  
Fax: (519) 776-4455

**Applicant:** 1552843 Ontario Limited  
**File No.:** 37-T-20004  
**Municipality:** Town of Essex  
**Location:** Part of Lot 12, Second Range of the Gore  
(Former Colchester South)

**Date of Decision:** February 8, 2021  
**Date of Notice:** February 8, 2021  
**Last Date of Appeal:** March 1, 2021  
**Lapsing Date:** February 8, 2024

The County of Essex conditions and amendments to final plan of approval for registration of this Subdivision are as follows:

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<b>No.</b>	<b>Conditions</b>
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1. That this approval applies to the draft plan of subdivision, prepared by Verhaegen Land Surveyors, a division of J.D. Barnes Ltd., dated July 16, 2020, which shows twenty-six (26) lots for single family dwellings and twenty-three (23) lots for forty-six (46) semi-detached dwelling units for a total of seventy-two (72) dwelling units. **(COMPLETE)**
2. That the Owner enters into a subdivision agreement with the Municipality wherein the Owner agrees to satisfy all the requirements, financial and otherwise, of the Municipality concerning the payment of development charges (including educational development charges), provisions of roads, installation and capacity of services, including sanitary sewage collection systems, water distribution system, private utilities and stormwater management facilities for the development of the lands within the plan. **(COMPLETE)**
3. That the subdivision agreement between the Owner and Municipality contain provisions requiring financial contributions be made and/or secured to the Municipality including all required letters of credit, cash securities and insurances. Securities will not be released or reduced until after final completion of all required municipal infrastructure and services and any and all deficiencies have been addressed to the satisfaction of the Municipality. **(COMPLETE)**
4. That the Owner be required to enter into a subdivision agreement with the Municipality and that the Owner shall register the agreement against the title of the lands.
5. That the road allowances included in this draft plan shall be shown and dedicated as public highways, and that dead ends and open sides of road allowances created by this plan of subdivision, shall be terminated in 0.3 metre reserves to be conveyed to the Municipality.
6. That the streets shall be named to the satisfaction of the Municipality.
7. That the subdivision agreement between the Owner and the Municipality contain provisions to the satisfaction of the Municipality regarding parkland conveyance which stipulates that in lieu of the gratuitous dedication of parkland, the Owner shall construct a public parking area, access road and related facilities to them, on Municipal lands, entirely at the expense of the owner without encumbrance in accordance with the parking plan developed by Rood Engineering Inc. submitted March 30, 2020. The agreement shall stipulate that the Owner

**Applicant:** 1552843 Ontario Limited  
**File No.:** 37-T-20004  
**Municipality:** Town of Essex  
**Location:** Part of Lot 12, Second Range of the Gore  
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**Lapsing Date:** February 8, 2024

shall construct and complete the parking area in a time period acceptable to the Town and shall post a letter of credit, in favour of the Town, equal to the cost of the stated facilities.

**(COMPLETE)**

8. That the subdivision agreement contains provisions to the satisfaction of the Municipality regarding the construction of a 2.5 meter multi-use trail along the north side of Street 'A' from the intersection with the east paved shoulder on County Road 13 for the entire length of Street 'A'. Further that the subdivision agreement contain a provision that a notice into all Agreements of Purchase and Sale, Leases and Transfers for lots on Street 'A' making persons aware that the multi-use trail will be constructed on the Town's lands adjacent to their property and that no structures or excavations are to take place beyond their property line without a written permit or written permission of the Town. **(COMPLETE)**
9. The subdivision agreement between the Owner and the Municipality shall contain the following provisions to the satisfaction of the Municipality:
  - a) The Owner agrees to erect a subdivision sign with a map showing the road pattern, the location of community facilities and the trail.
  - b) The Owner further agrees to separately identify the specific trail construction costs in the comprehensive infrastructure letter of credit.
  - c) The Owner further agrees to adhere to a specific trail construction timetable and schedule showing the specific location of the trail with the provision that the trail will be constructed no later than when eighty percent (80%) of the construction permits are issued for the lots flanking Streets 'A' OR within two (2) years of the installation of roads and curbs on Street 'A', whichever comes first.
  - d) The Owner further agrees to the provision for the retention of secured monies to ensure the repair of the trail damaged during construction. **(COMPLETE)**
10. That prior to final approval by the County of Essex, the County is to be advised by the Municipality that this proposed subdivision conforms to the zoning by-law in effect.
11. That prior to final approval of any phase in the development, the Municipality shall confirm that sewage treatment conveyance and lagoon capacity, and water supply capacity, are available for all lots in the proposed phase of the development.
12. That the subdivision agreement between the Owner and the Municipality contain provisions to the satisfaction of the Municipality regarding the phasing or timing of the development. That the Owner shall submit plans showing any revised phasing to the Municipality for review and approval if this subdivision is to be developed in more than one registration. **(COMPLETE)**

**Applicant:** 1552843 Ontario Limited  
**File No.:** 37-T-20004  
**Municipality:** Town of Essex  
**Location:** Part of Lot 12, Second Range of the Gore  
(Former Colchester South)

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**Last Date of Appeal:** March 1, 2021  
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13. That the Owner shall provide easements as may be required for services, utility or drainage purposes, and where required by the Municipality, daylight corners and/or 0.3 metre reserves shall be shown on the final plan and conveyed in a form satisfactory to the Municipality and the relevant agency.
14. That the Owner provide to the municipality all servicing plans and reports for the review and final approval by the Municipality in accordance with the Development Standards Manual.
15. That the Owner provide to the municipality a final storm water management report for the review and final approval by the Municipality in accordance with the Development Standards Manual.
16. That the subdivision agreement between the Owner and the Municipality contain provisions requiring that the Owner provide details on the intended drainage and grading between the proposed development and the existing lots along County Road 13, Pollard Drive, and Poplar Drive. The proposed drainage and grading plan will need to be prepared to the satisfaction of and approved by the Municipality.
17. That the subdivision agreement between the Owner and the Municipality contain provisions, to the satisfaction of the Municipality and the Essex Region Conservation Authority, that stipulate that the Owner will finalize the engineering analysis to identify stormwater quality and quantity measures as necessary to control any increase in flows in downstream watercourses, up to and including the 1:100 year design storm and in accordance with the Windsor-Essex Stormwater Management Standards Manual.**(COMPLETE)**
18. That the subdivision agreement between the Owner and the Municipality contain provisions that requires that the Owner installs the stormwater management measures identified in the engineering analysis completed as part of the development for the site and undertake to implement the recommendations contained therein, to the satisfaction of the Municipality and the Essex Region Conservation Authority. **(COMPLETE)**
19. That the subdivision agreement between the Owner and the Municipality contain provisions that states the Owner agrees to construct, entirely at its expense, a stormwater management pond and related facilities on Municipal lands in a location satisfactory to the Director of Infrastructure Services, and as identified in the engineering analysis titled *Harrowland Parkland Estates Development in Harrow Centre, prepared by Rood Engineering Inc. dated March 30, 2020*, as amended by mutual agreement, and undertake to implement the recommendations contained therein, to the satisfaction to the Municipality and the Essex Region Conservation Authority.**(COMPLETED)**

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20. That prior to final approval, the Essex Region Conservation Authority shall require a copy of the fully executed subdivision agreement between the Owner and the Municipality, in wording acceptable to the Essex Region Conservation Authority, containing provisions to carry out the recommendations of the final plans, reports and requirements noted above.
21. That prior to undertaking construction or site alteration activities, any necessary permits or clearances be received from the Essex Region Conservation Authority in accordance with Section 28 of the Conservation Authorities Act.
22. That the subdivision agreement between the Owner and the Municipality contains the following clause:
- i. The Owner acknowledges that improperly constructed, maintained or abandoned oil, gas and water wells ("Wells") present a safety risk to humans as well as a potential risk to pollute groundwater resources. The Owner represents and warrants that it has researched Oil, Gas and Salt Resources Library and the Ministry of the Environment and Climate Change Well Records (the "Records") and has made itself aware of the presence of any Wells on the Lands. The Owner acknowledges that not all Wells are recorded or located accurately in the Records. The Owner further represents and warrants that is has:
    - i. Systematically searched the lands for potential Well sites; and
    - ii. Taken all other necessary steps to ensure that there are no other Wells on the Lands and that any Well found has been or will be capped in accordance with the applicable legislation, regulations or guidelines, the proof of which shall be submitted to the Municipality. **(COMPLETE)**
23. That the subdivision agreement between the Owner and the Municipality shall contain a provision that the Owner agrees to submit a Construction Management Plan which addresses among other matters, site access, construction traffic, parking for construction trades, material delivery and storage, staging, mud, dust and noise controls to the satisfaction of the Municipality, prior to commencement of subdivision servicing.  
**(COMPLETE)**
24. That the subdivision agreement between the Owner and the Municipality shall contain provisions stipulating that Street "A" access standards must be in accordance with those outlined in the Geometric Design Guide for Canadian Roads, most recent edition, for the County's review and approval. Further that active transportation facilities must be incorporated into the design/analysis.

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25. That the subdivision agreement between the Owner and the Municipality contain provisions, to the satisfaction of the Greater Essex County District School Board, the Windsor Essex Catholic District School Board, and the Municipality, requiring sidewalks or recreation pathways as per municipal requirements to facilitate pedestrian movement, bus routing stops and the safety of school children.
26. That the subdivision agreement between the Owner and the Municipality contain provisions, to the satisfaction of the Greater Essex County District School Board, the Windsor Essex Catholic District School Board, and the Municipality, requiring notice in every agreement of purchase and sale for purchasers of lots to be aware that students may not be able to attend the closest neighbourhood school and could be bused to a distant school with available capacity. **(COMPLETE)**
27. That the subdivision agreement between the Owner and the Municipality contain provisions, to the satisfaction of Canada Post Corporation and the Municipality, requiring notice in every agreement of purchase and sale for purchasers of lots to be aware of the locations of any community mailboxes within or serving the plan and that mail delivery will be provided via community mailboxes **(COMPLETE)**
28. That the subdivision agreement between the Owner and the Municipality contain provisions, to the satisfaction of Canada Post Corporation and the Municipality, that the Owner shall provide the following for each community mail box site and to include these requirements on the appropriate servicing plans: any required walkway across the boulevard, per municipal standards; any required curb depressions for wheelchair access, with an opening of at least two metres (consult Canada Post for detailed specifications) and a community mail box concrete base pad per Canada Post specifications. **(COMPLETE)**
29. That the subdivision agreement between the Owner and the Municipality contain a provision, to the satisfaction of the Municipality and the County, that prior to site alteration of any kind, and final approval by the County of Essex, the Owner shall complete and implement the recommendations contained in the Letter to Advice (reference AYL-L-066-19), which is valid until December 31, 2020, along with any other letters/authorizations/directions from the Ministry of Natural Resources and Forestry, and a certified biologist shall confirm in writing that any site alteration has been completed in accordance with the requirements of any letters/authorizations/directions issued under the Endangered Species Act. **(COMPLETE)**

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30. That the subdivision agreement between the Owner and the Municipality contains provisions to the satisfaction of the Municipality and the County that prior to site alteration and site servicing that permits will be obtained from the County of Essex in accordance with County standards. Further, the County requires the geometric design of Street 'A' and County Road 13 for review and approval. A permit is required to be obtained from the County of Essex for the construction of street "A" in accordance with County By-law #2481. Any and all signage visible from County Road 13 must be identified on the plans and must conform to the County guidelines and requires a County sign permit prior to installation.  
**(COMPLETE)**
31. That prior to final approval by the County of Essex, the Owner shall submit for review and approval by the Municipality, a draft of the final 12M plan.
32. That prior to final approval by the County of Essex, the County is advised in writing by the Municipality how Conditions 2 to 19 inclusive, 22 to 31 inclusive, have been satisfied.
33. That prior to final approval by the County of Essex, the County is advised in writing by the Essex Region Conservation Authority how Conditions 17 through 21 have been satisfied.
34. That prior to final approval by the County of Essex, the County is advised in writing by the Greater Essex County District School Board how Conditions 25 and 26 have been satisfied.
35. That prior to final approval by the County of Essex, the County is advised in writing by the Windsor Essex Catholic District School Board how Conditions 25 and 26 have been satisfied.
36. That prior to final approval by the County of Essex, the County is advised in writing by the Canada Post Corporation how Conditions 27 and 28 have been satisfied.
37. That prior to final approval by the County of Essex, the County is advised in writing by the County of Essex Infrastructure Services Department how condition 30 has been satisfied.



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### **NOTES TO DRAFT APPROVAL**

1. It is the applicant's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Essex, quoting the file number "**37-T-20004**".
2. We suggest that you make yourself aware of section 144 of the Land Titles Act and subsection 78(10) of the Registry Act.
3. Inauguration or extension of a piped water supply, a sewage system or a storm drainage system is subject to the approval of the Ministry of Environment under Section 23 and Section 24 of the Ontario Water Resources Act, R.S.O. 1980.
4. The Ministry of the Environment did not review this subdivision with respect to any groundwater, soil or soil atmosphere testing to fully discount the possibility that waste materials and/or other contaminants are present within or in close proximity to this subdivision. If either the Municipality or the Owner requires this assurance before proceeding any further with this plan of subdivision, a consultant(s) should be engaged to conduct the necessary investigations.
5. The Ministry of the Environment must be advised immediately should waste materials or other contaminants be discovered during the development of this plan of subdivision. If waste materials or contaminants are discovered, a further approval under Section 46 of the Environmental Protection Act may be required from that Ministry.
6. The costs of any relocations or revisions to Hydro One facilities or any other local electrical utility that are necessary to accommodate the subdivision will be borne by the developer.
7. Any easement rights of Hydro One or any other local electrical utility are to be respected.
8. The developer should contact the local Hydro One office or other local electrical utility to verify if any low voltage distribution lines may be affected by this proposal.
9. The developer is hereby advised that prior to commencing any work within the plan, the developer must confirm that sufficient wire-line communication/telecommunication infrastructure is currently available within the proposed development to provide communication/telecommunication service to the proposed development. In the event that such infrastructure is not available, the developer is hereby advised that the developer may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure. If the developer elects not to pay for

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such connection to and/or extension of the existing communication/telecommunication infrastructure, the developer shall be required to demonstrate to the municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services, i.e., 911 Emergency Services.

10. The Municipality shall register the subdivision agreement as provided by subsection 51(26) of the Planning Act, R.S.O. 1990 against the land to which it applies, as notice to prospective purchasers.

11. Clearances are required from the following agencies:

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

Planning Services  
Essex Region Conservation Authority  
360 Fairview Avenue West  
Essex, ON N8M 1Y6

Greater Essex County District School Board  
451 Park Street West  
P.O. Box 210  
Windsor, ON N9A 6K1

Windsor Essex Catholic District School Board  
1325 California Avenue  
Windsor, ON N9B 3Y6

Mr. Bruno DeSando  
Canada Post Corporation  
955 Highbury Avenue North  
London, ON N5Y 1A3

County of Essex Infrastructure Services  
360 Fairview Avenue West  
Suite 315, Essex, ON, N8M 1Y6

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If the agency's clearance concerns a condition in the subdivision agreement, a copy of the agreement should be sent to them. This will expedite clearance of the final plan. The County of Essex does not require a copy of the agreement. Please note that some agencies may have a fee to provide a clearance letter.

12. All measurements in subdivision and condominium final plans must be presented in metric units.
13. The approval of the draft plan will lapse on **February 8, 2024**. It is the responsibility of the applicant to request an extension of the draft approval if one is needed.

A request for extension should be made at least 60 days before the approval lapses because no extension can be given after the lapsing date. The request should include the reasons why an extension is needed and a resolution in support of the extension from the Town of Essex.

March 3, 2021

**VIA EMAIL ONLY**

Mr. Walter Branco  
1552843 Ontario Ltd.  
950 Seacliff Drive,  
Kingsville, ON N9Y 2K9

**Subject: Draft Plan Approval Letter**  
**Municipality: Town of Essex**  
**Location: Part of Lot 12, Second Range of the Gore**  
**Applicant: 1552843 Ontario Ltd.**  
**File No.: 37-T-20004**

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Dear Mr. Branco

This letter is further to the letter dated February 8, 2021 regarding the approval of the above-noted draft plan. Please be advised that the appeal period under subsection 51(39) of the Planning Act has expired and that no appeal of this decision was filed.

As indicated in the earlier letter, the approval of the draft plan of subdivision will lapse on **February 8, 2024**. The approval may be extended pursuant to subsection 51(33) of the Act, but no extension can be granted once the approval has lapsed. It is the responsibility of the applicant to request an extension of the draft approval if one is needed.

A request for an extension should be made at least 60 days before the approval lapses. The request should include the reasons why an extension is needed as well as a resolution in support of the extension from the Town of Essex.

It is the applicant's responsibility to fulfil the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to this office.

When submitting the plan for final plan approval, please ensure that the appropriate numbers of the original plan, mylars and paper copies to satisfy the requirements of the Registry Office, are forwarded to this office.

Should you have questions with regard to this matter, please do not hesitate to contact the undersigned.

Yours truly,



**REBECCA BELANGER, MCIP, RPP**  
Manager, Planning Services

Enclosure

cc Town of Essex  
ERCA

Brian Coad  
GECDSB

MMAH  
Canada Post

County ISD  
WECDSB

**The Corporation of the Town of Essex**

**By-Law Number 1993**

**Being a By-Law to enter into a Subdivision Development Agreement**

**between:**

**The Corporation of the Town of Essex and**

**1552843 ONTARIO LIMITED**

**WHEREAS** an application has been made by 1552843 ONTARIO LIMITED for approval of a Plan of Subdivision for residential purposes within the limits of the Town, the lands comprising the proposed Plan being more particularly described as Part of Lot 12, Second Range of the Gore (Former Colchester South), on the east side of County Road 13, south of Pollard Drive;

**AND WHEREAS** the draft plan approval applies to the draft plan of subdivision prepared by Verhaegen Land Surveyors, dated July 16, 2020, which shows twenty-six (26) lots for single detached dwellings and twenty-three (23) lots for forty-six (46) semi-detached dwelling units for a total of seventy-two (72) dwelling units;

**AND WHEREAS** a conditional approval of draft Plan of Subdivision has been issued by the County of Essex in file No. 37-T-20004, a copy of which is on file with the Clerk for the Town, such approval being conditional upon Council's acceptance of the draft plan of subdivision and the execution of a subdivision development agreement;

**AND WHEREAS** the Town has accepted the Draft Plan of Subdivision and supports the creation of residential lots to be registered with the local Land Registry Office;

**NOW THEREFOR** be it resolved that the Council of the Town of Essex enacts as follows:

That the Mayor and Clerk be directed to affix their signatures, on behalf of the Corporation of the Town of Essex, to the Subdivision Development Agreement attached hereto to Schedule '1' and forming part of this Bylaw, for the purpose of executing the Subdivision Development Agreement.

**Read a first, a second and a third time and finally passed on March 15, 2021.**

---

Mayor

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Clerk

**THIS AGREEMENT** made this 15<sup>th</sup> day of March 2021

BETWEEN:

1552843 ONTARIO LIMITED

Hereinafter called the "Owner"

OF THE FIRST PART

and

THE CORPORATION OF THE TOWN OF ESSEX

Hereinafter called the "Town"

OF THE SECOND PART

**WHEREAS** an application has been made by the Owner for approval of a Plan of Subdivision for residential purposes within the limits of the Town;

**AND WHEREAS** an approval of draft Plan of Subdivision has been issued by the County of Essex in file No. 37-T-20004, a copy of which is on file with the Clerk for the Town;

**AND WHEREAS** the draft plan of approval applies to the draft plan of subdivision prepared by Verhaegen Land Surveyors, a division of J.D. Barns LTD., dated July 16, 2020, which shows twenty-six (26) lots for single family dwellings and twenty-three (23) lots for forty-six (46) semi-detached dwelling units for a total of seventy-two (72) dwelling units;

**AND WHEREAS** the Town has accepted the proposal for a Plan of Subdivision and supports the creation of residential lots to be registered with the local Land Registry Office;

**AND WHEREAS** the lands comprising the proposed Plan are more particularly described as Part of Lot 12, Second Range of the Gore (Former Colchester South).



**NOW THEREFORE THIS AGREEMENT WITNESSETH** the parties hereto covenant and agree one with the other as follows:

### **SCOPE OF SUBDIVISION AGREEMENT**

1. The Owner agrees to satisfy all the requirements, financial and otherwise, of the Municipality as set out in this Agreement concerning the payment of development charges (including educational development charges), provisions of roads, installation and capacity of services, including sanitary sewage collection systems, water distribution system, private utilities and stormwater management facilities for the development of the lands legally described as Part of Lot 12, Second Range of the Gore (former Colchester South).
2. This Agreement consists of any schedules or other attachments referred to herein or therein, and all such material forms part of this Agreement together with all things, terms and provisions so incorporated.
3. Owner refers to any person or persons, corporation or other lawfully recognized entity that has the power and authority to bind the authorization and execution of this agreement. For the purpose of simplicity, in this agreement the Owner shall be referred to in the neutral.
4. Any reference in this Agreement to all or any part of any manual, statute, regulation, By-law or Council Resolution shall, unless otherwise stated, be a reference to that manual, statute, regulation, By-law or Council Resolution or the relevant part thereof, as amended, substituted, replaced or re-enacted from time to time.

### **SPECIAL PROVISIONS**

5. **STORMWATER QUANTITY AND QUALITY MANAGEMENT MEASURES** – The Owner shall:
  - a) Finalize to the satisfaction of the Municipality and the Essex Region Conservation Authority, the engineering analysis based on the Stormwater Management and Services Report, *Harrowland Parkland Estates Development in Harrow Centre, prepared by Rood Engineering Inc., dated March 30, 2020*, and as may be amended by mutual agreement between the Owner and the Town, to identify stormwater

- quality and quantity measures as necessary to control any increase in flows in downstream watercourses, up to and including the 1:100 year design storm and in accordance with the Windsor-Essex Stormwater Management Standards Manual.
- b) Agree to install, entirely at its expense, a stormwater management pond and all stormwater management measures and facilities, as identified in the engineering analysis titled *Harrowland Parkland Estates Development in Harrow Centre, prepared by Rood Engineering Inc. dated March 30, 2020*, as amended by mutual agreement, on Municipal lands in a location satisfactory to the Director of Infrastructure Services
  - c) Undertake to implement the recommendations contained within the said engineering analysis, to the satisfaction of the Municipality and the Essex Region Conservation Authority.
6. **PARKLAND CONVEYANCE** - In lieu of the gratuitous dedication of parkland, the Owner shall construct a public parking area, access road and related facilities to them, on Municipal lands, entirely at the expense of the Owner without encumbrance in accordance with the parking plan developed by Rood Engineering Inc. submitted March 30, 2020.
7. **PUBLIC PARKING AREA** - The Owner shall construct and complete the parking area in a time period acceptable to the Town and shall post a letter of credit, in favour of the Town, equal to the cost of the stated facilities.
8. **FENCING REQUIREMENT** - The Owner further agrees to install a continuous 1.8 metre high wooden privacy fence along the north lot lines of the dwellings abutting Harrowwood Community Living properties to a standard satisfactory to the Chief Building Official.
9. **Multi-Use Trail** - The Owner further agrees to construct, at its entire expense and according to the Town of Essex standard specifications and in a manner satisfactory to the Director of Infrastructure Services, the Greater Essex County District School Board and the Windsor Essex Catholic District School Board, a 2.5 meter wide multi-use trail along the north side of Street 'A' from the intersection with the east paved shoulder on

County Road 13 for the entire length of Street 'A' to facilitate pedestrian movement, bus routing stops and the safety of school children

- a) The Owner further agrees to insert a notice into all Agreements of Purchase and Sale, Leases and Transfers for lots on Street 'A' making persons aware that the multi-use trail will be constructed on the Town's lands adjacent to their property and that no structures or excavations are to take place beyond their property line without a written permit or written permission of the Town.
  - b) The Owner further agrees to erect a subdivision sign with a map showing the road pattern, the location of community facilities and the trail.
  - c) The Owner further agrees to separately identify the specific trail construction costs in the comprehensive infrastructure letter of credit.
  - d) The Owner further agrees to adhere to a specific trail construction timetable and schedule showing the specific location of the trail with the provision that the trail will be constructed no later than when eighty percent (80%) of the construction permits are issued for the lots flanking Streets 'A' OR within two (2) years of the installation of roads and curbs on Street 'A', whichever comes first.
  - e) The Owner further agrees to the provision for the retention of secured monies to ensure the repair of the trail damaged during construction.
10. **SCHOOL WARNING CLAUSE** -The Owner agrees to insert the following warning clause into all Agreements of Purchase and Sale and Leases for each dwelling unit, to the satisfaction of the Greater Essex County District School Board, the Windsor Essex Catholic District School Board and the Municipality, making people aware of the following: Students may not be able to attend the closest neighbourhood school and could be bussed to a distant school with available capacity.
11. **STREET 'A' ROAD ACCESS STANDARDS** -The Owner agrees that Street 'A' access standards must be in accordance with those outlined in the Geometric Design Guide for Canadian Roads, most recent edition, for the County's review and approval. The Owner further agrees that all active transportation facilities must be incorporated into the design/analysis.

12. **TRAFFIC CALMING MEASURES** - The Town acknowledges that the Owner has prepared to the satisfaction of the Town and the County of Essex a traffic study to determine if any upgrades to any roads affected by the sub-division are required. If required by the County of Essex, the Owner further agrees to construct all required traffic calming devices, including traffic circles, roundabouts, median islands, chicanes, curb radius reductions, bump outs, lane narrowings and any other required traffic calming device to the satisfaction of the Municipality and the County of Essex.
13. **CONSTRUCTION PERMITS** - The Owner further agrees that the Chief Building Official shall not be required to issue a construction permit for any lot or block in the subject lands until the Owner shall have constructed curbs and base asphalt fronting the said lots or blocks and such other matters as determined by the Chief Building Official.

### **GENERAL PROVISIONS**

14. **CONSULTING ENGINEER** - The Owner shall employ, at its own expense, a Consulting Engineer registered by the Professional Engineers of Ontario:
- a) to design and submit to the Director of Infrastructure drawings of,
  - b) to prepare and administer any contract necessary for the construction of,
  - c) to obtain from municipal, provincial and federal authorities any approvals necessary for,
  - d) to submit to the Director of Infrastructure Services, prior to the commencement of construction, a report showing existing elevations and the proposed method of drainage of the lands served by,
  - e) to be responsible for all survey and layout work required for construction of,
  - f) to maintain for the client's purposes all records of construction of,
  - g) to submit to the Director of Infrastructure Services all required as-built details, elevations, and drawings in mylar copy and digital data in copy format, as well as details of private drain connections of,
  - h) to be responsible for the co-ordination of, and
  - i) to visit the site of the said works as requested by the Director of Infrastructure

Services for any reason related to, the completion in good practise of all services required under this Agreement.

15. **CONSTRUCTION MANAGEMENT PLAN** - The Owner agrees to submit a Construction Management Plan which addresses, amongst other matters, site access, construction traffic, parking for construction trades, material delivery and storage, staging, mud, dust and noise controls to the satisfaction of the Town, prior to the issuance of the subdivision servicing.
  - a) The Owner further agrees to maintain access routes for fire department vehicles to new buildings, construction trailers and material storage areas at all times during construction.
  - b) The Owner further agrees that all required parking for construction and trades shall be provided wholly on-site and not on public streets outside of the development limits for the duration of the construction.
16. **SERVICES** - The Owner shall supply, construct and install the following services at its own expense, unless otherwise provided herein, in accordance with the manner, location and design shown in the approved engineering drawings and otherwise in accordance with the terms of this Agreement. No such work shall be carried out until the said engineering drawings have been approved by the Director of Infrastructure Services.
  - a) The Owner shall construct and pay for a complete sanitary and storm sewer system or systems, including sanitary and storm connections to the street line and catch basins and leads to service all the lands on the said plan of development and adjacent road allowances, as shown on the approved engineered plans which are on file with the Clerk for the Town (which plans are hereinafter called the "plans"), maintain them including clearing the blockages until they are formally accepted by the Town. Prior to acceptance by the Town, the Town may authorize connection into them, but such connections shall not constitute acceptance of the sewer system or systems by the Town.
17. **SANITARY SEWERS** - The Town undertakes and agrees to confirm that sewage treatment capacity and water supply capacity will be available for all lots in the proposed

development and undertakes and agrees to provide confirmation of same to the Minister of Municipal Affairs and Housing.

- a) All sanitary sewer connections are to 125 mm diameter single connections and in no instance shall "Y" connections be permitted. All sanitary sewer system construction and materials shall be according to the standard specifications and approval of the Ministry of the Environment, Conservation and Parks and the Town.

18. **STORM WATER DETENTION SCHEME** -The Owner further agrees to retain a Consulting Engineer, *prior to the issuance of a construction permit*, for the design and preparation of drawings for an internal storm water detention scheme to service the subject lands. The purpose of the said storm water detention scheme will be to ensure that storm water drainage being directed to the Town's storm sewer, combined sewer or ditch, as the case may be, from the subject lands in their improved state shall be restricted to no greater than the present flow from the subject lands, and not result in any adverse impact on the existing lots along County Road 13, Pollard Drive and Poplar Drive. The storm water detention scheme shall be prepared and approved to the satisfaction of the Municipality.

- a) **Downspout Disconnection** - Eaves trough down spouts are to be outletted to the yard of the lot and not into the storm sewage system unless the down spouts are located over a driveway in which case the down spout shall be required to discharge into the storm sewer.
- b) **Rear Yard Drainage** - Rear yard drainage and catch basins shall be provided in the locations and according to the specifications prescribed by the Owner's Engineer and approved by the Town. Rear yard drainage shall be installed contemporaneously with the construction of the dwellings. The requirements of rear yard drainage systems shall be included as an obligation to be assumed by the purchaser in the agreement of purchase and sale of the lands from the owner.
- c) **Lot Grading Plan** - The engineering drawings and report shall include a lot grading plan. The Owner must ensure that when houses and other structures are built upon the building lots, the lot grading plan is adhered to.

d) Upon approval of the drawings and report by the Director of Infrastructure Services the Owner further agrees to construct at its entire expense the said storm detention scheme in accordance with the approved drawings and report and to the satisfaction of the Town.

e) **Site Inspections** - The Owner shall conduct regular inspections every two weeks after each sizeable storm event of all sediment and erosion control measures incorporated into this Plan and maintain an inspection log which shall be made available for review by the Town, the Ministry of the Environment, Conservation and Parks and the Essex Region Conservation Authority upon request.

The log shall state the name of the inspector, date of inspections and the rectification or replacement measures which were taken to maintain the sediment and erosion control measures. Inspections shall continue until the assumption of services by the Town or until site construction conditions warrant cessation of the visits.

19. **WASTE DISPOSAL SITES** - The Owner agrees that any evidence of former waste disposal activity encountered during the construction on the subject lands shall be brought to the attention of the Director of Infrastructure Services and Chief Building Official. The Owner's Engineer shall make an assessment of any hazards the previous activity may present. The Owner further agrees to remove and or eliminate such hazards, at his entire expense and to the satisfaction of the Town. No work shall be carried out in the affected area until agreement has been reached between the Owner and the Town.

20. **PAVEMENTS** - The Owner agrees to construct pavements, including curbs and gutters, driveway approaches and the necessary drainage facilities, according to Town's standard specifications. The Owner further agrees that temporary cul-de-sacs and barricades shall be installed at temporary dead-ended streets. The Owner further agrees that one (1) full winter shall elapse following the laying of base asphalt prior to the laying of surface asphalt. All work to be to the satisfaction of the Director of Infrastructure Services. The Owner agrees that provision for school buses to load and off load passengers will be accommodated at the Owners expense within the public right of way,

if required by a local board of education.

21. **ROADS** -The Owner shall construct pavement on all the roads, as shown on the approved plans, and shall maintain them until they are formally accepted by the Town. Roadways shall have a paved surface width, as shown on the said plans. The roads shall conform to the grades shown on the said plans hereto. The said roads, when formally accepted by the Town, shall be conveyed to the Town gratuitously.
22. **CHANGE OF ROAD GRADE** - When, in the written opinion of the Town, it is necessary to change the grade of existing Town roads adjacent to or abutting the said plan of development, the Owner shall grade the roads to sub-grade, in the manner and at the time stipulated by the Town in accordance with the specifications of the Town.
23. **DRIVEWAY APPROACHES** -The Owner agrees that driveway approaches shall be constructed in such width and location as shall be approved by the Director of Infrastructure Services and the Owner shall have the option of constructing the said driveway approaches as follows:
  - a) a minimum thickness of four and one-half inches (4½") of Portland Cement Concrete on an approved uniform sub-base or
  - b) a minimum of six inch (6") thick, two-course asphaltic concrete on an approved uniform sub-base or
  - c) a minimum thickness of nine inches (9") of compacted Granular "A" base with a minimum three inch (3") thick surface of two-course asphaltic concrete.
  - d) to provide straight flare driveway approaches and to terminate the raised curbs at the property line and the raised curbs shall not extend into the driveway approaches, outside the subject lands;
  - e) all work to be to the satisfaction of the Director of Infrastructure Services.

At the time of the application for a building permit, the applicant shall escrow with the Town, in addition to any other building permit and indemnity charges assessable by the Town, the sum of One Thousand (\$1,000.00) Dollars to be held in trust by the Town for the purposes of insuring that the driveway approaches (on the unopened portion of the road allowance) are completed to the satisfaction of the Town. These monies will be held



in trust by the Town and if no driveway approach is completed to the satisfaction of the Town within eighteen (18) months of the issuance of a building permit, then the Town, at its option, shall be at liberty to use these monies to complete the necessary driveway approaches. If the driveway approaches are constructed within the eighteen (18) month period, then the monies shall be refunded to the applicant for the building permit.

## **UTILITIES**

24. **Transformers near Driveways** -The Owner agrees that driveways and driveway approaches shall not be constructed closer than one (1) metre from the edge of an electricity transformer. Any owner of a lot whose driveway or driveway approach has been constructed closer than one (1) metre from the edge of a transformer, shall pay on demand to the utility for the cost of relocating the transformer to comply with this requirement.
25. **Communication Telecommunication** -The Owner agrees to arrange with communication telecommunication providers for the installation of sufficient underground communication telecommunication infrastructure services to the subject lands in accordance with the terms, conditions, standards and specifications of the communication/ telecommunication providers, and to locate switching stations to the satisfaction of the Director of Infrastructure Services, and where such switching stations are located in a municipal park, also to the satisfaction of the Director of Community Services. In the event that such communication telecommunication infrastructure is not available, then the Owner shall pay all expenses for the connection to and or extension of the existing communication telecommunication infrastructure, or for rearrangement or relocation of such communication telecommunication infrastructure, as required.
26. **Street Lighting** - The Owner agrees to construct and install street lighting including all poles, wiring fixtures and conduits in accordance with the type, design, location and specifications satisfactory to Hydro One and to the Director of Infrastructure Services.
27. **Water Services** - The Owner further agrees to construct and install water services in accordance with the design, location and specifications of the Director of Infrastructure Services.

28. **Electrical Services** - The Owner further agrees to construct and install electrical services in accordance with the design, location and specifications of Hydro One.
29. **Canada Post Community Mailbox Program** - The Owner agrees to consult with Canada Post respecting the Community Mailbox Program and, if a community mailbox is required, to locate such boxes to the satisfaction of the Municipality. In addition, the Owner shall pay all expenses for rearrangement or relocation of Canada Post Services as required.
- a) The Owner shall provide the following for each community mail box site and to include these requirements on the appropriate servicing plans:
- i) any required walkway across the boulevard, per municipal standards;
  - ii) any required curb depressions for wheelchair access, with an opening of at least two metres (consult Canada Post for detailed specifications); and
  - iii) A community mail box concrete base pad per Canada Post specifications.
- iv) The Owner shall to the satisfaction of Canada Post Corporation and the Municipality, register notice in every agreement of purchase and sale for purchasers of lots to be aware of the locations of any community mailboxes within or serving the plan and that mail delivery will be provided via community mailboxes.
30. **Existing Watercourses and Natural Land Drainage** - The Owner agrees that no natural watercourses shall be blocked, abandoned or otherwise altered during the course of construction of this development unless approved by the Town. No natural land drainage shall be cut off without adequate provision made for its interception to the satisfaction of the Director of Infrastructure Services.
31. **Drainage and Flood Proofing** - The Owner agrees to follow all drainage and flood proofing recommendations of the Essex Region Conservation Authority (ERCA) may have with respect to the subject lands, based on final approval by the Director of Infrastructure Services.
32. **Fire Hydrants and Turnarounds** - The Owner agrees to submit to the Fire Chief and the Director of Infrastructure Services for their approval, *prior to the issuance of any*

*construction permits*, plans for fire hydrants and temporary turnarounds. Once approved, the Owner further agrees to install said fire hydrants and temporary turnarounds to the satisfaction of the Fire Chief and the Director of Infrastructure Services. The owner further agrees to conduct all flow testing on installed fire hydrants and complete colour coding in accordance with the Town's Development Manual.

33. **Pavement Markings and Signage** - The Owner agrees to pay to the Town the Town's cost of installing public highway signage, striping, off-site road improvements, traffic signals and associated works as determined by the Director of Infrastructure Services.
34. **Dirt and Debris** - The Owner agrees to keep the public highways adjacent to the subject lands free from dirt and debris caused by the construction on the subject lands. The Owner further agrees that, within twenty-four (24) hours of being notified by the Town, to clean-up the streets adjacent to the subject lands and unassumed streets within fifty (50) metres of the subject lands and take dust control measures at the Owner's entire expense, failing which, the Town may carry out or cause to have carried out the said work at the entire expense of the Owner.
35. **Vacant Lots** - The Owner and subsequent owners of the lots upon which no buildings have been or are being erected shall keep the grass and weeds cut. In the event that the Owner or subsequent owners fail to do so, the Town shall have the right to enter on the lot and perform such work. The reasonable costs shall be a debt owed to the Town by the Owner of the lot at the time that such work is performed and shall be a lien on the lot. As security for the payment to the Town for performing the work of cutting the grass or cutting the weeds, the Owner undertakes and agrees to deposit with the Town the sum of Three Hundred Dollars \$300.00 per lot to a maximum amount of Five Thousand Dollars(\$5,000.00).
36. **Repair of Highway** - The Owner further agrees that any curbs, gutters, pavements, sidewalks, or landscaped areas on the public highway which are damaged during construction on the subject lands shall be restored by the Owner at its expense, and to the satisfaction of the Director of Infrastructure Services. Any driveway approaches which become redundant following the development of the subject lands shall be closed

and this area restored to the satisfaction of the Director of Infrastructure Services.

37. **Street Opening Permits** - The Owner further agrees to obtain street opening permits for sewer taps, drain taps, curb cuts and driveway approaches from the Director of Infrastructure Services and the County of Essex prior to the commencement of any construction on the public highway.

#### **LANDSCAPE AND PARK PROVISIONS**

38. **Trees** - The Owner agrees to plant and warrantee for one year subsequent to planting one street tree for each building lot and further agrees to post with the Corporation, *prior to the issuance of any construction permits*, a letter of credit in connection with the trees required for the subject lands, based on the provision of one tree for each single-detached dwelling lot and one for each semi-detached dwelling lot, the choice of tree species and their value to be approved by the Director of Community Services.
39. **Topsoil** – The Owner agrees
- a) that all unpaved portions of street allowances shall be graded and further agrees to supply and replace any topsoil removed therefrom during construction operations to the satisfaction of the Director of Community Services.
  - b) to retain the topsoil removed from the street right-of-way pavement areas for parks purposes and deliver same pursuant to the Director of Community Services on demand.
  - c) to distribute the top soil removed from the all unpaved portions of street allowances, over any lands utilized or to be utilized for parkland pursuant to the provisions of this agreement, in accordance with the lot grading plan specified in clause 18 c) herein.

#### **BUILDING PROVISIONS**

40. **Elevation, Grades and Drainage Plans** - The Owner agrees to adhere to the elevations, grades and drainage plans as approved by the Director of Infrastructure Services and the Chief Building Official on a lot grading plan for the subject lands. The Owner further agrees to provide each purchaser of a lot in the subject lands with an approved individual lot grading plan, which shall be presented to the Chief Building Official, *prior to the issuance of a construction permit* for the said lot.

41. **Internal Drainage** - The Owner agrees to provide internal drainage for each building lot located on the subject lands in the locations and according to the specifications approved by the Chief Building Official.
42. **Placing of Fill in Regulated Areas** - The Owner agrees to obtain permits from the Town and ERCA, when in regulated areas, throughout for any construction or placing of fill on the subject property.
43. **Construction of Model Homes** - It is further agreed that once the municipal services referred to in this Agreement are under construction, the Owner may be allowed to construct model homes on up to ten percent (10%) of the lots shown on the draft plan of subdivision or re-lotting plan as approved by the Chief Building Official to a maximum of twelve (12) model homes per phase of the development of the subject lands on the following terms and conditions, namely:
- a) that model homes shall be constructed on lots within 150 meters of an active fire hydrant;
  - b) that a Class "B" road be constructed in order that fire trucks have access to each model home prior to the general public being permitted to tour the structures;
  - c) that the Owner releases and forever discharges the Town from any and all manner of actions, causes of action, claims and demands for damages, loss or injury, costs (as between a solicitor and own client, including counsel fees) and charges whatsoever, occasioned to or supplied by in respect of any matter or thing in consequence of or in connection with, or arising out of any fire in or about the said model homes, save and until the said Class "B" road referred to in subparagraph (b) hereof has been constructed;
  - d) that the Chief Building Official will not undertake a final inspection of the said model homes save and until the construction and acceptance on to maintenance by the Director of Infrastructure Services of all municipal services referred to in this Agreement;
  - e) that draft plan approval has been received from the Town and County of Essex, and
  - f) that this Agreement has been registered against the subject lands, and

- g) a sign permit application has been submitted to the Chief Building Official for a subdivision sign which includes sidewalk locations.

#### **CONVEYANCES AND CONTRIBUTIONS**

44. **Development Charges** - The Owner agrees to pay, *at the time of issuance of a building permit*, the appropriate Development Charges in accordance with the Town's Development Charges By-Law.
45. **Land Dedication for Public Highway Purposes** - The Owner agrees to dedicate to the Town on the registration of the subdivision plan, all public highways as shown on the approved draft plan of subdivision.
- a) The Owner shall arrange to have all public highways named and obtain street numbers for all lots, all to the satisfaction of the Town.
46. **Easements** - The Owner agrees to gratuitously convey to the Corporation and or utility companies such as, but not limited to, Bell Canada, Enbridge, Hydro One and Cogeco Cable Systems, *prior to the issuance of any construction permits*, any municipal and or utility easements required by the Town and or the said utility companies.
47. **Reserves** - The Owner further covenants and agrees that, if required by the Town, dead-ended highways shall terminate in a 0.3 metre reserve blocks. The Owner further agrees to gratuitously convey to the Town those 0.3 metre reserve blocks, in fee simple and without encumbrance and *prior to the issuance of any construction permits*, in order that the Town may hold the aforesaid reserve blocks, until required for future highway purposes or for the development of the adjacent lands.
48. **Surveys and Land Descriptions** - All surveys, plans, or descriptions of land to be conveyed to the Town and or utility companies shall be at the entire expense of the Owner.

#### **COMPLETION OF WORK**

49. Rear-yard drainage and driveway approaches shall be installed contemporaneously with the construction of dwellings on each building lot, upon the direction of the Chief Building Official and the Director of Infrastructure Services, respectively. Except as aforesaid, all works required hereunder in each stage of construction approved by the

Director of Infrastructure Services shall be completed within twenty-four (24) months of the date of this Agreement, provided however, that the said completion date may be extended with the approval of the Director of Infrastructure Services. Each one (1) year extension granted by the Director of Infrastructure Services will be conditional upon the recalculation of all outstanding monies in this Agreement owed to the Town by the Owner and likewise owed to the Owner by the Town. Recalculation will constitute the addition of a simple interest charge based on the average annual rate of debentures issued by the Town in each one (1) year period prior to the terminal date being so extended for a one (1) year period.

#### **SPECIFICATIONS AND MATERIALS**

50. All work relative to this Agreement on land owned by the Town or on any lands to be conveyed hereunder to the Town shall be carried out by a contractor competent in the type of construction involved. The latter shall be subject to the approval of the Director of Infrastructure Services. All work or detail required for the completion of construction under this Agreement and not shown in the engineering drawings, shall adhere to the latest Town's specifications and standards.
51. In the event that the Owner shall call for tenders for any of the work required herein, such tenders shall be called on the basis of the specifications prescribed under this Agreement and the Owner shall provide the Director of Infrastructure Services with a copy of the tender and an executed copy of the contract sent to each successful tenderer for any such work.
52. All material to be incorporated into the work required herein shall be tested from time to time, at the Owner's expense, as may be required by the Director of Infrastructure Services.

#### **INSPECTION OF WORK**

53. It is understood by the Owner that the work on land owned by the Town or on any lands to be conveyed hereunder to the Town carried out under this Agreement must be inspected and approved, but not supervised by the Town's inspectors, but that no charge will be made by the Town for such inspections. The Owner shall give the Director of

Infrastructure Services forty-eight (48) hours' notice of the commencement of such work; shall make every effort to proceed expeditiously to the completion of all work undertaken without delay or interruptions; shall submit to the Town a work schedule to be followed in construction of the services required herein; shall co-operate fully with the inspectors aforesaid by making all parts of the work accessible to them and shall organize the work operation in such a manner as to permit inspections to be carried out in the most efficient manner during regular working hours as far as possible. The Town likewise upon receipt of reasonable notice shall co-operate with the Owner in arranging to have inspectors available to carry out, without delay, such inspections as may be necessary.

#### **ACCEPTANCE OF WORK**

54. The performance by the Owner of its obligations under this Agreement on land owned by the Town or on any lands to be conveyed hereunder to the Town to the satisfaction of the Director of Infrastructure Services shall be a condition precedent to the acceptance by the Town of the services and works required herein.
55. Prior to the acceptance by the Town of the said services and works, the Owner shall furnish the Town with a statutory declaration to the effect that the Owner has paid all accounts that are payable in connection with the installation and maintenance of such works and that there are no outstanding claims relating thereto.
56. Upon completion of the services to be constructed or installed in public lands and upon acceptance thereof by the Director of Infrastructure Services, such services shall become the property of the Town and or utility service provider and the Town shall thereupon permit such services to be incorporated with the appropriate existing municipal services at the expense of the Owner or its assignee. This paragraph shall not require the Town to maintain or in any way be responsible for driveway approaches, private sewer connections or any other private services which may be installed in public lands.

#### **FINANCIAL SURETIES**

57. **Performance** - To ensure due and proper performance of the works set out in this Agreement, the Owner shall deposit prior to the commencement of the installation of services with the Town:



- a) Cash or an irrevocable Letter of Credit in an amount equal to fifty percent (50%) of the value of the development or provision of all services required under this Agreement on land owned by the Town or on any lands to be conveyed hereunder to the Town.
- b) The value of the securities to be provided shall be based upon the full amount of construction costs including all taxes. If there is no tender, the Consulting Engineer shall provide an estimate of the value of the work.
- c) The Town reserves the right to verify the value of the work and amend the Consulting Engineer's estimate accordingly, in which case, the amended estimate shall be used for establishing the amount of securities.
- d) Securities will not be released or reduced until after final completion of all required municipal infrastructure and services and any and all deficiencies have been addressed to the satisfaction of the Municipality.
- e) If the Owner shall fail in the performance of the terms and conditions of this agreement then the Town:
  - i) may require the person or corporation issuing the letter of credit to pay the proceeds of the letter of credit to the Town and the Town will fulfill the terms and conditions in respect of which the Owner is in default; or,
  - ii) may fulfill the terms and conditions in respect of which the Owner is in default by utilizing the cash on deposit.

It is the intent herein that if the Owner shall fail in the performance of any of the terms and conditions of this Agreement, the Town, at its option, may refuse to grant the Owner any permission, certificate, approvals or authorities of any kind or nature which the Owner, had the Owner otherwise complied with the Town's requirements, and this Agreement, would have been entitled to receive and may continue to so refuse until the Town is satisfied that any default in question has been rectified.

58. **Maintenance** -The Owner shall be responsible for all materials, equipment and work on land owned by the Town or on any lands to be conveyed hereunder to the Town for a minimum of one (1) year following completion and acceptance thereof by the Town, and shall deliver

to the Town, cash or a Letter of Credit in an amount equal to twenty-five percent (25%) of the total cost of the work required herein.

- a) Securities will not be released or reduced until after final completion of all required municipal infrastructure and services and any and all deficiencies have been addressed to the satisfaction of the Municipality.
- b) No sewers will be finally accepted until they have been cleaned and inspected with video cameras and the videos provided to the Town for their approval.

#### **CONSTRUCTION LIEN ACT**

- 59. In as much as the Owner is obliged at its entire expense and not at the expense of the Town to make improvements to the highway, the Owner shall deposit with the Town a security, in form satisfactory to the Town Solicitor and in an amount satisfactory to the Director of Infrastructure Services, for the estimated amount of the holdbacks (under part IV of the Construction Lien Act) that would have been required were the improvements made at the expense of the Town.
- 60. Upon the sixtieth (60th) day following the completion of the said work and provided that the Town has received no notice of claim or lien for the supply of services or materials for the improvement of the streets or highways, the Town shall redeliver the letter of credit hereinbefore mentioned to the Owner.

#### **INDEMNITY AND INSURANCE**

- 61. The Owner further agrees to indemnify and save the Town harmless from and against all loss or damage, expense, claims, suits and liability on account of any and all damage to or loss or destruction of any property (including without limitation, the work hereby covered and all property of the Owner and the Town), or injury to or death of any person (including without limitation, employees of the Owner and the Town) arising directly or indirectly out of or in connection with the negligent performance or unlawful or non-performance of any obligation of the Owner under this Agreement on land owned by the Town or on any lands to be conveyed hereunder to the Town.
- 62. During the construction of the works on land owned by the Town or on any lands to be conveyed hereunder to the Town required herein, and during the maintenance period,

the Owner further agrees to maintain:

- a) A policy of public liability and property damage insurance, in the amount of FIVE MILLION DOLLARS (\$5,000,000.00) per occurrence and containing endorsements showing the Town and the Town's consultants as additional named insured and have a cross-liability clause, and as to be in form satisfactory to the Town Solicitor.
  - b) If deemed necessary by the Director of Infrastructure Services, a policy to provide environmental pollution liability insurance, in the amount of TWO MILLION DOLLARS (\$2,000,000.00) exclusive of interest or costs, on a claims-made basis or such other limit as the Town may reasonably require and containing endorsements showing the Town as an additional named insured, to cover third party bodily injury and property damage claims arising out of sudden and accidental pollution, including but not limited to unexpected and unintentional spill, discharge, emission, dispersal, leakage, migration, release or escape of pollutants. The coverage is not to be subject to the one hundred and twenty (120) hour reporting period and is not to be limited to hostile fire only and is to be in form satisfactory to the Town Solicitor.
  - c) A policy to provide proof of auto liability insurance, in the amount of TWO MILLION DOLLARS (\$2,000,000.00) per occurrence.
63. The said insurance policies shall not be altered, cancelled or allowed to lapse without thirty (30) days prior written notice to the Town. If the said insurance policies are cancelled or changed in any manner that would affect the Town as outlined in coverage specified in the policy for any reason, thirty (30) days prior written notice by registered mail must be given by the insurer to the Town. Before commencing any work on land owned by the Town or on any lands to be conveyed hereunder to the Town required herein, the Owner further agrees to provide the Town Solicitor with a certified copy of said such policies.

#### **PHASING PLAN**

64. The Owner shall submit plans showing any revised phasing to the Municipality for review and approval if this subdivision is to be developed in more than one registration.

#### **COUNTY OF ESSEX PERMITS**

65. That prior to site alteration and site servicing the Owner shall obtain permits from the County of Essex in accordance with County standards. Further, the County requires the geometric design of Street 'A' and County Road 13 for review and approval. A permit is required to be obtained from the County of Essex for the construction of street "A" in accordance with County By-law #2481. Any and all signage visible from County Road 13 must be identified on the plans and must conform to the County guidelines and requires a County sign permit prior to installation.

#### **ABANDONED OIL, GAS AND WATER WELLS**

66. The Owner acknowledges that improperly constructed, maintained or abandoned oil, gas and water wells ("Wells") present a safety risk to humans as well as a potential risk to pollute groundwater resources. The Owner represents and warrants that it has researched Oil, Gas and Salt Resources Library and the Ministry of the Environment and Climate Change Well Records (the "Records") and has made itself aware of the presence of any Wells on the Lands. The Owner acknowledges that not all Wells are recorded or located accurately in the Records. The Owner further represents and warrants that it has:
- a) Systematically searched the lands for potential Well sites; and
  - b) Taken all other necessary steps to ensure that there are no other Wells on the Lands and that any Well found has been or will be capped in accordance with the applicable legislation, regulations or guidelines, the proof of which shall be submitted to the Municipality.

#### **LETTER TO ADVISE**

66. Prior to site alteration of any kind, and final approval by the County of Essex, the Owner shall complete and implement the recommendations contained in the Letter to Advice (reference AYL-L-066-19), which is valid until December 31, 2021, along with any other letters/authorizations/directions from the Ministry of Natural Resources and Forestry, and a certified biologist shall confirm in writing that any site alteration has been completed in accordance with the requirements of any letters/authorizations/directions issued under the Endangered Species Act.

## **OTHER PROVISIONS**

67. The Owner shall repair forthwith, at its own expense, any damage done by its servants, agents, contractors or sub-contractors to any land or property of the Corporation during the course of, or arising in any way out of the construction or installation of the work required under this Agreement.
68. This Agreement may be registered against the subject lands described herein.
69. This Agreement shall run with the Lands in perpetuity or until such time as the Municipality, or its successor or assign authorizes their release and this Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns.
70. The Owner acknowledges that the Ministry of Environment, Conservation and Parks' review of the subdivision did not include any ground water, soil or soil atmosphere testing to fully discount the possibility that waste materials and/or contaminants are present within or in close proximity to this subdivision. The Ministry must be advised immediately should waste materials or other contaminants be discovered during the development of this Plan of Subdivision. If waste materials or contaminants are discovered a further approval under Section 46 of the Environmental Protection Act may be required from the Minister.
71. The Owner shall forthwith pay to the Town all tax arrears and current taxes due and unpaid charges against the subject lands up to the date hereto.
72. The Owner agrees that this Agreement shall be registered by the solicitor for the Town upon the title to the lands within the plan.
73. The Owner and/or its assignee shall request from the Town allocation of municipal street names and numbers and hereby agree to inform any purchaser of a dwelling from the Owner of the correct municipal street number as so allocated. The owner further covenants and agrees to inform any purchaser of a serviced lot of the obligation of such purchaser to obtain allocation of municipal street number as aforesaid.
74. This Agreement is not assignable by the Owner (or any person claiming through or under the Owner) unless the assignee thereof shall first in writing covenant and agree with the

Town to assume the burdens and obligations imposed upon the owner under this Agreement and to undertake with the Town to observe and perform the obligations herein imposed upon the Owner.

75. The Director of Infrastructure Services, Engineer, the Director of Community Services, the Chief Building Official, the Manager of Planning Services, the Fire Chief, the Town Solicitor and such other employees of the Town of Essex so named in this Agreement are those of the Corporation of the Town of Essex.

**IN WITNESS WHEREOF** the Parties hereto have hereunto affixed their corporate seals duly attested by the hands of their proper signing officers in that behalf respectively.

**SIGNED, SEALED AND DELIVERED  
ESSEX:** in the presence of

**THE CORPORATION OF THE TOWN OF**

---

**Larry Snively (Mayor)**

---

**Robert Auger (Clerk)**

---

**Name: Walter Branco**

**Capacity: President**

**I have the authority to bind the corporation**

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2021-1005

March 4, 2021

Mayor Larry Snively  
Town of Essex  
33 Talbot Street South  
Essex ON N8M 1A8

Dear Mayor Snively:

Ontario has heard directly from the municipal sector that operating impacts due to the pandemic will continue in 2021. In order to respond to municipal need and to further strengthen our communities, we are now investing an additional \$500 million to help municipalities respond to ongoing and unprecedented 2021 COVID-19 operating pressures. While the actual extent of municipal impacts for 2021 are uncertain at this time, the province expects that this funding will help municipalities continue to deliver the high-quality local services that residents and business rely on, as well as help municipalities proceed with planned capital projects in 2021.

I am pleased to inform you that the Government of Ontario has committed financial support to the **Town of Essex** through the 2021 COVID-19 Recovery Funding for Municipalities program in order to support your COVID-19 operating costs and pressures. All municipalities in Ontario are eligible for this program and the level of funding is based on the proportion of COVID-19 cases in the Public Health Unit for your respective municipality during the period of January 1, 2021 to February 18, 2021. I have reviewed the eligibility criteria for provincial assistance under the program and have determined that accordingly, your municipality will receive **\$441,468.00**, subject to your municipality returning a copy of this letter, signed by your municipal treasurer, to the ministry by March 31, 2021. You will receive these funds in two equal instalments – one instalment on or before May 1, 2021 and the other on or before November 1, 2021.

Please note that your municipality is accountable for using this funding for the purpose of addressing your priority COVID-19 operating costs and pressures. If the amount of the funding your municipality receives exceeds your 2021 COVID-19 operating costs and pressures, the province's expectation is that your municipality will place the excess

funding into a reserve fund to be accessed to support any future COVID-19 operating costs and pressures.

The province realizes that municipalities are facing financial impacts due to the COVID-19 pandemic and that in some instances, this provincial funding will not be sufficient to cover all municipal operating impacts due to COVID-19. The province expects municipalities to do their part by continuing to find efficiencies in their operating services and using existing reserves and reserve funds that have been specifically put aside for such unforeseen circumstances.

Your municipality will be expected to provide two report backs on your COVID-19 operating impacts and the use of these funds as follows:

1. An interim report in June 2021, which will include:
  - a) Use of funds provided last year under the Safe Restart Agreement – Operating funding stream; and
  - b) 2021 estimated COVID-19 operating impacts and how your municipality plans to use the funding under the 2021 program.
2. A final report back in Spring 2022.

We had previously indicated that Safe Restart Agreement reporting would be expected in March 2021. However, we have decided to streamline this reporting and the new 2021 COVID-19 Recovery Funding for Municipalities program. The template for this report back will be provided by the ministry with more details to follow in the coming months. While the province expects your municipality to complete this report, your second instalment under the 2021 COVID-19 Recovery Funding for Municipalities program is not contingent on the province receiving your interim report.

**At this time, I am requesting that your municipal treasurer sign the acknowledgement below and return the signed copy to the ministry by email to: [Municipal.Programs@ontario.ca](mailto:Municipal.Programs@ontario.ca). If the province has not received your letter on or before March 31, 2021, you will not be eligible for this program and your municipality's allocation will not be paid. In order to allow for processing time, please provide your signed letter to the ministry on or before March 24, 2021.**

Our government continues to stand with our municipal partners as we have throughout the pandemic, advocating for funding for communities from the federal government to support local economic recovery. Communities may need more COVID-19 related operating funding in the coming year, and we will continue to advocate on your behalf to the federal government. I encourage you to contact your local Member of Parliament to seek further federal support in order to help municipalities deal with their operating impacts due to COVID-19.



The government thanks all 444 Ontario municipal heads of council for their support throughout the pandemic and our ongoing partnership in Ontario's economic recovery.

Sincerely,



Steve Clark  
Minister of Municipal Affairs and Housing

c. Municipal Treasurer and Municipal CAO

By signing below, I acknowledge that the allocation of **\$441,468.00** is provided to the **Town of Essex** for the expected purpose of assisting with COVID-19 costs and pressures and that the province expects any funds not required for this purpose in 2021 will be put into a reserve fund to support potential COVID-19 costs and pressures in 2022. I further acknowledge that the **Town of Essex** is expected to report back to the province on 2021 COVID-19 costs and pressures and the use of this funding.

Name:

Title:

Signature:

Date:



**THE CORPORATION OF THE CITY OF SARNIA**  
**City Clerk's Department**

255 Christina Street N. PO Box 3018  
Sarnia ON Canada N7T 7N2  
519-332-0330 (phone) 519-332-3995 (fax)  
519-332-2664 (TTY)  
[www.sarnia.ca](http://www.sarnia.ca) [clerks@sarnia.ca](mailto:clerks@sarnia.ca)

March 4, 2021

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford,

**Re: Colour Coded Capacity Limits**

At its meeting held on March 1, 2021, Sarnia City Council discussed the challenges local businesses are facing with respect to the colour coded system within the Province's COVID-19 Response Framework. The following motion was adopted:

***That Sarnia City Council strongly advocate to the Province of Ontario that they adjust the capacity limits for dining, restaurants, sporting and recreational facilities, places of worship, event centers, and all retail/small businesses as part of the colour coded system.***

The following rationale was provided with the introduction of the motion:

- The red zone currently only allows 10 people indoors at a dining or a sporting / recreational facility (regardless of the size), places of worship are capped at 30% or 50 people, and retail / small business is limited to a 50% capacity.
- These businesses and organizations have heavily invested in facility improvements and expensive upgrades to ensure safe social distancing and have all the appropriate safety and protection measures in place.
- Businesses in particular cannot properly plan under the current uncertainty and that means the loss of jobs and income for both workers and owners as well as mental health challenges.

- Indoor capacity limits for restaurants, dining, sporting / recreational facilities, event centers, retail / small business, and places of worship should not involve arbitrary numbers (regardless of size), but instead be changed to the amount of people per facility which ensures that strict and safe social distancing can be maintained.

Sarnia City Council has requested that all municipalities in Ontario join this advocacy effort.

On behalf of Sarnia City Council, I look forward to your reply.

Sincerely,

A handwritten signature in cursive script, appearing to read 'AB', followed by a horizontal line.

Amy Burkhart  
Acting City Clerk

Cc: All Ontario Municipalities  
Ms. Marilyn Gladu, MP Sarnia-Lambton  
Mr. Bob Bailey, MPP Sarnia-Lambton

March 2, 2021

*Via Email*

Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

**RE: Capacity Limits for Restaurants in Stage 2 under the Reopening Ontario Act, 2020**

---

On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised Council is striving to support their local businesses during this pandemic however, the uncertainty they face day to day as rules change have become overwhelming and onerous to these small businesses and something needs to change. With that said, Council at their last regular meeting on March 2, 2021 had a wholesome discussion regarding the challenges our businesses are facing. The following resolution is a result of those discussions:

**"Resolution #8(b)/03/02/21**

**WHEREAS the Province of Ontario passed O. Reg. 263/20, Rules for Areas in Stage 2 under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020;**

**AND WHEREAS Schedule 2, Subsection 1(7) states that the total number of patrons permitted to be seated indoors in the establishment must be limited to the number that can maintain a physical distance of at least two metres from every other person in the establishment, and in any event cannot exceed 10 patrons;**

**AND WHEREAS restaurants throughout the Province are facing financial hardships due to the COVID-19 pandemic, and the amount of patrons being turned away is impacting the overall experience of the restaurants;**

**AND WHEREAS many restaurants fluctuate in size and would be able to accommodate more than 10 patrons, while maintaining a physical**

... 2

Page 2

distance of at least two metres from every other person in the establishment;

**AND WHEREAS** the inequity of establishing a capacity limit of no more than 10 patrons for larger restaurants continues to impact the financial viability of the restaurants during this difficult time;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of Township of Lake of Bays hereby requests that the Provincial Government review and reconsider the capacity limits for restaurants across the Province be based on the size of the square footage of the seating area instead of a flat occupancy.

**AND FURTHER THAT** the concept of introducing capacity limits for other businesses listed in Schedule 2 of O.Reg 263/20 being impacted by the constant uncertainty of their operations during this pandemic including restaurants, personal care services, resorts, camps, fitness and recreational amenities, churches, etc. be considered while in lockdown status.

**AND FURTHER THAT** this motion be forwarded to the Premier, Doug Ford, Simcoe Muskoka District Health Unit and all Ontario municipalities.”

Council appreciates and thanks you for all your hard work and dedication during these unprecedented times and is hopeful that the above-noted resolution will assist in amending the restrictions set out in the COVID-19 Response Framework.

Sincerely,



Carrie Sykes, *Dipl. M.A., CMO, AOMC*,  
Director of Corporate Services/Clerk.  
CS/cw

Copy to: Simcoe Muskoka District Health Unit  
All Ontario Municipalities





# PUBLIC HEALTH MEMO

## COVID-19

This is a stakeholder update for the week of March 1 to March 7, 2021.

Submitted on March 8, 2021.

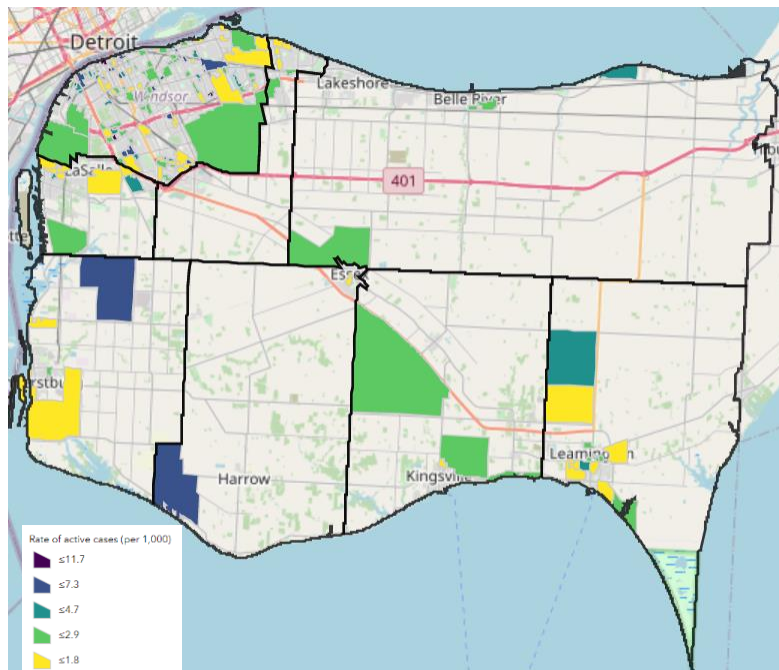
### Current Statistics

For all up-to-date data and information, please visit the [Local Updates](#) page on our website, which includes the local COVID-19 Dashboard. Daily local public health live updates and weekly summary reports can also be found on the [WECHU YouTube Channel](#).

#### Case Counts in Windsor and Essex County

<div>Confirmed Cases</div> <div>13,200 (↑51)</div>		<div>Deaths</div> <div>393</div>		<div>Resolved Cases</div> <div>12,545</div>	
<div>Current LTC &amp; RH Outbreaks</div> <div>2</div>		<div>Current Workplace Outbreaks</div> <div>5</div>		<div>Current Community Outbreaks</div> <div>3</div>	
				<div>Current School Outbreaks</div> <div>2</div>	

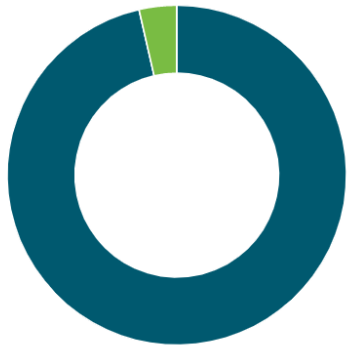
#### Confirmed Active COVID-19 Cases in Windsor and Essex County



The map reflects the number of active positive COVID-19 cases per 1000 residents. Please note that this does not reflect where the cases were infected, but rather where they reside. Cases may have been exposed to COVID-19 outside of their home or in other settings.



## Variant of Concern (VOC) Cases



- Cases with Preliminary Positive VOC Tests
- South African Variant (B.1.351)
- United Kingdom Variant (B.1.1.7)
- Brazilian Variant (P.1)

**Note:** Interpret VOC data with caution due to the time delay between specimen collection, preliminary screening, and confirmation of the strain.

## Federal, Provincial and Local Guidelines and Recommendations (Updates)

### Federal

- On March 7, Dr. Theresa Tam provided an update on the new vaccines offered in Canada; Visit the [CPHO Sunday Edition: Canada's Two New COVID-19 Vaccines: What You Should Know](#)
- A [Statement from the Chief Public Health Officer of Canada](#) on March 6, 2021 highlighted the number of vaccine doses administered thus far, along with vaccine safety information.
- Government of Canada provided a [COVID-19 Update for Indigenous Peoples and communities](#) on March 5.
- The [Janssen COVID-19 vaccine](#) was authorized by Health Canada vaccine on March 5.
- On March 4, a news release [Modified COVID-19 vaccines for variants to be fast-tracked](#) was issued. Health Canada announced new guidance describing what information regulators would need to approve any modifications to authorized COVID-19 vaccines, should virus mutations make them less effective at preventing COVID-19.

### Provincial

- The Ontario government is preparing to move into [Phase Two of its COVID-19 vaccine distribution plan](#) next month, with a focus on vaccinating populations based on age and risk. This approach is designed to save lives, protect those at risk of serious illness and to stop the virus from spreading.
- Premier Doug Ford and his fellow Premiers renewed calls for the federal government to increase its share of funding for provincial and territorial health care to 35 per cent. The March 4 news release is here [Ontario Renews Calls for Ottawa to Provide Fair Share of Health Care Funding](#).

### Windsor-Essex

- As of March 8, 2021, there are two long-term care and retirement home outbreaks, five workplace outbreak, three community outbreaks, two school outbreaks, and one hospital outbreak in the Windsor-Essex region. For more information on outbreaks, please visit the [WECHU website](#).
- The WECHU has issued a public exposure notification for the following locations: Ouellette Avenue Pharmacy on Ouellette Ave and Starbucks at 6638 Tecumseh Road East. Although the potential exposures listed on the WECHU's



Public Exposure Notification page are considered low risk, individuals who visited these locations on the identified dates are asked to monitor themselves for symptoms of COVID-19 for 14 days from the date of exposure.

- The Windsor-Essex County Health Unit (WECHU) began administering the Pfizer BioNTech COVID-19 vaccine to residents of Windsor and Essex County 80 years of age and older at the Nature Fresh Farms Recreation Centre (formerly Leamington Kinsmen Recreation Complex) in Leamington.
  - News release: [Leamington Targeted Vaccination Clinic Begins on Monday for Residents 80 Years and Older](#)
- Windsor Regional Hospital will [no longer provide COVID-19 testing for the purposes of international travel](#) at its two COVID-19 Assessment Centres effective March 8th. Three local options are available.
- The Media was invited to attend a [Walk-Through of COVID-19 Targeted Vaccination Clinic at WFCU Centre](#) on March 3.
- Dr. Saad, Chief of Staff and Vice President of Medical Affairs at Windsor Regional Hospital, [encouraged COVID-19 long haulers should bring symptoms to the attention of their doctor](#).

### **Vaccine Updates**

## **Vaccinations Administered to Windsor-Essex Residents**

# of WEC Residents Vaccinated with 1 Dose	# of WEC Residents Vaccinated with 2 Doses	Total Doses Administered
8,553	11,615	31,783

- A second vaccination clinic for residents 80+ is taking place at the Nature Fresh Farms Recreation Centre Vaccination Clinic in Leamington. It is by appointment only and drop-ins are not permitted. The clinic will operate from 9 a.m. to 4 p.m. Monday through Friday, pending vaccine supply.

### ***Guidance Documents***

A list of all guidance documents from the Province of Ontario, and the Windsor-Essex County Health Unit (WECHU) can be found on the [Guidelines](#) page of the WECHU website. The following guidance documents have been updated:

- [COVID-19 Provincial Testing Guidance](#) has been updated (V. 11.0) as of March 5, 2021
- [COVID-19 Quick Reference Public Health Guidance on Testing and Clearance](#) Version 13.0 - March 5, 2021
- [COVID-19 Guidance: Considerations for Privately Initiated Testing](#), Version 2.0 March 5, 2021
- [COVID-19 Guidance: Considerations for Antigen Point-of-Care Testing](#) Version 3.0 March 5, 2021
- [Point-of-Care Testing Use Case Guidance](#), Version 3.0, March 5, 2021
- [Appendix 9: Management of Individuals with Point-of-Care Testing Results](#), Version 3.0 March 5, 2021



March 4, 2021

**CL 4-2021, February 25, 2021**  
**PHSSC 2-2021, February 16, 2021**  
**Minute Item No. 5.1, February 16, 2021**

***MEMBERS OF THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO (AMO)***

***SENT ELECTRONICALLY***

Motion respecting Homelessness, Mental Health and Addiction in Niagara

Minute Item No. 5.1

Regional Council, at its meeting held on February 25, 2021, approved the following resolution from its Public Health and Social Services Committee:

WHEREAS Niagara Region prides itself as being a caring and compassionate community that continually strives to be a place where people want to live, work and play;

WHEREAS providing access to safe, adequate and affordable housing for everyone is fundamental to achieving that goal;

WHEREAS Niagara Region acknowledges that mental health, mental illness, addiction and homelessness, while important issues, are not homogenous, interchangeable or consistently interconnected, and doing so may over simplify exceptionally complex issues that require targeted policy solutions and intervention;

WHEREAS Niagara Region's 10-year Housing and Homelessness Action Plan (HHAP), A Home For All, outlines the Region's vision, challenges, and the actions required to achieve its goals;

WHEREAS Niagara Region has embarked on an ambitious effort to end chronic homelessness through participation in the national Built for Zero campaign;

WHEREAS Regional Council formally adopted Mental Health and Wellbeing (2.2) and Addressing Affordable Housing Needs (2.3) as strategic priorities for the current term of our Council;

WHEREAS a recent KPMG report commissioned by Niagara Region indicated that Council invests more levy funding than its peers into homelessness, demonstrating a steadfast commitment to addressing the issue;

WHEREAS Niagara Region acknowledges that people living in shelters are part of the crisis and not the solution;

WHEREAS Niagara Region has two planned housing projects that would directly address those in Niagara who experience chronic homelessness;

WHEREAS the implementation plan for Council's strategic objectives states that staff will identify gaps within the mental health system to increase the functionality and collaboration within it;

WHEREAS the same implementation plan directed staff to partner with Ontario Health (formally the LHIN) to review the local landscape to identify opportunities, including new investment;

WHEREAS the treatment and supports for mental illness, addiction, and homelessness are predominantly funded and directed by the Province;

WHEREAS the success of the Region's Housing and Homelessness Action Plan is dependent on a commitment of sustained and increased funding (both operational and capital) from all levels of government to address the issues of housing insecurity and homelessness in Niagara; and

WHEREAS the needs of the community far outweigh Niagara Region's available resources and funding required to effectively address these issues, and the support of both the Provincial and Federal governments are needed to meet these needs.

NOW THEREFORE BE IT RESOLVED THAT:

1. That Niagara Region Council officially **ACKNOWLEDGE** that a significant crisis exists in Niagara in regard to the prevalence of chronic homelessness and the lack of affordable housing that far surpasses the Region's ability to meet the vision dictated in its 10-year Housing and Homelessness Action Plan (HHAP);
2. That the Regional Chair **BE DIRECTED** to send advocacy letters directly to the appropriate Federal and Provincial ministries outlining Niagara's current situation and requesting additional funding be provided to ensure Niagara can meet the vision outlined in its housing action plan;
3. That the Regional Chair **BE DIRECTED** to advocate to the Minister of Municipal Affairs and Housing and the Minister of Families, Children and Social Development for the required operational funding for the planned supportive and bridge housing initiatives;
4. That Regional staff **BE DIRECTED**, in alignment with the planned review of Council's strategic priorities, to produce a report specifically highlighting the progress being made and critical gaps in regard to services related to mental health, addictions and wellbeing;
5. That Regional staff **BE DIRECTED** to continue providing Regional Council updates on the HHAP and Built for Zero initiatives;
6. That Regional staff **BE DIRECTED** to request an update from the Overdose Prevention and Education Network of Niagara (OPENN) regarding the current status of the actions being taken to address addiction related issues in Niagara; and

7. That a copy of this motion be sent to all members of the Association of Municipalities of Ontario (AMO).

Yours truly,

A handwritten signature in black ink, appearing to read 'Ann-Marie Norio', with a stylized flourish at the end.

Ann-Marie Norio

Regional Clerk

:kl

CLK-C 2021- 044



## **Township of The Archipelago**

9 James Street, Parry Sound ON P2A 1T4

Tel: 705-746-4243/Fax: 705-746-7301

[www.thearchipelago.on.ca](http://www.thearchipelago.on.ca)

February 19, 2021

**21-036**

**Moved by Councillor Andrews  
Seconded by Councillor Barton**

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**RE: Ontario Fire College – Planned Closure**

**WHEREAS** Council has received a request for support of a resolution enacted by the Town of Parry Sound regarding the planned closure of the Ontario Fire College in Gravenhurst;

**NOW THEREFORE BE IT RESOLVED** that Council for the Township of The Archipelago supports the resolution enacted by the Town of Parry Sound, and hereby 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

**FURTHER BE IT RESOLVED** that a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; the Honourable Sylvia Jones, Ontario Solicitor General; Norm Miller, Member of Parry Sound Muskoka; Jon Pegg, Ontario Fire Marshal, District of Parry Sound municipalities, ROMA, OSUM and AMO.

**Carried.**



***Sent via Email***

February 11, 2021

**RE: TOWN OF GRAVENHURST RESOLUTION – ONTARIO FIRE COLLEGE**

At the Town of Gravenhurst Committee of the Whole meeting held on February 9, 2021 the following resolution was passed:

**Moved by Councillor Lorenz**  
**Seconded by Councillor Murray**

**WHEREAS** the site of the Ontario Fire College has been in institutional use since 1902 as the Muskoka Free Hospital for Consumptives and the site of many heritage buildings that require protection;

**AND WHEREAS** the Town of Gravenhurst has been home to the Ontario Fire College since 1957, providing world-class training and camaraderie to thousands of Firefighters from across the Province in a unique setting;

**AND WHEREAS** the Ontario Fire College has established the reputation to certify both Volunteer and Career firefighters in a cost effective manner, offering top-tier training to all Fire Departments in Ontario;

**AND WHEREAS** there is concern from several municipalities and firefighters across the Province that the closure is detrimental to their training and that downloading of training is simply too expensive for municipalities and not included in their 2021 budgets;

**AND WHEREAS** the Fire Marshal has a duty (F.P.P.A.S 9.2(e)) to operate and maintain a central fire college and that regional training facilities are unproven and the closure of the Ontario Fire College was implemented with no stakeholder consultation;

**AND WHEREAS** the community of Gravenhurst has benefitted from the employment opportunities that the Ontario Fire College has provided;

**AND WHEREAS** the closure of the facility will result in significant job losses and would be a detriment to the broader community;

**THEREFORE BE IT RESOLVED THAT** the Province of Ontario reconsider the closure of the Ontario Fire College;

**AND THAT** if the closure occurs, the facility and site in the Town of Gravenhurst be considered to be the location of a Regional Training Centre for Fire and Emergency Services, for all the people of Ontario;

**AND THAT** the Province engage the Town of Gravenhurst and community partners to use the site in a matter that fosters growth of the community in a responsible way;

**AND FINALLY THAT** this motion be 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, MPP Norm Miller, the Ontario Fire Marshal, Jon Pegg and all Ontario Municipalities.

**CARRIED**

Sincerely,



Kayla Thibeault  
Director of Legislative Services / Clerk  
Town of Gravenhurst



**Howick**  
TOWNSHIP

44816 Harriston Road, RR 1, Gorrie On N0G 1X0  
Tel: 519-335-3208 ext 2 Fax: 519-335-6208  
[www.howick.ca](http://www.howick.ca)

March 3, 2021

Premier Doug Ford

By email only [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford:

Please be advised that the following resolution was passed at the March 2, 2021 Howick Council meeting:

**Moved by Deputy Reeve Bowman; Seconded by Councillor Hargrave:**

**Whereas, the Province of Ontario has announced that as of March 31, 2021 the Gravenhurst campus of the Ontario Fire College will be permanently closed; and  
Whereas, the Province of Ontario announced plans to modernize and expand access to firefighter training in Ontario; and**

**Whereas, there has been no clear plan communicated by the Province of Ontario on how to obtain firefighter training in the absence of the Ontario Fire College campus; and**

**Whereas, there has been no clear plan communicated by the Province of Ontario on how firefighter training in Ontario will be modernized and expanded; and**

**Whereas, there has been no clear plan communicated by the Province of Ontario regarding the costs or funding for modernized and expanded firefighter training in Ontario; and**

**Whereas, the Township of Howick is a small rural municipality that operates a volunteer fire department to provide fire protection;**

**Now therefore, be it resolved that Council respectfully request a clear plan be communicated that establishes how the Province intends to modernize and expand firefighter training ensuring equal access to all municipal fire departments in Ontario, and as well, present a plan for funding to subsidise and or regulate the cost for firefighter training in the Province of Ontario. Carried.**

**Resolution No. 59/21**

If you require any further information, please contact this office, thank you.

Yours truly,

*Carol Watson*

Carol Watson, Clerk  
Township of Howick

Cc Solicitor General Sylvia Jones  
Huron-Bruce MPP Lisa Thompson  
Ontario Fire Marshal Jon Pegg  
Ontario Association of Fire Chiefs Mark McDonald  
AMO President Graydon Smith  
All Ontario Municipalities



The Corporation of  
The Township of Brock  
1 Cameron St. E., P.O. Box 10  
Cannington, ON L0E 1E0  
705-432-2355

February 25, 2021

The Honourable Doug Ford  
Premier of Ontario  
premier@ontario.ca

Dear Honourable Sir:

Re: Ontario Fire College, Gravenhurst

---

Please be advised that the Council of the Township of Brock, at their meeting held on February 22, 2021 adopted the following resolution:

**Resolution Number 24-2**

MOVED by **Michael Jubb** and SECONDED by **Cria Pettingill**

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 Centres 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: The 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;



THEREFORE, BE IT RESOLVED THAT the Corporation of the Township of Brock 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 FUTHER 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, Jon Pegg, the Ontario Fire Marshal; and all municipalities within the Province of Ontario.

**MOTION CARRIED**

Thank you for your consideration. Should you have any questions please do not hesitate to contact the undersigned.

Yours truly,

THE TOWNSHIP OF BROCK

A handwritten signature in cursive script that reads "Becky Jamieson".

Becky Jamieson  
Municipal Clerk

BJ:dh

cc. The Honourable Sylvia Jones, Ontario Solicitor General - [sylvia.jones@ontario.ca](mailto:sylvia.jones@ontario.ca)  
The Honourable Steve Clark, Minister of Municipal Affairs and Housing - [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
Jon Pegg, Ontario Fire Marshal – [Jon.Pegg@ontario.ca](mailto:Jon.Pegg@ontario.ca)  
Ontario municipalities



The Corporation of  
The Township of Brock  
1 Cameron St. E., P.O. Box 10  
Cannington, ON L0E 1E0  
705-432-2355

March 2, 2021

The Honourable Patty Hajdu  
Minister of Health Canada  
Via email: [Patty.Hajdu@parl.gc.ca](mailto:Patty.Hajdu@parl.gc.ca)

Health Canada  
Ottawa, Ontario  
via email: [hcinfo.infosc@canada.ca](mailto:hcinfo.infosc@canada.ca)

Dear Honourable Madam:

Re: Cannabis Licencing and Enforcement

---

Please be advised that the Council of the Township of Brock, at their meeting held on February 22, 2021 adopted the following resolution:

**Resolution Number 22-2**

MOVED by **Michael Jubb** and SECONDED by **Cria Pettingill**

WHEREAS the Government of Canada introduced Bill C-45 (the Cannabis Act) to create the foundation for a comprehensive national framework to provide restricted access to regulated cannabis, and to control its production, distribution, sale, importation, exportation, and possession;

WHEREAS the police have not been given lawful authority to lay charges under the Cannabis Act to appropriately respond to violations of Health Canada Registrations and Licenses;

WHEREAS there is no direct communication or dedicated effort to provide a communication channel between Municipal government staff or Police Agencies for dealing with Health Canada Registrations and Licenses;

WHEREAS the Township of Brock has not been consulted by Health Canada prior to the issuance of licenses for properties not in compliance with municipal zoning by-laws; the future;

BE IT RESOLVED THAT the Township of Brock requests that Health Canada:

1. Require Federal Licenses and Registrations for Designated Growers to conform with local zoning and control by-laws;
2. Ensure local authorities are provided with notification of any licence issuance, amendment, suspension, reinstatement or revocation within their region;

3. Provide dedicated communication with local governments and Police services;
4. Provide lawful authority to Police agencies to lay charges when registered or licences operations grow in excess of their registration or licence through Health Canada; and,
5. Provide enforcement support and guidance to local municipalities for dealing with land use complaints relating to Cannabis.

AND FURTHER BE IT RESOLVED THAT the Township of Brock will forward this motion by email to the following partners: All municipalities in Ontario; the MP and MPP of Haliburton–Kawartha Lakes–Brock; the Minister of Agriculture, Food and Rural Affairs; the Minister of Agriculture and Agri-Food; and the Durham Region Police Services with the request that the Federal government enact legislation to better support local governments with land use management and enforcement issues as they relate to Cannabis Production and Processing.

**MOTION CARRIED**

Thank you for your consideration. Should you have any questions please do not hesitate to contact the undersigned.

Yours truly,

THE TOWNSHIP OF BROCK



Becky Jamieson  
Municipal Clerk

BJ:dh

cc. The Honourable Christine Elliott, Minister of Health, Ontario –  
christine.elliott@ontario.ca  
The Honourable Laurie Scott, MPP, Haliburton-Kawartha Lakes-Brock -  
laurie.scottco@pc.ola.org  
Jamie Schmale, MP, Haliburton-Kawartha Lakes-Brock - Jamie.schmale@parl.gc.ca  
The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs –  
minister.omafra@ontario.ca  
The Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food - Marie-  
Claude.Bibeau@parl.gc.ca  
Inspector Ryan Connolly, DRPS - northdivision@drps.ca  
Ontario municipalities



Media Release

March 3, 2021

## **Town of Essex Council Welcomes New Youth Member**

**Essex**– At Monday night's Regular Meeting, Council for the Town of Essex welcomed the newest young citizen to join their ranks as Edua Marczinko officially started her term as a Youth Council Member.

Edua, who is currently a grade 11 student at Essex District High School, was encouraged to apply for the position by the previous Youth Council Member, Cameron Soucie.

"I don't know very much about how the town around me operates, yet I live in it, so I knew that this position would allow me to better understand and give my own share of input for the youth in this town," Marczinko said. "I hope to bring a 'fresh pair of ears' to attentively listen and even share some of my own thoughts as a youth. There are many important issues surrounding youth that I can see every day around school, on my sports teams, and around the community."

As a Youth Council Member, she said she is hoping to contribute to a successful town, as well as develop leadership and communication skills through working with members of council.

"Youth voices are important as ever because they can see the town through a much different point of view, one free from concerns over budgets, resources, planning and finances," she said. "This opportunity not only connects the youth to council but more importantly the council to the youth in the community, so it really is a benefit for everyone."

"On behalf of Council, we are thrilled to welcome Edua to the table and we are excited to hear what she has to say on behalf of the youth in our community," said Mayor Larry Snively.

Youth Council Member positions are designed for the purpose of providing a youth perspective to Council matters or discussions. Youth Council Members attend Regular Meetings of Council, can speak on items throughout the meeting, and can bring forward information for Council's consideration.



To: The Honourable Peter Bethlenfalvy  
Minister of Finance  
7 Queen's Park Crescent, 7<sup>th</sup> floor  
Toronto, Ontario M7A 1Y7  
By-email to: [Peter.bethlenfalvyco@pc.ola.org](mailto:Peter.bethlenfalvyco@pc.ola.org)

**Re: Urgent Need for Hospital Funding in Windsor-Essex**

I am writing to you on behalf of the residents of Essex, who have clearly, consistently and emphatically expressed their desire for a new, state-of-the art hospital in Windsor-Essex to replace aging, cramped facilities delivering sub-optimal care.

If you could only drive through my municipality, you would see the groundswell of grassroots support for this transformational project. Scores of residents have erected in their front yards green and white lawn signs imploring the province to do the right and responsible thing and support the health and well-being of 400,000 Windsor-Essex residents while supporting the continued economic growth and diversification of this region.

Your government has an incredible opportunity to improve healthcare in Windsor-Essex for generations to come by providing funding for the next phase of this transformational project in your upcoming Budget. You also have the opportunity to back up with clear and concrete action the words of Premier Doug Ford, who, on Aug. 13, 2020, said he would fight like an "800-pound gorilla" for a new Windsor-Essex hospital.

"I will fight tooth and nail for the hospital down there," Ford told reporters and this community after meeting with our regional mayors. "Since it's their No. 1 priority, my No. 1 priority now is to give proper health care to Windsor-Essex, the entire region."

An estimated \$9 million in funding in the upcoming Budget is all that's required to allow Windsor Regional Hospital and its community partners to complete the functional program



for the new facility – a significant undertaking that would take at least 18 months to complete.

A lack of funding will derail momentum for this project and send a disquieting message to Windsor-Essex residents, who are tired of paying for hospital projects in other regions while making do with cramped, outdated facilities that deliver, in the words of Windsor Mayor Drew Dilkens, “100-year-old health care.”

Essex Council has joined every other local Essex County municipality in affirming its support for this transformational project, noting that our municipalities continue to grow and that our residents require access to a state-of-the-art hospital servicing the entire region. Essex residents desperately want to see this project move forward and they want a shovel in the ground as soon as possible.

This project isn’t solely about the health of our residents, it’s also about the health of our regional economy, which is facing continued uncertainty with the shutdown of the border and challenges associated with the decline of Ontario’s traditional manufacturing and industrial base. There is a pressing need to continue the work of diversifying our economy and this hospital project will help us do that.

This project will generate more than 14,000 jobs over its lifetime, generating employee compensation exceeding \$1 Billion and taxes in excess of more than \$200 million, including more than \$68 million for municipal governments across this region. This project will attract to Windsor-Essex the best and brightest in the world of medicine and health care and it will attract more people and more families, fueling increased residential and commercial growth.

The benefits to this project clear and compelling and I strongly urge you to move it forward with funding in the upcoming Budget.



Please feel free to contact me if you have any questions or require any further information.

Yours truly,

A handwritten signature in dark ink, appearing to read "Larry Snively", written over a horizontal line.

Mayor Larry Snively

Cc:

Doug Ford, Premier ([doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org))

Christine Elliott, Minister of Health/Deputy Premier ([Christine.elliott@pc.ola.org](mailto:Christine.elliott@pc.ola.org))

Michael Tibollo, Associate Minister of Mental Health and Addictions

([michael.tibolloCO@pc.ola.org](mailto:michael.tibolloCO@pc.ola.org))

Citizens for Healthcare ([info@citizensforhealthcare.com](mailto:info@citizensforhealthcare.com))



## Regular Arts, Culture and Tourism Committee Meeting Minutes

January 20, 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 was hosted from the Essex Recreation Complex.

Present: Anthony Paniccia, Chair  
Patti Oshar, Vice Chair (Arrived at 4:36 PM)  
Tracy Armstrong  
Councillor Steve Bjorkman  
Jeannette Kervoelen  
Grant Maguire  
Diane Quinn-Ouellette

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 4:31 PM.

### 2. Declarations of Conflict of Interest

None declared.

### 3. Delegation: Councillor Sherry Bondy

- 3.1 Chair Tony Paniccia welcomed Councillor Sherry Bondy to the meeting.
- 3.2 Councillor Sherry Bondy stated that she had heard concerns from musicians who performed in the virtual Tune Up the Parks and wondered if the Committee would consider making some revisions. She stated that musicians put a lot of time and effort into learning their craft and it is a hardship and requested the Committee consider seeking sponsorships so performers could receive a monetary payment for their performance.
- 3.3 Councillor Bondy added that the musicians have been paid for other in-person performances for other organizations but have received very little support for the virtual performances in the form of virtual tips. She offered to provide assistance with seeking sponsorships.
- 3.4 The Chair, Tony Paniccia informed Councillor Bondy that the Committee would take her request under advisement and discuss further.
- 3.5 Cynthia Cakebread stated that the virtual event was just a temporary measure due



to COVID-19 and that it is not the plan to continue with virtual performances, returning to live in-person events as soon as safely possible. Cynthia added that the intention of Tune Up the Parks from the beginning was to provide a venue and some promotion for amateur new artists to perform and gain experience and exposure in their local community.

Moved by Councillor Steve Bjorkman

Seconded by Patti Oshar

**(ACT21-01-001) That** the presentation by Councillor Sherry Bondy be received.

**Carried**

#### **4. Adoption of Published Agenda**

##### **4.1 Arts, Culture and Tourism Meeting Agenda for January 20, 2021**

Moved by Grant Maguire

Seconded by Diane Quinn-Ouellette

**(ACT21-01-002) That** the published agenda for the January, 20, 2021 Arts, Culture and Tourism Meeting, be adopted as presented.

**Carried**

#### **5. Election of Chair and Vice Chair**

##### **5.1 Election of Arts, Culture and Tourism Chair for 2021**

Moved by Grant Maguire

Seconded by Tracy Armstrong

**(ACT21-01-003) That** Tony Paniccia be elected as the Chair of the Arts, Culture and Tourism Committee for 2021 fiscal year.

**Carried**

Moved by Grant Maguire

Seconded by Patti Oshar

**(ACT21-01-004) That** Jeannette Kervolen be elected as the Vice-Chair of the Arts, Culture and Tourism Committee for 2021 fiscal year.

**Carried**

#### **6. Adoption of Minutes**

##### **6.1 Arts, Culture and Tourism Meeting Minutes for December 10, 2021**

Moved by Councillor Steve Bjorkman

Seconded by Patti Oshar

**(ACT21-01-005) That** the minutes of the Zoom videoconferencing Arts, Culture and Tourism Meeting held December 10, 2020, be adopted as circulated.

**Carried**

## **7. Unfinished Business**

### **7.1 Explore Eat Essex Update – Cynthia Cakebread/Tracy Armstrong**

#### **7.1.1 Review and Wrap-up**

Cynthia Cakebread stated there is no further information to add to discussion on the wrap-up from the last meeting.

#### **7.1.2 Plans for 2021**

Tracy Armstrong proposed that for 2021 the event it is opened to all businesses instead of just restaurants and that it be a two-month event extending through October and November with a finale event such as an Amazing Race on the final weekend. She added that this could be a team registration event where they travel to businesses in all four centres.

Cynthia Cakebread expressed that for the next event there should be a push for more local media coverage as well as encouraging participating businesses to do more promotion and distribution of passports and marketing materials.

Councillor Bjorkman suggested providing table sign holders with promotional information to restaurants.

Cynthia Cakebread mentioned that several vendors who did not participate expressed interest in participating next year.

### **7.2 12 Days of Tune Up the Parks Update – Cynthia Cakebread**

#### **7.2.1 Review and Wrap-up**

Cynthia Cakebread stated there were eight unique performances with a one performer doing two performance and lots of good feedback was received. She added that it was a positive event and offered to provide entertainment with options being so limited due to the Covid-19 Pandemic.

Chair Tony Paniccia asked if any of the performers expressed concern about not being paid. Cynthia Cakebread said none of the performers expressed concern and added there was one inquiry made when booking performances regarding whether performers would be paid. That party declined to participate when informed performers would not be compensated.

Cynthia Cakebread said that performers had been surveyed in the past and preferred to receive tips over a paid performance. She added that a tip jar is provided and staff makes an announcement regarding tipping.

#### **7.2.2 Plans 2021**

Chair Tony Paniccia asked if Tune Up the Parks was something the Committee wanted to grow into something much larger that would require sponsorship. Cynthia Cakebread commented that the budget is limited and the original intent from the previous Committee was to provide opportunity

for amateur performers. The Town provides the venue, staff, setup, advertising through social media and print as well as some equipment.

Grant Maguire remarked that sponsorship funds would need to be secured in advance of the event. Cynthia Cakebread added that moving to paid performances could mean added pressure on the Committee to select performers and determine compensation in addition to securing sponsors whereas the intent is to provide exposure to any local artist who wants to perform.

Tracy Armstrong mentioned that moving to paid performance would mean changing the motivation of offering Tune Up the Parks where the focus would no longer be on amateur performers. She suggested continuing with the current focus for Tune Up the Parks but trialing a one-night event separate from Tune Up the Parks with paid performances and sponsorship.

Chair Tony Paniccia closed the discussion by stating that the Committee should continue to discuss at future meetings as more is learned about restrictions moving forward due to the Covid-19 pandemic. He added that the desire is to maintain the grassroots format of Tune Up the Parks.

### **7.3 CandyCane Lane Light Contest Update – Cynthia Cakebread/Diane Quinn-Ouellette**

#### **7.3.1 Review and wrap-up**

Diane Quinn-Ouellette stated the event was very fun and a great success. She thanked the Committee members, judges, Essex BIA and Town staff for helping to make it a success and hopes it can be offered again this year.

Cynthia Cakebread added that the feedback was phenomenal and that approach taken to judging was well done.

The Committee agreed the event was a great success.

#### **7.3.2 Plans 2021**

Diane Quinn-Ouellette suggested if Essex BIA is willing to partner again this year and provide prizes, the Committee should consider ways to increase the number of prizes available.

Cynthia Cakebread suggested focusing on houses and businesses and eliminating the block category.

Chair Tony Paniccia suggested reaching out to the Harrow Chamber of Commerce again to seek to partner with them for the next event in addition to the Essex BIA. Cynthia Cakebread added that the Committee might want to engage with the Explore the Shore group as well.

## **8. New Business**

### **8.1 Tracy Armstrong – New Initiative**

Tracy Armstrong proposed offering a Christmas festival in 2021, The Twelve Days

of Christmas Activities, to support and promote local businesses, facilities and organizations and encourage people to visit all four centres. She added that community members would register through the Town for the event that could include activities such as visiting a Christmas market, a paint night, cookie-baking, wreath-making, carolling, gingerbread house making, make a Christmas sign, Christmas social, explore the Town lights, Christmas trivia, add wishes to the Town Christmas tree, free ice skating, a scavenger hunt etc. Tracy Armstrong mentioned that the event could tie-in with other Committee events such as Explore Eat Essex, 12 Days of Tune Up the Parks and Candy Cane Lane Light Contest.

Cynthia Cakebread stated that the Community Services Department has the resources and people to support such an event.

Councillor Bjorkman suggested that each Committee member could be responsible for planning two events.

Tracy Armstrong agreed to oversee planning for the event.

## **8.2 Downtown Tea 2021**

Cynthia Cakebread suggested while the event occurred in February, it is unlikely to occur next month due to social distancing restriction but that the Committee should look to continue offering the event when able to.

## **8.3 Tune Up the Parks 2021**

Cynthia Cakebread suggested that due to resources allocated to it for 2021, it should continue in the same format as last year and according to the same timeline pending modifications due to the COVID-19 pandemic.

Councillor Bjorkman remarked that the parks the event occurs in have ample room for social distancing protocols as needed and that those protocols can be implemented as needed for the in-person event to occur.

## **8.4 Kite Festival 2021**

Cynthia Cakebread mentioned that due to the Covid-19 pandemic the event has not occurred since the inaugural event in 2019 but that it was highly successful. She suggested the Committee should offer it again in 2021 but consider changing the location due to concerns about overhead powerlines at Heritage Park.

## **8.5 Introduction of Town Staff**

Cynthia Cakebread informed the Committee that Trevor Martin would handle Committee administrative duties moving forward such as recording meeting minutes and that Bre Roles would be responsible for in-person event management duties.

Chair Tony Paniccia requested that Cynthia Cakebread send correspondence to Janice Aloisio to express appreciation for her service as Recording Secretary.

9. Future Meetings

9.1 Scheduled for February 10, 2021

The next regular meeting of the Committee will be held on Wednesday February, 10 at 4:30 PM via Zoom.

10. Adjournment

Moved by Patti Oshar  
Seconded by Jeannette Kervoelen

**(ACT21-01-006)That** the meeting be adjourned at 5:08 PM.

**Carried**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Date



Essex Municipal Heritage Committee (EMHC)

## Minutes

Thursday, January 28<sup>th</sup>, 2021 - 5:00 PM

Location: Electronic Zoom Meeting

Accessible formats or communication supports are available upon request. Please contact the Planning Department at [essexplanning@essex.ca](mailto:essexplanning@essex.ca) or 519-776-7336 extension 1128  
“The EMHC is the resource base for information and knowledge for Council, administration and the community on all matters of heritage”

Present:	Laurie Brett, Chair
	Richard Kokovai, Vice Chair <i>(Lost connection at 5:34pm)</i>
	Anthony Paniccia
	Phil Pocock <i>(Left the meeting at 6:09pm)</i>
	Laurie Kowtiuk
Also Present:	Rita Jabbour, Staff Liaison
	Alex Denonville, Communications Manager
	Lori Chadwick, Director, Development Services
Regrets:	Claudette Gauthier
	Joe Lucas
	Councillor Steve Bjorkman
	Sarah Aubin, Recording Secretary
Member of Public	Perry Basden

### 1. Call to Order

The Chair called the meeting to order at 5:15 p.m.

### 2. Declarations of Conflict of Interest

There were no declaration of conflict of interest noted at this time

### 3. Adoption of Published Agenda

3.1 That the published Agenda for Thursday, January 28<sup>th</sup>, 2021 Essex Municipal Heritage Committee Meeting be amended to allow for Mr. Perry Basden of Heritage Colchester to be a delegate and added to item 5. Public Presentations on the Agenda to address item 6.7 regarding the Friends of Colchester Schoolhouse

Moved by Richard Kokovai

Seconded by Laurie Kowtiuk

**(EMHC 21-01-09) That** the published agenda for the Thursday, January 28<sup>th</sup>, 2021 Essex Municipal Heritage Committee Meeting be adopted as amended  
**Carried**

#### **4. Adoption of Minutes**

4.1 That the Minutes from the Thursday, January 14<sup>th</sup>, 2021 Essex Municipal Heritage Committee Special Meeting be adopted.

Moved by Richard Kokovai

Seconded by Anthony Paniccia

**(EMHC 21-01-10) That** the minutes of the Thursday, January 14<sup>th</sup>, 2021 Essex Municipal Heritage Committee Special Meeting be adopted as circulated.  
**Carried**

#### **5. Public Presentations**

5.1 Perry Basden, 70 Harrison Street

Perry Basden provided the members with an update regarding the Friends of Colchester Schoolhouse. He advised that the group has chosen the name Heritage Colchester to allow for other opportunities for heritage preservation should they arise in the future. He advised that he is the president of the group with 5 board members. They have been in contact with the Ontario Historical Society to incorporate. He advises the members of the phased plan for the schoolhouse should Essex Council approve them to conserve the property. He advised that they have a domain name heritagecolchester.com and a Facebook page.

#### **6. Unfinished Business**

6.1 Greater Marketing and Public Education about Heritage– Ongoing

Rita advised the members that Heritage Week 2021 will be held February 15<sup>th</sup> to February 21<sup>st</sup> 2021 and that there will be many opportunities to market Heritage Week and events.

6.2 Cemeteries –ongoing

6.3 Listing –ongoing

Rita provides an update on the Huffman and Ferriss Cemetery Listing. She advised that a report was being prepared with the recommendation for listing will be on the February 16<sup>th</sup> Regular Council agenda.

Rita advised that she was approached by a resident to list the property at 388 CTY RD 50 East “The Little Family House”. The resident provided cultural significant information regarding the property. The Homestead is a heritage residence prior to 1820. Captain John Little was the original owner he was in the American revolution.

The residence was moved back from the cliff edge as there were fears that it would go into the lake. She stated that he was an important name in the area, he holds the distinguished honour of hosting the first church service in Colchester. She advised that more information is required to validate its cultural significance. She asked the committee if they would recommend she contact the current owner to invite them to a committee meeting to discuss listing the property due to its cultural value.

Laurie Brett, Chair stated that she would like the current owners to attend the committee to discuss the property and the heritage value.

Rita advised that Chris Carter advised her of this property she stated that she will invite him to the next committee meeting to discuss further.

#### 6.4 Heritage Designation and Interpretive Plaque Program – ongoing

#### 6.5 Reports to Council – on going

#### 6.6 Studies and Master Plans- on going

#### 6.7 Friends of the Colchester Schoolhouse – Ongoing

Laurie Brett provided a summary of Council's decision on the Colchester Schoolhouse matter at the Regular Council meeting that was held January 18<sup>th</sup> 2021. She stated that she brought forward the three motions the Heritage Committee discussed at the January 14<sup>th</sup> meeting for Council's consideration. She advised that these motions were tabled and will be considered when the Special Heritage Meeting Minutes are presented on a regular council agenda for adoption. She advised that Council has at this time deferred the decision to sell the subject property to a later date.

Lori Chadwick, advised the members that the offer from the proposed developer has been extended until March 15<sup>th</sup> 2021.

Laurie Brett requested clarification from administration on what the offer being extended between Council and the proposed developer means for the grass roots group Heritage Colchester with regards to the schoolhouse.

Rita advised that Mr. Basden should proceed to the February Regular Council meeting with the updates on progress of the Heritage Colchester group.

Anthony Paniccia asked why the subject property for the Colchestser Schoolhouse was to be sold.

Lori Chadwick, advised that-Council on January 18<sup>th</sup> 2021 deferred the decision to sell and the proposed purchaser has agreed to defer the sale.

Anothny questioned if the property ever had a for sale sign on the property for the general public to purchase and if the proposed purchasers approached the town knowing the property was for sale to purchase.

Lori advised that the Surplus Lands By-law allows for the sale of any subject



property that is owned by the Town of Essex. She advised that the Clerks Department would have further information regarding the By-law. However, she advised that everything was done within the boundaries of the by-law. She stated that the subject property has been owned by the Town of Essex and that anyone with interest in the property could approach the Town for a further discussion. Laurie Brett advised that the Heritage Committee at the January 14<sup>th</sup> meeting passed a motion to amend the surplus By-law with regards to heritage properties as the committee and members of the public feel heritage properties should receive public and committee consultation before declaring them surplus..

#### 6.8 Heritage Week 2021 – on going

Rita advised members that Heritage Week is February 15<sup>th</sup> to February 21<sup>st</sup>. She advised that there will be two speakers, Chris Carter and Elise Harding-Davis with regards to the lost settlements within the Town of Essex.

Elise will be focusing on the lost cemeteries within the Town of Essex and Chris Carter will be focused on the content of his books the lost settlements in Essex. She stated they will be on Zoom over YouTube on February 17<sup>th</sup> and February 18<sup>th</sup>. She advised that youth participation this year will be minimal if any. She stated that colouring books will not be distributed with crayons due to COVID restrictions and the High School was unable to do any submissions due to the Hybrid school year.

She advised that she received four (4) nominations for the Heritage Preservation Awards.

The nominations are as follows:

Chris Carter for his many books of detailing of the past and involvement in HEIRS  
Bill Gay for his efforts to save and fundraise for the Essex Train Station.

Elise Harding Davis an advocate for black history and designating BME cemeteries  
Perry Basden interest in collective Heritage strong voice for Colchester preservation.

The committee agreed that all four nominated individuals should receive the preservation awards.

#### 6.9 Charles Maedel Commemoration Project –ongoing

#### 6.10 Heritage Walking Tour and Digital Component – ongoing

Alex Denonville reviewed the Heritage Virtual Tour layout with the Committee members. He advised that he would appreciate the assistance from members to pin point specific heritage value items within a room or on a building to describe so that residence viewing the 360 can point on a the specific item and gain some background information on the item.

6.11 Batten Schoolhouse and Iler Schoolhouse – ongoing

6.12 Cultural Master Plan – Ongoing

6.13 Historically Significant Name Registry – Ongoing

6.14 Century Farms

Rita advised that she contacted the Junior Farmers and she is waiting to hear back from them.

Laurie agreed to contact HEIRS while waiting for Junior Farmers to contact Rita.

Rita also advised that she will be doing a Facebook post regarding Century Farms and requesting any community information on them.

## **7. Reports from Administration**

None.

## **8. Correspondence**

## **9. New Business**

9.1 Election of Chair and Vice Chair 2021 Committee Season

Committee to elect a chair and vice chair for the 2021 committee season.

Deferred due to loss of quorum.

## **10. Announcements**

## **11. Notices of Motion**

## **12. Adjournment**

Moved by Anthony Paniccia

Seconded by Laurie Kowtiuk

**(EMHC 21-01-11)That** the meeting be adjourned at 6:41p.m.

**Carried**

## **13. Future Meetings**

Thursday, February 25<sup>th</sup>, 2021 at 5:00 PM Location: Electronic Meeting via Zoom

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Chair

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Recording Secretary



## **Essex Police Services Board (EPSB)**

### **Regular Meeting Minutes**

Thursday, February 4, 2021 - 4:30 PM

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

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

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 Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk
Regrets:	Sarah Aubin, Recording Secretary

#### **1. Call to Order**

The Chair called the meeting to order at approximately 4:31 PM.

## **2. Closed Meeting Report**

## **3. Declarations of Conflict of Interest**

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

## **4. Adoption of Published Agenda**

4.1 February 4, 2021 Essex Police Service Board Regular Meeting Agenda

Moved by Councillor Bowman

Seconded by Karen Robertson

**(EPSB-21-01-06)** That the published agenda for the February 4 2021 Essex Police Service Board regular meeting be adopted as presented/amended.

**Carried**

## **5. Adoption of Minutes**

**5.1** January 7, 2021 Essex Police Service Board Regular Meeting Minutes

Moved by Richard Tapping

Moved by Katie McGuire-Blais

**(EPSB 21-01-07)** That the minutes of the January 7, 2020 Essex Police Service Board Regular Meeting be adopted as circulated.

**Carried**

## **6. Public Presentations**

None

## **7. Unfinished Business**

## **8. Reports from Administration**

### **8.1 Monthly Reports**

Staff Sergeant Bradley provided an overview of the monthly overview for December 2020.

## **November**

- 8.1.2 Police Services Board Report for Essex
- 8.1.3 Police Services Board Monthly Overview October 2020
- 8.1.4 O.P.P. Detachment Board Report
- 8.1.5 Windsor & Essex County Crime Stoppers Report

## **December**

- 8.1.6 Police Services Board Report for Essex
- 8.1.7 Police Services Board Monthly Overview December 2020
- 8.1.8 O.P.P. Detachment Board Report
- 8.1.9 Windsor and Essex County Crime Stoppers Report

Moved by: Karen Robertson

Seconded by: Katie McGuire-Blais

**(EPSB 21-01-08)** That the Reports from item 8.1 be received.

**Carried**

## **9. Correspondence**

### **9.1 Information Purposes Only**

- 9.1.1 20-0002** All Chiefs Memo Declaration of Provincial Emergency under the Emergency Management and Civil Protection Act (EMCPA)
- 9.1.2 20-0003** All Chiefs Memo New Orders under the Emergency Management and Civil Protection Act (EMCPA) and Revised Orders under the Reopening Ontario Act (ROA)
  - 9.1.2.1 21-0003** Attachment Ontario Regulation 12/21 Provincial Offences Act Amendments to R.R.O. 1990, Regulation 950
- 9.1.3 20-0004** All Chiefs Memo Updates Related to the Emergency Management and Civil Protection Act (EMCPA) and Revised Rules for Areas in Stage 1 Under the Reopening Ontario Act (ROA) Memo from David Hagarty

Moved by Richard Tapping

Seconded by Councillor Bowman

**(EPSB 21-01-09)That** the Correspondence listed in Agenda Item 9.1 be received

**Carried**

#### **10. New Business**

Madame Chair Verbeek reported that at the recent ROMA Conference she met briefly with Solicitor General Silvia Jones, had a good conversation with her and is anticipating that there will soon be an announcement in connection with providing assistance for community mental health supports.

#### **11. Announcements**

#### **12. Notices of Motion**

#### **13. Adjournment**

Moved by: Richard Tapping

Seconded by: Katie McGuire Blais

**(EPSB-21-01-10)** That the meeting be adjourned at 5:08 p.m.

#### **14. Future Meeting Date**

March 4, 2021 at 4:30 PM

Location: Electronic meeting

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Chair

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Recording Secretary

**The Corporation of the Town of Essex**

Report Under Section 284 of the Municipal Act - Statement of Remuneration and Expenses Paid 2020

For the year ended December 31, 2020

Name	Position	Remuneration	Conventions and Conferences <sup>1</sup>	Education and Seminars	Telephone and Internet	Mileage	Sub-total	Remuneration and Expenses Total
<b>Council</b>								
Snively, Larry	Mayor	\$ 41,858.40	\$ -	\$ -	\$ 1,232.65	\$ 2,270.60	\$ 3,503.25	\$ 45,361.65
Meloche, Richard	Deputy-Mayor	\$ 25,398.48	\$ -	\$ -	\$ 1,439.77	\$ 2,487.47	\$ 3,927.24	\$ 29,325.72
Bjorkman, Steve	Councillor	\$ 21,313.08	\$ -	\$ -	\$ 1,506.27	\$ -	\$ 1,506.27	\$ 22,819.35
Bondy, Sherry	Councillor	\$ 21,313.08	\$ -	\$ -	\$ 1,742.76	\$ 475.54	\$ 2,218.30	\$ 23,531.38
Bowman, Morley	Councillor	\$ 20,444.04	\$ -	\$ -	\$ 1,638.39	\$ -	\$ 1,638.39	\$ 22,082.43
Garon, Joseph	Councillor	\$ 21,356.49	\$ 1,672.14	\$ -	\$ 1,253.62	\$ 56.04	\$ 2,981.80	\$ 24,338.29
Vander Doelen, Chris	Councillor	\$ 21,313.08	\$ -	\$ -	\$ 2,011.85	\$ 570.08	\$ 2,581.93	\$ 23,895.01
Verbeek, Kim	Councillor	\$ 21,364.05	\$ 1,999.39	\$ -	\$ 1,451.06	\$ 61.36	\$ 3,511.81	\$ 24,875.86
<b>Total</b>		\$ 194,360.70	\$ 3,671.53	\$ -	\$ 12,276.37	\$ 5,921.09	\$ 21,868.99	\$ 216,229.69
<b>Police Services Board</b>								
McGuire-Blais, Katie		\$ 1,100.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100.47
Bowman, Morley	Councillor	\$ 611.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 611.68
Robertson, Karen		\$ 644.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 644.99
Snively, Larry	Mayor	\$ 373.64	\$ 12.50	\$ -	\$ -	\$ -	\$ 12.50	\$ 386.14
Tapping, Richard		\$ 1,100.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100.47
Verbeek, Kim	Councillor	\$ 957.18	\$ 213.50	\$ -	\$ -	\$ -	\$ 213.50	\$ 1,170.68
<b>Total</b>		\$ 4,788.43	\$ 226.00	\$ -	\$ -	\$ -	\$ 226.00	\$ 5,014.43
<b>Committee of Adjustment</b>								
Beneteau, Raymond		\$ 1,048.00	\$ -	\$ 38.75	\$ -	\$ -	\$ 38.75	\$ 1,086.75
Boudreau, Dan		\$ 838.40	\$ -	\$ 38.75	\$ -	\$ -	\$ 38.75	\$ 877.15
Dufour, Percy		\$ 943.20	\$ -	\$ 38.75	\$ -	\$ -	\$ 38.75	\$ 981.95
Gray, Brian		\$ 943.20	\$ -	\$ 38.75	\$ -	\$ -	\$ 38.75	\$ 981.95
Pocock, Phillip		\$ 1,048.00	\$ -	\$ 38.75	\$ -	\$ -	\$ 38.75	\$ 1,086.75
<b>Total</b>		\$ 4,820.80	\$ -	\$ 193.75	\$ -	\$ -	\$ 193.75	\$ 5,014.55
<b>Drainage Committee</b>								
Boudreau, Dan		\$ 838.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 838.40
Carter, Kirk		\$ 943.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 943.20
Dufour, Percy		\$ 1,152.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,152.80
Martin, Luke		\$ 943.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 943.20
Weist-Bienzele, Felix		\$ 1,048.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,048.00
<b>Total</b>		\$ 4,925.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,925.60
<b>Essex Region Conservation Authority</b>								
Bowman, Morley	Councillor	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00
Vander Doelen, Chris	Councillor	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00
<b>Total</b>		\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
<b>E.L.K. Energy Inc.</b>								
McDermott, Ron		\$ 3,326.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,326.80
Snively, Larry	Mayor	\$ 2,376.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,376.27
Meloche, Richard	Deputy Mayor	\$ 2,376.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,376.27
Vander Doelen, Chris	Councillor	\$ 2,470.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,470.00
Bowman, Morley	Councillor	\$ 2,851.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,851.53
Garon, Joe	Councillor	\$ 2,376.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,376.27
<b>Total</b>		\$ 15,777.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,777.14
<b>Summary - All Council</b>								
Snively, Larry	Mayor	\$ 44,608.31	\$ 12.50	\$ -	\$ 1,232.65	\$ 2,270.60	\$ 3,515.75	\$ 48,124.06
Meloche, Richard	Deputy Mayor	\$ 27,774.75	\$ -	\$ -	\$ 1,439.77	\$ 2,487.47	\$ 3,927.24	\$ 31,701.99
Bjorkman, Steve	Councillor	\$ 21,313.08	\$ -	\$ -	\$ 1,506.27	\$ -	\$ 1,506.27	\$ 22,819.35
Bondy, Sherry	Councillor	\$ 21,313.08	\$ -	\$ -	\$ 1,742.76	\$ 475.54	\$ 2,218.30	\$ 23,531.38
Bowman, Morley	Councillor	\$ 24,507.25	\$ -	\$ -	\$ 1,638.39	\$ -	\$ 1,638.39	\$ 26,145.64
Garon, Joe	Councillor	\$ 23,732.76	\$ 1,672.14	\$ -	\$ 1,253.62	\$ 56.04	\$ 2,981.80	\$ 26,714.56
Vander Doelen, Chris	Councillor	\$ 24,383.08	\$ -	\$ -	\$ 2,011.85	\$ 570.08	\$ 2,581.93	\$ 26,965.01
Verbeek, Kim	Councillor	\$ 22,321.23	\$ 2,212.89	\$ -	\$ 1,451.06	\$ 61.36	\$ 3,725.31	\$ 26,046.54
<b>Total - All Council</b>		\$ 209,953.54	\$ 3,897.53	\$ -	\$ 12,276.37	\$ 5,921.09	\$ 22,094.99	\$ 232,048.53
<b>Summary - All Other</b>								
McDermott, Ron		\$ 3,326.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,326.80
Beneteau, Ray		\$ 1,048.00	\$ -	\$ 38.75	\$ -	\$ -	\$ 38.75	\$ 1,086.75
Boudreau, Dan		\$ 1,676.80	\$ -	\$ 38.75	\$ -	\$ -	\$ 38.75	\$ 1,715.55
Carter, Kirk		\$ 943.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 943.20
Dufour, Percy		\$ 2,096.00	\$ -	\$ 38.75	\$ -	\$ -	\$ 38.75	\$ 2,134.75
Gray, Brian		\$ 943.20	\$ -	\$ 38.75	\$ -	\$ -	\$ 38.75	\$ 981.95
Martin, Luke		\$ 943.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 943.20
McGuire-Blais, Katie		\$ 1,100.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100.47
Pocock, Phillip		\$ 1,048.00	\$ -	\$ 38.75	\$ -	\$ -	\$ 38.75	\$ 1,086.75
Robertson, Karen		\$ 644.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 644.99
Tapping, Rich		\$ 1,100.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100.47
Weist-Bienzele, Felix		\$ 1,048.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,048.00
<b>Total - All Other</b>		\$ 15,919.13	\$ -	\$ 193.75	\$ -	\$ -	\$ 193.75	\$ 16,112.88
<b>Total - All<sup>2</sup></b>		\$ 225,872.67	\$ 3,897.53	\$ 193.75	\$ 12,276.37	\$ 5,921.09	\$ 22,288.74	\$ 248,161.41

**NOTES:**
<sup>1</sup> Conventions and Conferences include all expenses related to attending except mileage, which is shown under mileage

<sup>2</sup> Total - All, includes all related expenses

## **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

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

### **By-Law Number 1998**

#### **Being a by-law to Appoint a Building Inspector for the Town of Essex**

**Whereas**, subsection 3(2) of the *Building Code Act, 1992* authorizes the council of a municipality to appoint such inspectors as are necessary for the enforcement of the Act in the areas in which the municipality has jurisdiction

**And whereas**, the Town of Essex is desirous of appointing a Building Inspector to work on a temporary contract basis as a Building Inspector for the Town of Essex under the direction of and reporting to the Town's Chief Building Officer;

**Now therefore**, be it resolved that the Council of The Corporation of the Town of Essex enacts as follows:

1. That Dan Boudreau be and is hereby appointed as a Building Inspector for the Corporation of the Town of Essex pursuant to subsection 3(2) of the *Building Code Act, 1992* with such appointment to be on a temporary contract basis effective March 15, 2021 and continuing to December 31, 2021.
2. That this By-Law shall come into full force and effect upon the final passage thereof.

**Read a first, a second and a third time and finally passed on March 15, 2021.**

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Mayor

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Clerk

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

## **By-Law Number 1997**

### **Being a by-law to authorize a Lease Extension Agreement between Suncor Energy Products Partnership and the Town of Essex for the lease by the Town of the land located at 64 King St. West, Harrow and legally described as Part Lots 2 & 3, Plan 180 (Geographic Township of Colchester & Town of Harrow) as in R765254 Town of Essex, County of Essex.**

**Whereas** the Corporation of the Town of Essex as Tenant leased from Suncor Energy Products Partnership, as Landlord, pursuant to a Lease dated the 16th day of February, 2016 (the "Lease") the property located at 64 King Street West, Harrow, Ontario, such property being legally described and referred to therein as the "Leased Premises", for a term of five (5) years commencing March 1, 2016 and ending on February 28, 2021 (the "First Term");

**And whereas,** the Parties are desirous of extending the Lease for a further term of Five (5) years commencing on March 1, 2021 and ending on February 28, 2026 (the "**First Extension Term**") on the same terms and conditions applicable as the First Term save and except as follows:

- (a) The rent payable during the First Extension Term shall represent any and all property tax amounts, charges, expenses, levies of whatever nature and kind relating to the Leased Premises. Suncor shall as soon as practicable, after receipt and payment of the tax bills, send to the Tenant an invoice setting forth the amount of taxes paid. The Tenant shall pay within 30 days from the date of such invoice received by Suncor;

**And whereas,** the Parties hereto are further desirous of reflecting the lease extension by way of the Lease Extension Agreement attached hereto as Schedule "A" to this By-law

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

1. That the Mayor and Clerk are hereby authorized to execute the Lease Extension Agreement between The Corporation of the Town of Essex and Suncor Energy Products Partnership ("Suncor") for the lease by the Town of the lands located at 64 King St. West, Harrow and legally described as Part Lots 2 & 3, Plan 180 (Geographic

Township of Colchester & Town of Harrow) as in R765254 Town of Essex, County of Essex, as described further in Schedule “A” to this By-Law 1997; and

2. That this by-law shall come into full force and effect upon the final passing thereof.

**Read a first, a second and a third time and finally passed on March 15, 2021.**

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Mayor

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Clerk

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

### **By-Law Number 1996**

#### **Being a by-law to confirm the proceedings of the March 15, 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 15, 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 15, 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 15, 2021.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Read a third time and finally adopted on April 6, 2021.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk