



Regular Council Meeting Agenda

April 19, 2021, 6:00 pm

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

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

This meeting will be hosted and chaired from the Town of Essex Municipal Building. Due to the ongoing COVID-19 pandemic 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

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 April 19, 2021**

Moved by _____

Seconded by _____

That the published agenda for the April 19, 2021 Regular Council Meeting be adopted as presented / amended.

6. **Adoption of Minutes**

6.1. **Regular Council Meeting Minutes for April 6, 2021**

1

Moved by _____

Seconded by _____

That the minutes of the Regular Council Meeting held April 6, 2021 be adopted as circulated.

7. **Public Presentations**

8. **Unfinished Business**

9. **Reports from Administration**

9.1. **Economic Development-2021-05**

17

RE: Agritourism Development Strategy

Moved by _____

Seconded by _____

That Economic Development-2021-05 entitled Agritourism Development Strategy prepared by Nelson Silveira, Economic Development Officer dated April 19, 2021 be received; and

That Council adopt the Town of Essex Agritourism Development Strategy and direct Administration to begin the implementation process.		
9.1.1.	Trevor Jonas Benson, Vice President and Caroline Morrow, Senior Destination Development Officer, Culinary Tourism Alliance RE: Agritourism Development Strategy	78
9.2.	Economic Development-2021-03 RE: Building Report and Development Overview March 2021 Moved by _____ Seconded by _____ That Economic Development-2021-03 entitled Building Report and Development Overview March 2021 prepared by Nelson Silveira, Economic Development Officer dated April 19, 2021 be received for information.	83
9.3.	Economic Development-2021-04 RE: Community Improvement Plan Update (Quarter 1 2021) Moved by _____ Seconded by _____ That Economic Development-2021-04 entitled Community Improvement Plan Update (Quarter 1 2021) Summary prepared by Nelson Silveira, Economic Development Officer dated April 19, 2021 be received.	91
9.4.	Parks and Facilities-2021-02 RE: Free Menstrual Products at Two Recreational Facilities Moved by _____ Seconded by _____ That Community Services Report 2021-004 entitled Free Menstrual Products at Two Town Recreational Facilities be received; and That Council approve the installation of menstrual dispensers and disposal containers at the Essex Centre Sports Complex and Harrow and Colchester South Complex for one year beginning in August 2021 as a pilot project to provide free access to menstrual products in Town of Essex recreation facilities.	97
9.5.	Parks and Facilities-2021-03 RE: Refrigeration System at the Essex Centre Sports Complex Moved by _____ Seconded by _____ That Parks and Facilities-2021-03 report entitled Capital Project CS-21-0057 Refrigeration System at the Essex Centre Sports Complex, Scope Addition prepared by Jake Morassut, Manager, Parks and Facilities, dated April 19, 2021 be received; That Council approve the additional work of replacing of two Bitzer Compressors in 2021; That Council approve the addition of replacing two motor bearings while the compressors are being replaced; and	101

That Council approve the addition of repairing the heat exchanger gaskets while the compressors and bearings are being replaced.

9.6. Planning-2021-08 105

RE: Site Plan Control Approval - 3900 North Malden Road

Moved by _____

Seconded by _____

That Planning-2021-08 entitled Site Plan Control Approval (3900 North Malden Road, Colchester North, Ward 2) prepared by Corinne Chiasson, Assistant Planner, Planning Services, dated April 19, 2021 be received; and

That By-Law 2009, being a By-Law to enter into a Site Plan Control Agreement between the Corporation of the Town of Essex and Lorne McKim for the conversion of the existing dwelling to accommodate the housing of farm help at 3900 North Malden Road, be executed and registered.

9.6.1. By-Law 2009 112

RE: By-Law to enter into a Site Plan Control Agreement between The Corporation of the Town of Essex and Lorne McKim

9.7. Planning-2021-09 118

RE: Official Plan and Zoning By-Law Amendment(s) to permit Second Dwelling Unit (SDU) Policies and Regulations for the Town of Essex

Moved by _____

Seconded by _____

That Planning-2021-09 entitled Official Plan and Zoning By-Law Amendment(s) to permit Second Dwelling Unit (SDU) Policies and Regulations for the Town of Essex prepared by Rita Jabbour, RPP, Manager, Planning Services dated April 19, 2021 be received;

That By-Law Number 2013, Being a By-Law to Amend the Official Plan for the Town of Essex to Permit Second Dwelling Unit Policies in Detached Structures on Lands Designated “Agricultural”, be approved; and

That Council direct Administration to prepare a Zoning By-Law Amendment with the proposed zoning regulations concerning Second Dwelling Units under Appendix B.

9.7.1. By-Law 2013 163

Re: By-Law to Amend The Official Plan for the Town of Essex

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. Ministry of Municipal Affairs and Housing 169

RE: Declaration of Provincial Emergency under the *Emergency Management and Civil Protection Act* and Amendments to the Reopening Ontario Act

12.1.1.2. Ministry of Solicitor General 171

RE: Declaration of Provincial Emergency under the *Emergency Management and Civil Protection Act* and Amendments to the Reopening Ontario Act

12.1.1.3. The Corporation of the Town of Amherstburg 175

RE: Universal Paid Sick Days in Ontario

12.1.2. The Corporation of The Town of Amherstburg 179

RE: Amendments to the Agricultural Tile Drainage Installation Act

12.1.3. City of Kitchener 184

RE: Planning Act Timelines

12.1.4. Township of Essa 186

RE: Support - Bill 257, Schedule C

12.1.5. The Corporation of the Township of Hudson 187

RE: Support for Fire Departments

12.1.6. Harrow Early Immigrant Research Society 189

RE: Letter of thanks for Essex Community Partnership Fund donation

12.1.7. Canadian Transportation Museum and Heritage Village 190

RE: Letter of thanks for Community Partnership Fund donation

12.2. Correspondence to be considered for receipt and support

12.2.1. County of Essex, Essex-Windsor Emergency Medical Services 191

RE: Paramedic Recognition Banners

Moved by _____

Seconded by _____

That the correspondence from the County of Essex, Essex-Windsor Emergency Medical Services requesting that temporary banners be hung for the period of May 16 to June 6, 2021 in support of Paramedic Services Week, be received and supported; and

That Administration send a letter of no objection to E.L.K. Energy Inc. in support of the temporary banners.

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.	Essex Municipal Heritage Committee - February 25, 2021	192
13.2.	Essex Police Services Board - March 4, 2021	197
13.3.	Arts, Culture and Tourism Committee - March 10, 2021	201
13.4.	Committee of Adjustment - March 16, 2021	204
13.5.	Court of Revision - March 17, 2021	228

14. Financial

15. New Business

16. Notices of Motion

16.1. The following Notices of Motion were presented at the April 6, 2021 Regular Council Meeting and are being brought forward this evening for Council's consideration:

16.1.1. Mayor Snively

RE: Land Acknowledgement

Moved by Mayor Snively

Seconded by _____

That Administration research and consult with local First Nations, indigenous organizations and other community champions in creating or developing a land acknowledgement statement for the Town of Essex.

16.1.2. Councillor Bondy

RE: Safe and Reliable Supply of Electricity from Hydro One

Moved by Councillor Bondy

Seconded by _____

That Essex Council send a letter to Hydro One to let them know of the concerns we have in our municipality of frequent power outages that are negatively impacting both our residential homes and businesses.

16.2. The following Notice of Motion is being presented this evening and will be brought forward for Council's consideration at the May 3, 2021 Regular Council Meeting:

16.2.1. Mayor Snively

RE: Recognizing Significant Dates

Moved by Mayor Snively
Seconded by _____
That the Town of Essex Council recognizes significant dates such as special milestone anniversaries and birthdays for members in our community.

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 2007 231

Being a by-law to confirm the proceedings of the April 6, 2021, Regular Meeting of Council of The Corporation of the Town of Essex

Moved by _____
Seconded by _____
That By-Law 2007 being a by-law to confirm the proceedings of the April 6, 2021, Regular Meeting of Council of The Corporation of the Town of Essex, be read a third time and finally passed April 19, 2021.

18.1.2. By-Law 1988 233

Being a by-law to provide for the 13th Concession West Drain Reconsidered Report: New Bridge for Martin, Geographic Township of Colchester North, Project REI2020D027, Town of Essex, County of Essex

Moved by _____
Seconded by _____
That By-Law 1988 being a by-law to provide for the 13th Concession West Drain Reconsidered Report: New Bridge for Martin, Geographic Township of Colchester North, Project REI2020D027, Town of Essex, County of Essex be read a third time and finally passed April 19, 2021.

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

18.2.1. By-Law 2008 236

Being a by-law to amend By-Law Number 1666, 1682, 1698, 1715, 1734, 1793, 1807, 1808, 1824, 1837, 1849, 1859, 1860, 1861, 1871, 1904, 1920, 1964, 1968, 1987, being by-laws to authorize Drainage works pursuant to the Drainage Act, R.S.O. 1990.

Moved by _____
Seconded by _____
That By-Law 2008 being a by-law to amend By-Law Number 1666, 1682, 1698, 1715, 1734, 1793, 1807, 1808, 1824, 1837, 1849, 1859, 1860, 1861, 1871, 1904, 1920, 1964, 1968, 1987, being by-laws to authorize Drainage works pursuant to the Drainage Act, R.S.O. 1990 be read a first, a second and a third time and finally passed April 19, 2021.

18.2.2. By-Law 2010 243

Being a by-law to establish tax rates and additional charges for Municipal, County and Education purposes for the year 2021

Moved by _____

Seconded by _____

That By-Law 2010 being a by-law to establish tax rates and additional charges for Municipal, County and Education purposes for the year 2021 be read a first, a second and a third time and finally passed April 19, 2021.

18.2.3. By-Law 2014 248

Being a by-law to appoint a Deputy Fire Chief for the Town of Essex

Moved by _____

Seconded by _____

That By-Law 2014 being a by-law to appoint a Deputy Fire Chief for the Town of Essex be read a first, a second and a third time and finally passed April 19, 2021.

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

18.3.1. By-Law 2015 249

Being a by-law to confirm the proceedings of the April 19, 2021, Regular Meeting of Council of The Corporation of the Town of Essex

Moved by _____

Seconded by _____

That By-Law 2015 being a by-law to confirm the proceedings of the April 19, 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 April 19, 2021.

19. Adjournment

Moved by _____

Seconded by _____

That the meeting be adjourned at [TIME].

20. Future Meetings

20.1. Monday, May 3, 2021 - 4:30 - 6:00 PM Special Council Meeting

RE: Background Study and Draft Amendment to Development Charges By-Law

Location: Electronic Meeting via Zoom

Livestream available at www.youtube.com/EssexOntario

20.2. Monday, May 3, 2021 - 6:00 - 9:00 PM Regular Council Meeting

Location: Electronic Meeting via Zoom

Livestream available at www.youtube.com/EssexOntario

20.3. Monday, May 17, 2021 - 6:00 - 9:00 PM Regular Council Meeting

Location: Electronic Meeting via Zoom

Livestream available at www.youtube.com/Essex/Ontario



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**

April 6, 2021, 6:00 pm

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

This meeting was hosted and chaired from the Town of Essex Municipal Building. Due to the ongoing COVID-19 pandemic this meeting was not open to the public for in person attendance but was available electronically via livestream and also for viewing post-meeting on YouTube at www.youtube.com/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
Cassandra Roy, Legislative Clerk, Legal and Legislative Services

1. Call to Order

Mayor Snively called the meeting to order at approximately 6:01 P.M.

2. National Anthem

3. Closed Meeting Report

Robert Auger, Town Solicitor/Clerk provided a verbal report on the Closed Meetings held on March 18, 2021 and March 29, 2021. He reported that Council met electronically in Closed Session, as permitted to do so by Section 239 (2) (b) (c) of the Municipal Act, S.O. 2001, C.25 as amended. He further reported as follows:

At the Closed Meeting on March 18, 2021, Council received information and provided administrative direction with respect to a proposed disposition of land by the municipality.

At the Closed Meeting on March 29, 2021, Council received information with respect to a personnel matter regarding identifiable individuals including municipal or local board employees.

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 April 6, 2021

R21-04-111

Moved By Councillor Bjorkman

Seconded By Councillor Garon

That the published agenda for the April 6, 2021 Regular Council Meeting be adopted with the following amendments:

1. That Agenda Item 7.2 be added to allow David Cassidy, resident and local business owner, to appear before Council as a delegate regarding the recent COVID-19 order issued by the Province of Ontario.

2. That Agenda Item 12.1.1.11 be moved to correspondence to be considered for receipt and support and added as Agenda item 12.2.2.

Carried

6. Adoption of Minutes

6.1 Regular Council Meeting Minutes for March 15, 2021

R21-04-112

Moved By Councillor Bjorkman

Seconded By Deputy Mayor Meloche

That the minutes of the Regular Council Meeting held March 15, 2021 be adopted as circulated.

Carried

6.2 Special Council Meeting Minutes for December 21, 2020

R21-04-113

Moved By Councillor Verbeek

Seconded By Councillor Garon

That the minutes for the Special Council Meeting held December 21, 2020 be adopted as circulated.

Carried

6.3 Special Council Meeting Minutes for February 16, 2021

R21-04-114

Moved By Councillor Garon

Seconded By Councillor Bjorkman

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

Carried

6.4 Special Council Meeting Minutes for March 1, 2021

R21-04-115

Moved By Councillor Bondy
Seconded By Councillor Garon

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

Carried

7. Public Presentations

7.1 Ken Knapp Ford

RE: Requesting the use of Spitfire Park to host Event

Randy Voakes spoke on behalf of Ken Knapp Ford regarding hosting an event at the Spitfire Park that would include a farmer's market and car show featuring local businesses. Mr. Voakes advised that, pending COVID-19 restrictions, the event would take place on Tuesday, September 14, 2021.

Mr. Voakes stated that he is seeking financial support in the form of the waiver of fees.

Doug Sweet, Director, Community Services/Deputy CAO, advised that the next step would be to complete the special events form available on the Town of Essex website.

R21-04-116

Moved By Councillor Verbeek
Seconded By Councillor Garon

That the delegation by Randy Voakes and James Knapp on behalf of Ken Knapp Ford be received.

Carried

7.2 David Cassidy, Fitness Fury

RE: COVID-19 Lockdown

David Cassidy, owner, Fitness Fury, spoke about the ongoing COVID-19 restrictions. Mr. Cassidy noted that the numbers have been down in Windsor-Essex County and felt that the area has been doing their part. He said that his business has been closed for 8 months and the lockdown is impacting our community with small businesses suffering.

Mr. Cassidy asked if Council would support small businesses by writing a letter of support.

R21-04-117

Moved By Councillor Verbeek
Seconded By Councillor Garon

That the presentation by David Cassidy be received, and

That the Town of Essex calls upon the Ontario Government, and all local and Provincial health officials to immediately bring to an end the devastation that is occurring to our small businesses and allow our small businesses to remain open to in-store sales but with limited capacity (such capacities being proportionate to the size of the business) and with increased safety measures in place as appropriate;

And that the Town of Essex calls upon the Ontario Government and all local and Provincial health officials to recognize and alleviate the unfair impacts a province wide shutdown has on our local small businesses when there are many other regions in the Province that have significantly higher COVID-19 rates/cases than those of Windsor-Essex County; and that the Town further asks our local and Provincial health officials to continue to provide even more detailed local data to support and demonstrate the fact that the Windsor-Essex region should not have the same restrictions imposed as in other regions throughout the province with much higher cases.

And further the Town of Essex makes this call upon the Ontario Government and all local and Provincial health officials in recognition of the fact that most importantly it is the individual, the people behind our small businesses who, together with others in our community, are suffering as a result of the current shutdown. While it is vitally important to take all reasonable measures to combat the spread of COVID-19 it is equally important to recognize and take steps to protect the mental health of all Ontarians who are suffering at this time and respectfully our small businesses in the Windsor-Essex region are suffering greatly and so we again call on the Ontario Government and all local and Provincial health officials to recognize and alleviate the unfair impacts a province wide shutdown is continuing to have on our local small businesses.

And that finally, this resolution be sent with a request for support to the Province, local and provincial Health Authorities, our local M.P.P. and all local municipalities.

Carried

8. Unfinished Business

9. Reports from Administration

9.1 Chief Administrative Officer (CAO), Chris Nepszy Verbal Report

- Noise By-Law Exemption - Parkland Estates
- COVID-19 - Town Facilities

Chris Nepszy, Chief Administrative Officer, stated that an exemption to the Town’s Noise By-Law has been requested by the developers of Parkland Estates, if needed, due to ongoing storm and sanitary infrastructure construction and the possibility of needing to use or run of pumps for dewatering purposes.

R21-04-118

Moved By Councillor Bjorkman

Seconded By Councillor Vander Doelen

That an exemption to the Noise By-Law be granted to the developers of Parkland Estates pursuant to the following conditions:

- That the exemption be limited to the use of pumps/generators for dewatering purposes for the storm and sanitary infrastructure construction; and
- There shall be Notification to the Town and adjacent property owners if pumps/generators are to be run between the hours of 8:00 PM and 7:00 AM; and
- If there is a need to run said pumps/generators for a duration longer than 5 consecutive days then there shall be a requirement to consult further with Town Administration together with a further request for exemption with rationale.

Carried

9.2 Legal and Legislative Services-2021-05

RE: Prohibition on the Use of Corporate Resources during an Election

Mr. Auger provided a summary of this report and received and responded to comments/questions from Council.

R21-04-119

Moved By Councillor Verbeek

Seconded By Councillor Vander Doelen

That Legal and Legislative Services-2021-05 entitled Policy: Prohibition on the Use of Corporate Resources during an Election prepared by Robert W Auger, Town Solicitor/Clerk dated April 6, 2021 be received, and

That the Town of Essex Policy: Prohibition on the Use of Corporate Resources during an Election attached hereto as Schedule “B” to this report be adopted as presented and in replacement of the current policy.

Carried

9.3 Legal and Legislative Services-2021-06

RE: Front End Financing for Municipal Capital Facilities and a Policy for Future Large Scale Developments

Mr. Auger provided a summary of this report and received and responded to comments/questions from Council.

R21-04-120

Moved By Councillor Bowman

Seconded By Councillor Verbeek

That Legal and Legislative Services-2021-06 entitled Front End Financing for Municipal Capital Facilities and a Policy for Future Large Scale Developments be received;

That Council approves the Town of Essex entering into an Agreement with Essex Town Centre Ltd. for the provision of municipal capital facilities in accordance with the terms and conditions of the said Agreement attached hereto as Schedule “A” to this Report;

That By-Law 1937 being a by-law to enter into an Agreement between Essex Town Centre Ltd. and the Town of Essex for the Provision of Municipal Capital Facilities be read a first, second and third time and be finally adopted on April 6 2021; and

That in accordance with this Report and its Agreement that Council direct Administration to formulate a formal policy to serve or guide future requests for assistance in relation to large scale developments in the Town of Essex.

Carried

9.3.1 By-Law 1937

RE: By-law to enter into an Agreement between Essex Town Centre Ltd. and the Town of Essex for the Provision of Municipal Capital Facilities

9.4 Legal and Legislative Services-2021-07

RE: Integrity Commissioner Annual Report 2020 and Extension of Service

R21-04-121

Moved By Councillor Bjorkman

Seconded By Councillor Vander Doelen

That Legal and Legislative Services 2021-07 entitled Integrity Commissioner Annual Report 2020 and Extension of Services prepared by Robert W Auger and dated April 6, 2021 be received;

That the Integrity Commissioner Annual Report for 2020 attached hereto as Schedule “A” to this Report be received for Council and public information, and

That Council approve the two year extension of the current Integrity Commissioner Agreement up to and including December 31, 2023.

Carried

9.5 Legal and Legislative Services-2021-08

RE: Court of Revision for Barrette Drain: Repair and Improvements

R21-04-122

Moved By Councillor Bondy

Seconded By Councillor Bowman

That the following three (3) members of the Drainage Board: Kirk Carter, Percy Dufour and Felix Weigt-Bienzle be appointed to sit as members of the Court of Revision to be convened for the Barrette Drain: Repair and Improvements, Geographic Township of Colchester North, Town of Essex, County of Essex, Project REI2020D009 pursuant to the Report prepared by Gerard Rood, Professional Engineer, Rood Engineering Inc., and dated January 25, 2021 (hereinafter the “Report”), such Court of Revision to be scheduled for 5:00 pm on May 5, 2021, via electronic meeting, and

That By-Law 2000 being a by-law to provide for the Barrette Drain: Repair and Improvements, Geographic Township of Colchester North, Town of Essex, County of Essex, Project REI2020D009, be read a first and second time and be provisionally adopted on April 6, 2021.

Carried

9.6 Community Services-2021-02

RE: Special Events Resource Team (SERT) April Update

R21-04-123

Moved By Deputy Mayor Meloche
Seconded By Councillor Verbeek

That Community Services-2021-002 entitled Special Events Resource Team (SERT) April Update be received for Council information.

Carried

9.7 Community Services-2021-03

RE: Colchester Beach and Parking Enforcement

R21-04-124

Moved By Councillor Vander Doelen
Seconded By Councillor Garon

That Community Services-2021-003 entitled Colchester Beach and Parking Enforcement - 2021 be received, and

That Council approve contracting Commissionaires Security to provide parking enforcement around Colchester Park and Colchester Beach areas, and in addition provide staffing for beach security on the Colchester Beach for the 2021 summer operating season.

Carried

9.8 Capital Works and Infrastructure-2021-03

RE: Results of Request for Tender for the Supply and Application of Maintenance Stone

R21-04-125

Moved By Councillor Bowman
Seconded By Councillor Bjorkman

That Capital Works and Infrastructure-2021-03 entitled, Results of Request for Tender-2021 Supply and Application of Maintenance Stone prepared by Kevin Girard, Director, Infrastructure Services dated April 6, 2021 be received, and

That Council award the Request for Tender – 2021 Supply and Application of Maintenance Stone to Southwestern Sales Corporation Limited up to the amount of \$185,000.00 including non-refundable Harmonized Sales Tax.

Carried

9.9 Capital Works and Infrastructure-2021-04

RE: Results of Request for Tender for the Supply of Articulated Grader

R21-04-126

Moved By Deputy Mayor Meloche

Seconded By Councillor Bjorkman

That Capital Works and Infrastructure 2021-04 entitled, Results of Request for Tender-2021 Supply of Articulated Grader prepared by Kevin Girard, Director, Infrastructure Services dated April 6, 2021 be received,

That Council award the Request for Tender–2021 Supply of Articulated Grader to Brandt Tractor Ltd. in the amount of \$469,897.32 including additional attachments, extended warranty, and non-refundable Harmonized Sales Tax, and

That Council approve the additional funding of \$19,897.32 above the approved 2021 Capital Budget for the articulated grader (Project No. PW-21-0005) to be financed from the Public Works Equipment Reserve.

Carried

9.10 Capital Works and Infrastructure-2021-05

RE: Results of Request for Tender for the Single Axle Plow Truck and Winter Control Equipment 2021

R21-04-127

Moved By Councillor Bowman

Seconded By Councillor Vander Doelen

That Capital Works and Infrastructure-2021-05 entitled, Results of Request for Tender–Single Axle Plow Truck and Winter Control Equipment 2021 prepared by Kevin Girard, Director, Infrastructure Services dated April 6, 2021 be received,

That Council award the Request for Proposals as follows:

a. Supply of Single Axle Plow Truck Cab and Chassis 2021 to Team Truck Centres Ltd. in the amount of \$124,577.65 including non-refundable HST,

b. Supply of Winter Control Equipment for a Single Axle Plow Truck with Stainless Steel Dump Body to Viking-Cives Ltd. in the amount of \$155,447.56 including non-refundable Harmonized Sales Tax, and

That Council approve the additional funding of \$4,861.86 including non-refundable HST above the approved 2021 Capital Budget of \$280,000.00 for Project PW-21-0041 for the Supply of Winter Control Equipment for a Single Axle Plow Truck, Supply of a Single Axle Plow Truck Cab and Chassis from the Public Works Equipment Reserve.

Carried

9.11 Drainage-2021-02

Appointment of an Engineer under Section 78 of the Drainage Act to enclose a portion of the Bassett Drain

R21-04-128

Moved By Councillor Vander Doelen
Seconded By Councillor Verbeek

That Drainage-2021-02 entitled Appointment of an Engineer under Section 78 of the Drainage Act to enclose a portion of the Bassett Drain prepared by Lindsay Dean, Drainage Superintendent dated April 6, 2021 be received, and

That Council appoint Rood Engineering Incorporated under Section 78 of the Drainage Act to enclose a portion of the Bassett Drain.

Carried

9.12 Planning-2021-07

RE: Site Specific Zoning Amendment: 0 County Road 50 East (ZBA-01-21) and 3900 North Malden Road (ZBA-02-21) and 0 South Talbot Road (ZBA-03-21)

R21-04-129

Moved By Councillor Bowman
Seconded By Councillor Garon

That Planning-2021-07 entitled Site Specific Zoning Amendment: 0 County Road 50 East (ZBA-01-21) and 3900 North Malden Road (ZBA-02-21) and 0 South Talbot Road (ZBA-03-21) prepared by Rita Jabbour, RPP, Manager, Planning Services dated April 6, 2021 be received,

That By-Law Number 2003, being a by-law to amend By-law Number 1037 for the property at 3900 North Malden Road be read a first, a second, and a third time and finally passed on April 6, 2021,

That By-Law Number 2004, being a by-law to amend Bylaw Number 1037 for the lands comprising Parts 1 and 2 on 12R28489 be read a first, a second, and a third time and finally passed on April 6, 2021, and

That By-Law Number 2005, being a by-law to amend By-law Number 1037 for the lands comprising lots 40-52 on Registered Plan Number 1390 be read a first, a second, and a third time and finally passed on April 6, 2021.

Carried

9.12.1 By-Law 2003

RE: By-Law to Amend By-Law 1037 for the lands municipally known as 3900 North Malden Road

9.12.2 By-Law 2004

RE: By-Law to Amend By-Law 1037 for the lands comprising of Part of Lot 284 and 285 Concession South Talbot Road

9.12.3 By-Law 2005

RE: By-Law to Amend By-Law 1037 for the lands comprising Lots 40-52 on Registered Plan 1390

10. Reports from Youth Members

11. County Council Update

12. Correspondence

12.1 Correspondence to be received

R21-04-130

Moved By Councillor Garon

Seconded By Councillor Bowman

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

Carried

12.1.1 Correspondence relating to COVID-19 Pandemic

12.1.1.1 Ministry of the Solicitor General

RE: Amendments to Orders under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (ROA)

12.1.1.2 Ministry of Municipal Affairs and Housing

RE: Capacity Limit Changes for some events in Grey-Lockdown, Phase 1 COVID Vaccination Plan, and new COVID Border Testing Orders

12.1.1.3 Ministry of Solicitor General

RE: Phase 1 COVID-19 Vaccinations for Frontline Police Officers

12.1.1.4 Corporation of The Township of South Glengarry

RE: COVID-19 Vaccine Distribution and Vaccination Rate

12.1.1.5 Ministry of the Solicitor General

RE: New COVID Border Testing Orders under the *Quarantine Act*

12.1.1.6 Office of the Fire Marshal and Emergency Management

RE: COVID-19 Relief Funding for Municipalities Program

12.1.1.7 Windsor-Essex County Health Unit

RE: Confirmed Active COVID-19 Cases in Windsor and Essex County for the week of March 8 to March 14, 2021

12.1.1.8 Windsor-Essex County Health Unit

RE: Confirmed Active COVID-19 Cases in Windsor and Essex County for the week of March 22 to March 28, 2021

12.1.1.9 Ontario Recreation Facilities Association

RE: Open Letter to ORFA Members and Industry Employers

12.1.1.10 WEVax Vaccination Awareness Campaign Launch

12.1.2 The Corporation of the Town of Plympton-Wyoming

Re: Carbon Tax on Primary Agriculture Producers

12.1.3 Association of Municipalities Ontario

Re: Provincial Budget Highlights and Bill 257 Referred to Committee

12.1.4 Union Water Supply System

RE: Agenda for Wednesday, March 17, 2021

12.1.5 Dillon Consulting Limited

RE: Highway 3 Notice of Completion - Design and Construction Report

12.1.6 Essex County Federation of Agriculture

RE: New President of the Essex County Federation of Agriculture (ECFA)

12.1.7 Office of the Solicitor General

RE: Update on the new Ontario Provincial Police (OPP) detachment boards under the *Community Safety and Policing Act, 2019* (CSPA)

12.1.8 Ministry of Finance

RE: Ontario Cannabis Legalization Implementation Fund

12.1.9 Corporation of the Town of LaSalle

RE: Three-Digit Suicide Prevention Hotline

12.1.10 Windsor-Essex Therapeutic Riding Association

RE: Letter of thanks from Windsor-Essex Therapeutic Riding Association (WETRA) for donation

12.2 Correspondence to be considered for receipt and support

12.2.1 RE: Request for Leave of Absence from Drainage Board, Property Standards Committee, and the Committee of Adjustment.

R21-04-131

Moved By Councillor Bowman

Seconded By Councillor Bjorkman

That the correspondence from Dan Boudreau requesting a leave of absence up to a one year period from the Drainage Board, Property Standards Committee, and the Committee of Adjustment, be received and supported ; and

That Administration proceed with the necessary steps to fulfill the temporary vacancies on the respective committees for a period of up to one year.

Carried

12.2.2 Town of Niagara-on-the-Lake

RE: Reform the Ontario Wine Industry

R21-04-132

Moved By Councillor Verbeek

Seconded By Deputy Mayor Meloche

That the correspondence from the Town of Niagara-on-the-Lake regarding the reform of the Ontario Wine Industry be received and supported; and

That a letter of support be sent to the Province of Ontario to show Town of Essex's support of the province taking actions ahead of its 2021 to reform the Ontario Wine Industry.

Carried

13. Committee Meeting Minutes

R21-04-133

Moved By Councillor Bowman

Seconded By Councillor Vander Doelen

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

Carried

13.1 Committee of Adjustment Meeting January 19 2021

13.2 Arts, Culture and Tourism Committee February 10, 2021

13.3 Court of Revision February 24, 2021

RE: Relocation of the Rush Drain

13.4 Drainage Board March 17, 2021

RE: Long Marsh Drain Replacement and Future Bridge and Barrette Drain Repair and Improvements

13.5 Finance Committee Meeting Minutes March 22, 2021

FC21-03-003

Moved by Councillor Bowman

Seconded by Councillor Vander Doelen

Recommendation to Council that Finance and Business Services-2021-03 entitled Cash Control Policy prepared by Heather MacDonald, Assistant Manager, Finance and Katelynn Giurissevich, Manager, Finance and Business Services dated March 22, 2021 be received and approved.

Carried

14. Financial

14.1 2020 Council Discretionary Fund Summary

R21-04-134

Moved By Deputy Mayor Meloche

Seconded By Councillor Bjorkman

That the 2020 Council Discretionary Fund Summary be received for information.

Carried

14.2 February Bank Payments Report

R21-04-135

Moved By Councillor Garon

Seconded By Councillor Bowman

That the Bank Payment Report, including the February 2021 cheque register, cheque number 52621 to cheque number 52698 and electronic funds transfer (EFT) payment number EFT004028 to EFT004211 inclusive in the amount of \$1,716,984.04; the Preauthorized Payments for the month of February in the amount of \$341,040.60; and Payroll for the month of February in the amount of \$350,577.23, be ratified as submitted.

Carried

15. New Business

16. Notices of Motion

16.1 The following Notices of Motion are being presented this evening and will be brought forward for Council's consideration at the April 19, 2021 Regular Council Meeting

16.1.1 Mayor Snively

RE: Land Acknowledgement

Moved By Mayor Snively

That Administration research and consult with local First Nations, indigenous organizations and other community champions in creating or developing a land acknowledgement statement for the Town of Essex.

16.1.2 Councillor Bondy

RE: Safe and Reliable Supply of Electricity from Hydro One

Moved By Councillor Bondy

That Essex Council send a letter to Hydro One to let them know of the concerns we have in our municipality of frequent power outages that are negatively impacting both our residential homes and businesses.

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 1987

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

R21-04-136

Moved By Councillor Vander Doelen

Seconded By Councillor Garon

That By-Law Number 1987 being a by-law to provide for the Relocation of the Rush Drain, Former Township of Colchester North Now in the Town of Essex, File No. 19-1023, be read a third time and finally passed on April 6, 2021.

Carried

18.1.2 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

R21-04-137

Moved By Councillor Bowman

Seconded By Councillor Bjorkman

That 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, be read a third time and finally passed on April 6, 2021.

Carried

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

18.2.1 By-Law 1999

Being a by-law to appoint a By-Law Enforcement Officer for the Town of Essex

R21-04-138

Moved By Councillor Garon

Seconded By Deputy Mayor Meloche

That By-Law 1999 being a by-law to appoint a By-Law Enforcement Officer for the Town of Essex be read a first, second and a third time and finally passed on April 6, 2021.

Carried

18.2.2 By-Law 2001

Being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Essex and St. Clair College of Applied Arts and Technology

R21-04-139

Moved By Deputy Mayor Meloche

Seconded By Councillor Verbeek

That By-Law Number 2001 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Essex and St. Clair College of Applied Arts and Technology be read a first, second and a third time and finally passed on April 6, 2021.

Carried

18.2.3 By-Law 2002

Being a by-law for the Declaration and Disposition of Surplus Lands (96 County Road 50 West) by The Corporation of the Town of Essex

R21-04-140

Moved By Councillor Garon

Seconded By Councillor Bjorkman

That By-Law 1999 being a by-law for the Declaration and Disposition of Surplus Lands (96 County Road 50 West) by The Corporation of the Town of Essex be read a first, a second and a third time and finally passed on April 6, 2021.

Carried

18.2.4 By-Law 2006

Being a by-law to enter into an Agreement between The Corporation of the Town of Essex ("the Recipient") and Her Majesty the Queen in Right of Ontario as represented by the Office of the Fire Marshal (the "Province")

R21-04-141

Moved By Councillor Vander Doelen

Seconded By Councillor Bowman

That By-Law Number 2006 being a by-law to enter into an Agreement between The Corporation of the Town of Essex ("the Recipient") and Her Majesty the Queen in Right of Ontario as represented by the Office of the Fire Marshal (the "Province") be read a first, second and a third time and finally passed on April 6, 2021.

Carried

18.3 By-Laws that require a first and second reading

18.3.1 By-Law 2007

Being a by-law to confirm the proceedings of the April 6, 2021 Regular Meeting of the Council of the Corporation of the Town of Essex

R21-04-142

Moved By Councillor Garon
Seconded By Councillor Bowman

That By-Law 2007 being a by-law to confirm the proceedings of the April 6, 2021 Regular Meeting of the Council of the Corporation of the Town of Essex, be read a first and a second time and provisionally adopted on April 6, 2021.

Carried

19. Adjournment

R21-04-143

Moved By Deputy Mayor Meloche
Seconded By Councillor Vander Doelen

That the meeting be adjourned at 8:25 P.M.

Carried

Mayor

Clerk



Report to Council

Department: Development Services
Division: Economic Development
Date: April 19, 2021
Prepared by: Nelson Silveira, Economic Development Officer
Report Number: Economic Development-2021-05
Subject: Agritourism Development Strategy
Number of Pages: 4, plus attachments

Recommendation(s)

That Economic Development-2021-05 entitled Agritourism Development Strategy prepared by Nelson Silveira, Economic Development Officer dated April 19, 2021 be received; and

That Council adopt the Town of Essex Agritourism Development Strategy and direct Administration to begin the implementation process.

Purpose

To present Council with the Town of Essex Agritourism Development Strategy.

Background and Discussion

The Town of Essex Corporate Strategic Plan 2019-2022 has outlined priorities and strategies to be achieved over the term of this Council. In the Strategic Plan, Council identified multiple action items that would support the creation of an Agritourism Development Strategy including:

1. Emphasizing the agricultural economy;
2. Developing a comprehensive tourism strategy; and
3. Developing agri-tourism and eco-tourism offerings.

At the September 8, 2020 Council meeting, Council approved reallocating up to \$25,000.00 in funding from the 2020 Tourism Marketing Budget to create an Agritourism Development Strategy in 2021. In addition, Council provided a resolution supporting the Town of Essex grant application seeking \$25,000.00 in funding from the Tourism Economic Development Recovery Fund (TEDRF) through **Ontario's** Ministry of Heritage, Sport, Tourism and Culture Industries. In December 2020, the Town received confirmation from the Minister that we were successful in our grant application to TEDRF and that funds through this program are to be spent by March 31, 2021.

At the January 18, 2021 Council meeting, Administration informed Council that Culinary Tourism Alliance (CTA) had been selected **as per the Town's Procurement Policy and By-law** to complete the Agritourism Development Strategy for the Town of Essex. Administration provided Council with the proposed work plan, which identified a targeted completion date for preparing the Strategy by March 31, 2021.

As required under the project's work plan, CTA has conducted extensive research into market trends, demands, and supports, towards identifying product gaps and opportunities as well as existing tools and resources to support agritourism development in the Town of Essex. This research included conducting virtual public meetings to garner feedback and information from local stakeholders and agritourism operators, since stakeholder input and feedback was crucial in the development of this strategy.

The Agritourism Development Strategy includes key areas of opportunity to develop and promote agritourism over the short term (1-3 years).

CTA has prepared a full narrative report that sets forth findings, conclusions, and recommendations for strategically growing agritourism in Essex. Please refer to the attached

document “Town of Essex Agritourism Development Strategy”.

Financial Impact

Project Budget

Funding Source	Amount
Town of Essex (allocation from 2020 Tourism Marketing Budget)	\$25,000.00
Ministry of Heritage, Sport, Tourism and Culture Industries (TEDRF)	\$25,000.00
Tourism Windsor Essex Pelee Island	\$5,000.00
Total	\$55,000.00

Project Costs

Project	Cost
Complete Agritourism Development Strategy	\$33,433.88
Implement action items identified in Agritourism Development Strategy	\$21,566.12
Total	\$55,000.00

Consultation

The draft strategic framework and implementation plan have been reviewed and finalized in conversation with Administration including the Manager, Strategic Communications and Manager, Planning Services. Agricultural property owners and agritourism operators were engaged during the virtual industry forum and their feedback was crucial in the creation of this strategy. Stakeholders including Tourism Windsor Essex Pelee Island, Essex County Federation of Agriculture, Essex Region Conservation Authority, Colchester South and Harrow

Agricultural Society, and others were involved in the stakeholder engagement process.

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:	Agritourism Development Strategy - Economic Development-2021-05.docx
Attachments:	<ul style="list-style-type: none">- SX - Agritourism Development Strategy - Report - 7 Apr 2021.pdf- SX - Agritourism Development Strategy - Appendix A+B - 27 Mar 2021.pdf
Final Approval Date:	Apr 13, 2021

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



Lori Chadwick, Director, Development Services - Apr 13, 2021 - 9:46 AM



Chris Nepszy, Chief Administrative Officer - Apr 13, 2021 - 12:25 PM



TOWN OF ESSEX

Agritourism Development Strategy

March 2021

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ACKNOWLEDGEMENTS

We respectfully acknowledge that this strategy was developed on land and by waters originally inhabited by Indigenous Peoples who have travelled this area since time immemorial. This territory is within the lands honoured by the Wampum Treaties, agreements between the Anishinaabe, Haudenosaunee, Leni, Lenape and allied Nations, to peacefully share and care for the resources around the Great Lakes. Specifically, we would like to acknowledge the presence of the Huron/Wendat Peoples, and the Three Fires Confederacy: Ojibwe, Odawa, and Potawatomi Peoples.¹

We recognize all Indigenous Peoples who were here before us, as well as those who live with us now, including all First Nations, Inuit and Métis, and the seven generations to come. As Indigenous Peoples have done for aeons, we strive to be responsible stewards and caretakers of these lands and waters and to respect the cultures, ceremonies, and traditions of all who call it home.

Through the combined efforts of several organizations, including Indigenous Tourism Association of Canada, Indigenous Culinary of Associated Nations, Indigenous Tourism Ontario, along with Indigenous tourism businesses, we are seeing Indigenous tourism and culinary tourism flourish. We look forward to seeing Indigenous culinary products and experiences elevate the tourism landscape of Ontario specifically, and Canada more broadly, in the years to come.

The *Town of Essex Agritourism Development Strategy* would not have come to fruition without the time, energy, and effort provided by the Administrative team at the Town of Essex. Special thanks go to Nelson Silveira and Alex Denonville.

We would also like to thank everyone who shared their insights, input, and feedback throughout the strategy development process. Special thanks go to all those businesses and partners who participated in the February 2021 Forum on Agritourism.

Finally, none of this would have been possible without the support of Tourism Windsor Essex Pelee Island and funding provided by the Government of Ontario. Thank you!



The research and development of this strategy was facilitated by a team at the Culinary Tourism Alliance, including Trevor Jonas Benson, Caroline Morrow, Nastasha Alli, Camilo Montoya-Guevara, and Valerie Keast. This report was designed by Agatha Podgorski. The Culinary Tourism Alliance is a not-for-profit industry organization dedicated to bridging the gap between the food & drink and tourism industries.

EXECUTIVE SUMMARY

In developing the Town of Essex Agritourism Development Strategy, four (4) objectives which support the Town's Corporate Strategic Plan were identified. These include establishing a shared understanding of agritourism amongst stakeholders; evaluating challenges to agritourism development in the region; identifying the destination's strengths and opportunities within the agritourism sector; and looking at actions for growing the visitor economy through agritourism in the short- (1-2 years) and medium-term (2+ years).

Market research for this project took multiple approaches to build a richer understanding of the local agritourism environment. First, some definitions for culinary tourism (and its subset, agritourism) were provided for context. Culinary tourism includes any visitor experience where travellers interact with food & drink products that reflect the history, heritage, and culture of a place.

Agritourism, which includes experiences that highlight the production of food & drink, has varied definitions; according to the 1st World Congress on Agritourism, agritourism describes sustainable on-farm experiences that connect, complement, and diversify activities on working farms, while Ontario's *Provincial Policy Statement, 2020* takes a land-use approach and describes agritourism as a farm-related activity that promotes the enjoyment of agricultural

landscapes while learning about local farming operations. Key benefits and challenges to growing agritourism are discussed, with trends that support agritourism development outlined and placed within the post-pandemic realities of destination marketing.

Understanding market segments with the help of the Canadian Tourism Commission's Explorer Quotient types, along with visitation numbers from Ontario's Southwest (RTO1), provide context to initiatives aimed at growing the destination's visitor economy through agritourism.

An in-depth look at the profile of agritourists, from a global perspective down to agritourists in the Windsor Essex region (including wine tourists, a subset of agritourists most visible in the Town of Essex) lay the groundwork for the identification of target markets specific to the Town of Essex. These include local residents, day-trippers, overnight pleasure visitors, and visiting friends and relatives. To understand the current state of agritourism in the destination, a review of existing assets that would appeal to agritourists was conducted. These agritourism assets include the destination's wineries, including some on-site local food restaurants; small-scale fruit and vegetable farms; the John R. Park Homestead Conservation Area, which allows visitors to experience life on a

pioneer-era working farm; and events such as the Harrow Fair, the oldest country fair in Ontario. Participatory research was conducted via an online Forum on Agritourism held in February 2021. Existing agritourism operators, prospective operators, and allies and partners to agritourism development in the Town of Essex participated. Following the forum, an inventory of experiences and products currently offered in the destination was taken. Town of Essex Council Members were also surveyed for their feedback on local agritourism development.

Gaps in the offering were identified, including the absence of u-pick farms in the destination, along with a limited number of

on-farm accommodations that can cater to agritourists. Four (4) areas of opportunity were identified for agritourism development in the Town of Essex: Grow Agritourism as a Priority, Strengthen Agritourism Networks, Enhance the Agritourism Offer, and Attract Visitors. Each area of opportunity includes specific actions.

In total twelve (12) actions will guide agritourism development in the Town of Essex. These are divided into immediate term (0-12 months) and short-term (1-2 years) actions, followed by future thinking to inspire medium-term actions to guide stakeholders through ongoing strategic implementation.



PART 1

INTRODUCTION

BACKGROUND

The Town of Essex 2019-2022 Corporate Strategic Plan outlines six strategic priorities informed by extensive consultation with local citizens, stakeholders, Town of Essex staff, and Members of Council. These include Progressive and Sustainable Infrastructure, Healthy Community and Quality of Life, Financial and Economic Stewardship, Vibrant Growth and Development, Citizen and Customer Experience and Organizational Effectiveness and Resiliency.

Under the Vibrant Growth and Development strategic priority, promoting the Town of Essex as a premier tourist destination was identified a goal, with the development of a comprehensive tourism strategy alongside the development of "agri- and eco-tourism offerings" identified as specific action items.²

Adopted by the Town of Essex Council in early 2021, one of the "Community Engagement and Partnership Objectives" listed in *Climate Ready*, the Town's climate change adaptation plan, is to support opportunities for investment into adaptation-based innovation for local business. A climate action to be initiated or implemented between 2021-2022 is to "augment agritourism strategies that promote and support on-farm diversified uses". This strategy report, which aligns with the climate action implementation themes of both *process* and *communication*, was created to guide agritourism development in the immediate (0-12 months) and short-term (1-2 years).³

Four (4) objectives served to guide the strategy development process:

- **To establish a shared understanding of the agritourism landscape**
- **To uncover the agritourism development challenges and ways to address these**
- **To identify strengths and opportunities for the destination**
- **To shed light on potential actions for the medium-term.**

An accelerated strategy development process took place between January and March 2021. The research process began with secondary research, including a background

document review and market research. This was followed by primary research, including a forum on agritourism and a survey of Town of Essex Council. The integrated analysis performed on the data collected confirmed strengths, weaknesses, opportunities, and challenges for the destination, and this informed the strategy for growing agritourism. Implementation planning for the first 12 months took place at the end of March 2021.

CONTEXT

Ontario's Provincial Policy Statement, which includes guidelines for appropriate development while protecting the quality of the natural and built environment, supports improved land use planning and management.⁴ Similarly, *The County of Essex Official Plan* outlines goals and policies for lands with agricultural uses that protect the long-term availability of the area's natural resources.⁵ At the same time, the Town of Essex Official Plan includes mentions of agritourism in the context of on-farm diversified uses.⁶

In 2016, the Ontario Ministry of Agriculture, Food and Rural Affairs reported 235 farms in the Town of Essex, covering 40,678 acres of land within the township's boundaries. Major fruit and vegetable crops produced include grapes, apples, peaches, tomatoes, and green and wax beans, along with oilseeds and grains. With 71% of these farms under 129 acres, and with 60% of these farms identified as operating as sole proprietorships,⁷ there is high potential to engage existing farm operators in the development of small- to medium-scale agritourism.

The Colchester and County Road 50 Community Improvement Plan (CIP) offers eligible property owners' access to municipal grants to support the establishment and maintenance of value-added, on-farm diversified and agriculture-related land use activities.⁸ With six (6) established wineries already operating within the County Road 50 Community Improvement Project Area (CIPA), this initiative strengthens the area's positioning as an agritourism destination.

In 2018, Zoning By-law 1723,⁹ which amends the General Zoning By-law 1037,¹⁰ was passed to expand the definition of on-farm diversified uses, to align with the Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas.¹¹ Also in 2018, the Town of Essex published the Downtown Harrow Streetscape Design Guidelines, which serve to highlight the community of Harrow's rich agricultural history by incorporating design elements such as crates, water troughs, and bushel baskets, into the streetscape.

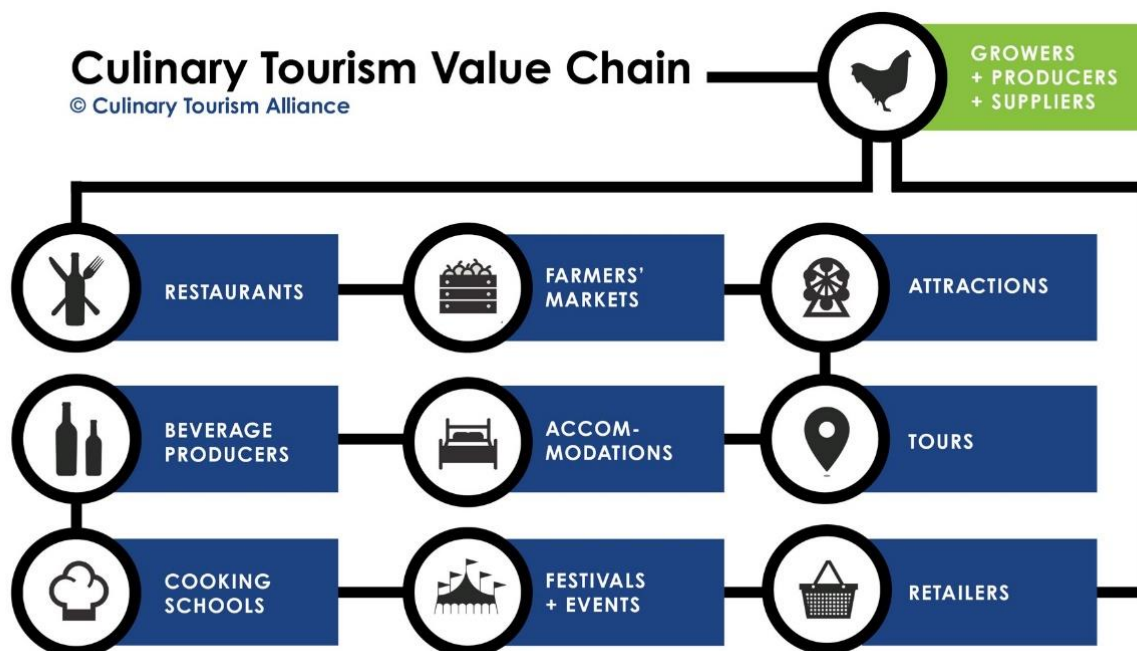
PART 2

MARKET RESEARCH

CULINARY TOURISM

Culinary tourism, which is a form of alternative tourism as opposed to mass tourism, includes any visitor experience where a person interacts with food & drink that reflects the histories, heritages, and cultures of a place. Both food tourism and gastronomy tourism are synonyms for culinary tourism.

Many other types of alternative tourism, such as rural tourism, eco-tourism, cultural tourism, and outdoor tourism, are well positioned to connect with culinary tourism activities. Similarly, a diversity of tourism businesses can use food & drink to elevate their visitor experience. In fact, any tourism-related business that includes a taste of place or culinary experience as part of its offering should be considered part of the culinary tourism value chain (see [Culinary Tourism Value Chain, below](#)).



There are countless activities associated with culinary tourism that connect visitors to the food of a place, from participating in a cooking workshop to joining a Segway food tour. However, some culinary tourism activities are more focussed on food-producing peoples, space, and processes, such as harvesting berries at a u-pick farm or touring a vineyard before tasting wines from the estate. These are more appropriately categorized as agritourism ([see Agritourism, below](#)).

High integrity culinary tourism development is based on celebrating the foodways of a place; that is, the who, what, where, when, why, and how food is an integral part of the destination. All of these aspects lead back to the people of the place, and how their food cultures have shaped their landscapes, traditions, and livelihoods. The strong agricultural roots in the destination have historical ties that continue to shape the communities and people of the Town of Essex.

According to records from the Harrow Research and Development Centre, archaeological studies show that early agriculture in Essex County may have begun as early as 900 A.D. with the planting of corn, and likely beans, by Indigenous communities settled along Lake Erie.¹²

As European settlement in the area began in the 1700s, loyalist soldiers and other settlers continued to farm the land, growing wheat, tobacco, barley, rye, and oats, together with raising livestock. Today, many local families trace their heritage to German, Italian and Portuguese roots.¹³ For over 150 years, Harrow has hosted the annual Harrow Fair, which highlights the products of local farmers and is the oldest country fair in Ontario.

AGRITOURISM

Agritourism (or agri-tourism) is a subset of culinary tourism focussed on the production-side of food and drink. In some places, agritourism is known as agro-tourism or farm tourism but for the purposes of this report, the term agritourism is used throughout. Many experiences can simultaneously be categorized as culinary tourism and agritourism. In the broadest sense, agritourism is a form of “alternative tourism” because of the educational opportunities that it provides to visitors and the connections that it makes between visitors, locals, and farmers.¹⁴ Rural tourism is sometimes used as an umbrella term to encapsulate agritourism.

Although there is no universal definition of agritourism, some common characteristics include the ability to increase the breadth and diversity of the pool of tourism stakeholders, add tools for rural economic development, diversify revenue streams, and connect locals, visitors, and producers.

Through its name, it is clear that agritourism sits at the intersection of agriculture and tourism. However, the specifics around where agritourism takes place, who is involved, and what activities are included is a topic of international debate. The types of activities that qualify as agritourism depend on the regional context. Similarly, individual businesses approach agritourism in different ways.

From the outcome statement of the 1st World Congress on Agritourism held in 2018, a key characteristic of “authentic” agritourism includes having sustainable on-farm experiences that connect, complement, and diversify activities on working family farms, to produce market goods meant to generate additional agricultural income. Allowing for direct interactions that evoke a feeling of familiarity between farmers and guests, and offering tastings of foods grown, harvested and produced on the farm, also leads to memorable cultural exchanges in agritourism destinations that underline the importance of preserving local agricultural practices, traditions, and farming knowledge.¹⁵

Local and regional context is key for defining agritourism, and agritourism development should always be based on the breath and diversity of assets within a region.

This facilitates the inclusion of local cultures and traditions not involved in on-farm agricultural production but still stewarding land and involved in food harvesting and production.¹⁶ For example, in the neighbouring Municipality of Leamington, Caldwell First Nation released plans to open the world's largest Indigenous restaurant, which will accommodate up to 600 guests, as well as the first Indigenous-owned winery in Ontario. The Three Fires restaurant, which will serve “traditionally inspired” Indigenous cuisine, is slated to open as early as July 2021 in a facility the band also aims to develop as a community hub.¹⁷

Even within Ontario there are multiple definitions for agritourism. On the one hand, the 2020 Provincial Policy Statement takes a land-use focus to describes agritourism as “farm-related tourism uses, including limited accommodation such as a bed and breakfast, that promote the enjoyment, education or activities related to the farm operation.”¹⁸ On the other hand, the Ontario Ministry of Agriculture, Food and Rural Affairs has used the University of California definition, describing agritourism as:

The act of visiting a working farm or any agricultural, horticultural or agribusiness operation for the purpose of enjoyment, education or personal involvement in the activities of the farm or operation. [...] Agri-tourism is a subset of a larger recreational industry called rural tourism that includes visits to rural settings or rural environment to participate in or experience activities, events, attractions not readily available in urbanized areas.¹⁹

While these definitions can inform an official Town of Essex definition for agritourism, it is important to work from definitions that are already in place, especially if they are already informing agritourism development. The Town of Essex Official Plan does include mentions of agritourism, but it does not include a specific definition for the term. In fact, all current references are related to permitted uses surrounding lands designated “agricultural” in Schedule A of the Official Plan.²⁰

Zoning By-law 1037 also mentions but does not define agritourism in the context of on-farm diversified uses, which are “secondary and subordinate to the principle agricultural use of the property and is limited in area” and includes “a retail or wholesale store, take-out food outlet, workshop or other home industry, an agri-tourism use and uses that produce value-added agricultural products from on farm production”.²¹ However, and importantly, the Colchester and County Road 50 Community Improvement Plan (January 2020) includes a definition for “agri-tourism uses”, being “ancillary farm related uses which promote the enjoyment, education or activities related to farm life and agricultural production and operations.”²² This definition can and should be included in both the Town of Essex Official Plan and Zoning By-law 1037 (see [Agritourism Development](#), p. 39).

Growing Agritourism

Globally, both interest in agritourism and attention to agritourism development are on the rise. Agritourism presents an opportunity for rural development, resilience, and innovation, and has the potential to drive positive environmental, social, and economic impacts. While some consider agritourism to be the “commodification of rurality”,²³ others see it as a less objectifying form of tourism because it is more community-based, with locals shaping and implementing agritourism activities.²⁴

This being said, agritourism is a serious, time-intensive business expansion decision that is by no means a cure-all for the challenges facing tourism or agriculture businesses in rural areas. Agritourism may require significant skills development in areas that may not be familiar to all farmers, such as customer service, hospitality, and online marketing, to name a few.²⁵

Context-specific realities also need to be seriously considered. For example, the average age of farmers in the Town of Essex is 57 years, with only ten farmers (from a total of 315 farmer operators) being under the age of 35.²⁶ However, fostering the development of agritourism and supporting the diversification of farm-based business can be a way of drawing young farmers into the community.

Primary benefits of agritourism include, income diversification of farm revenue, on-farm employment opportunities for community members and younger generations, and an

increase in the number of tourists visiting the region.²⁷ More specifically, agritourism can bring a reduced dependence on volatile agricultural markets by shifting some farm revenue generation towards tourism. This shift also encourages the use of farm resources that may otherwise have gone unused (e.g., lower grade land or old/vacant farm buildings), increased direct marketing activities for farmers,²⁸ and interactions between farmers and tourists.

Direct contact between farmers and visitors not only empowers farmers to tell their own stories²⁹ but helps to show off local agricultural products to a new market that may specifically seek these out once they return home.³⁰ A further benefit of agritourism is the opportunity that it creates for women specifically. Studies from New Zealand, the USA, and Italy, among others, mention the particular role that women play in maintaining and managing agritourism businesses. For example, 35% of the agritourism farms in Italy are managed by women.³¹

Along with the abovementioned incentives, there are also disadvantages and associated challenges related to agritourism development that must be considered including, navigating health and safety liabilities around having visitors on working farms, the disruption of regular farming activities in order to cater to visitors, the impact of increased traffic on neighbours and the environment, increased costs in production and packaging as well as business taxes, and the need for increased time and resource commitment to developing, enhancing, and marketing new products for tourists.³²

From a management perspective, there is the additional challenge of bringing different agritourism providers under a common platform—such as a regional website and promotional scheme—to ensure a quality visitor experience that meets legal and safety standards while delivering a broader narrative and image for the region.³³

RELEVANT TRENDS

Purposeful Travel

For a growing number of visitors, learning is a key motivation for travel. In fact, gaining new skills and engaging with communities to learn about local cultures is a goal for many travellers.³⁴ Food tourism empowers locals to share their stories while presenting opportunities for learning and connection, whether that's through cooking classes, mushroom foraging, or a farm tour. When done right, food tourism experiences can be transformative for visitors and lead to personal growth. In the wake of the COVID-19 pandemic, many consumers are reevaluating their priorities and looking for meaningful connections. Purpose-driven travel is one way to deliver this. Visitors do not need to travel

far to learn something new — an important point when considering the potential role of food tourism post-pandemic. Food tourism experiences, especially agritourism experiences, can be geared to locals and those from nearby regions, connecting people to products and experiences in their own backyards.

Food tours and cooking classes are among the top-five fastest growing tour categories on TripAdvisor and are important ways visitors pursue purposeful travel.³⁵ Food tours frequently include strong links to local landscapes and cultures, allowing participants to leave the experience feeling more connected to place. In fact, hands-on learning and experimenting are projected to be big growth areas.³⁶ Food and drink activities are some of the most popular “Airbnb experiences”, comprising nearly 30% of the platform’s bookings in 2018.³⁷ There are unnumerable creative approaches that agritourism experiences can be designed around to leverage this trend.

When thinking about agritourism development in the destination, consider how agritourism offerings can deliver locally inspired learnings to inspire purpose-driven travellers. At the business level, this means providing visitors with experiences that foster personal growth. Similarly, travellers want to feel like they are having a genuine and transformative experience, that they will leave a better person, and that they will depart the destination with a connection to the place and people. Building relationships with guests, operators can facilitate this connection.

Exploratory Travel

Travel to off-the-beaten-path destinations in search of unique, one-of-a-kind experiences is a priority for a growing number of travellers, for whom, VIP experiences are appealing. They like to feel as though they are discovering something that few others have experienced before. In developing tourism experiences for these visitors, a key step is identifying points of differentiation that tie the experience to place. In agritourism, this might be the landscape, the terroir, local crops, etc. As a business, this means thinking about what makes a given experience unique. Something as simple as eating fresh fruit at a roadside farm stand can be elevated with a great view or an engaging conversation. How can local assets be used to make a visitor understand that their experience in the Town of Essex is something that they cannot find elsewhere, something that cannot be replicated?

Canada’s Federal Tourism Growth Strategy identifies tourism in rural and remote destinations as a primary developmental pillar for 2019 to 2021.³⁸ Dispersing visitors away from areas of critical mass combats the negative effects of over-tourism, distributes economic, socio-cultural or environmental benefits, and can help restart the industry

post-pandemic. The development of agritourism and rural food tourism experiences are tools to facilitate visitor dispersion away from urban centres. Many travellers are interested in reducing over-tourism and are open to switching to similar but lesser-known destinations if they are made aware of the positive impact they can have on the environment and destination.³⁹

Sustainable Destinations

"The best food and drink experiences for [travellers] today consider environmental sustainability as well as community and economic impact."⁴⁰ A key strategic consideration for destinations is the extent to which they incorporate sustainability into their management and marketing efforts. There is a connection between purposeful travel and an awareness of social and environmental issues. Visitors with this awareness wish to have a positive impact on destination communities through visitation.

Sustainability initiatives can take many forms, from banning single-use plastics to promoting locally owned businesses to calling out sustainable farming practices. Tucson, Arizona for example celebrates destination-wide efforts to build a stronger food system and strengthen local food heritage. By letting prospective visitors know about these initiatives, destinations can connect with prospective travellers looking to travel somewhere that aligns with their values. When presented with similar choices, sustainability is an important decision-making consideration for today's trip planners. Leaving a destination and feeling as though their visit and money will benefit the local community, people, and the environment is the goal for a growing number of travellers. In alignment with the destination's climate change adaptation plan, the Town of Essex has an opportunity to educate potential visitors on the economic and social benefits of travelling to places that are looking to increase visitation as opposed to those that are already overrun by visitors. At the business level, this means leveraging sustainable practices to attract visitors, but never green washing.

Rural Food Tourism

Rural tourism development often leans on the natural environment as a primary motivator for visitation and as a clear point of differentiation from urban areas. In these destinations, culture is a secondary asset that enables visitors to connect more deeply with place. Food and drink are important parts of a cultural tourism offering, especially experiential food tourism. Small businesses, including farms, provide an essential role in offering genuine touchpoints to local food and culture.

For rural destinations, linking food tourism to other forms of tourism, like rural tourism or ecotourism, is a common approach to destination development. By forging clear links to the land, through ingredients and traditions, food tourism more broadly and agritourism more specifically is a natural add on to other tourism offerings. For the Town of Essex, this means thinking about how rural landscapes can be leveraged as part of the visitor experience and how agritourism can be used to tell the stories of the destination.

Below are some common strategies applied by rural destinations around the world to grow food tourism, which also provide insights for approaches agritourism development, along with a case study of Prince Edward County to illustrate some of these in action.

- **Introducing food & drink products and experiences into non-food events or festivals**
- **Offering signature experiences connected to local cultural heritages and landscapes**
- **Tour operators play a key role connecting products and experiences, encouraging visitors to explore the destination and spend more at local businesses**
- **Experiences are changing, impermanent, flexible, and mobile, with products and experiences that are unique and multifunctional**
- **Growing focus on outdoor food & drink products and experiences that connect visitors to the landscapes where the ingredients were grown, such as farm-to-fork, foraging, outdoor cooking or dining, while incorporating local history as an added value**

PRINCE EDWARD COUNTY, ONTARIO

POPULATION: 25,000

Prince Edward County, located in Southeastern Ontario along the shores of Lake Ontario, a 2 hour drive from Toronto. "The County", as it is known, is made up of towns, villages, and hamlets surrounded by a rural agricultural landscape. Known for its wineries, cideries, restaurants, and B&Bs, the County has gained a reputation as a gastronomy capital of Ontario because of its concentration of local culinary products and experiences. Agritourism is a key part of the region's value proposition, connecting visitors the people, places, and processes behind local food and drink products. Celebrating its rural landscape, the destination has focused on its agritourism offerings especially wine and wine tours. Like Essex County, wine tourism is a key part of the agritourism offering in Prince Edward County.

Prince Edward County offers a variety of festivals and events where food & drink are a significant part of the experience. Some of these festivals include: the Ontario Fermentation Festival, Uncork Canada, True North Beer Festival, Picton Poutine Fest and Taste Community Grown, to name a few. The destination marketing organization makes it easy to plan visits and find food tourism products and experiences through its website. Although now defunct, the destination marketing organization developed the self-guided *Taste Trail* to promote local businesses. The trail included restaurants, wineries, farms and markets, craft breweries, and distilleries.

Local tour operators offer unique food & drink experiences for individuals, couples, groups, and corporate retreats. Among others, these experiences include tastings, pairings, dinners with entertainment, farm-to-table meals, and farm tours. Additionally, many local businesses provide their own food & drink experiences such as cooking classes, u-pick, samplings, specialty food-making workshops, beeswax product making, guided estate tours, brewery tours, and distillery tours. The availability of these experiences varies by season and by business. Some experiences such as tastings, samplings, cooking classes or workshops are offered year-round, while other experiences are offered seasonally.

MARKET SEGMENTS

The Canadian Tourism Commission leveraged social values-based market research to develop customer profiles called Explorer Quotient types. Destinations and businesses can use these to enhance customer targeting, product development and marketing efforts. The three profiles that Canada is focussing on attracting Globally are: Free Spirits, Cultural Explorers, and Authentic Experiencers.⁴¹ From within Canada, four additional target markets have been identified: Personal History Explorers, No Hassle Travellers, Rejuvenators, and Gentle Explorers.

None of the persona descriptions specifically describe agritourism as an interest, however, a potential interest in agritourism could be deduced from other interests. For example, for all three of the Global target markets, “dining at restaurants offering local ingredients” was a top-rated appealing activity. For Authentic Experiencers and Cultural Explorers, “visiting small towns and villages” was also listed as an appealing activity.

Agritourism is usually an activity undertaken by visitors exploring closer to home, so it is worthwhile looking at the EQ profiles specific to the Canadian market and their interest in food and drink related activities. The EQ profiles table ([see Appendix A](#)) shows a widespread interest in tasting local ingredients across Canadian target markets, whereas activities such as farm stays are less appealing to certain groups. Based on the type of experience offered, agritourism can appeal to broader, higher paying international markets as well but appealing to these markets is dependent upon a high-quality offering with a real “wow” factor. The EQ profiles table also shows potential activities to incorporate into agritourism, such as on-farm wildlife and bird viewing, capitalizing on the rural landscapes and interest in ecotourism activities.

VISITATION

In 2017, Regional Tourism Organization 1 Southwest Ontario received just over 14 million visitors. The age group of travellers showed a relatively even split with travellers aged 55-64 at 2.7 million visitors, followed by travellers aged 65+ and 25-34 both about 2.5 million visitors.⁴² The vast majority of visitors to RTO 1 were from elsewhere in Ontario. The same held true for Essex County specifically, where most visitors were from Southwest Ontario (~1.4 million), within Essex County (~600,000), Windsor (~465,000), Kent County (~399,000), and Toronto (~349,000).⁴³

In 2017, RTO 1 saw that travellers aged 25-34 had the highest number of overnight visits (~975,000) whereas same-day visits were led by travellers aged 55-64 (~2 million). The primary motivation for travel was visiting friends and relatives, which presents a unique

opportunity for agritourism development if agritourism can be made the go-to activity for residents showing visitors around. Total visitor-spend in RTO1 was approximately \$1.3 billion, and roughly \$1.2 billion of this spend came from Ontario residents. Overnight visitors spend more (\$163) than same-day visitors (\$67), which incentivizes efforts to turn day trips to overnight trips.

In June 2020, RTO1 conducted research into Ontarians' perception of travel in the region, following the first provincial lockdown enacted to curb the spread of COVID-19. Key takeaways from this report include how concerns about the pandemic are likely to linger, that mitigating risk for travellers is essential to increase consumer confidence, and that decisions to travel are shaped by how close the destination is to travellers' homes.⁴⁴

On the impacts of COVID-19 to travelling in Southwest Ontario, 86% of visitors said it was the time to play it safe when it comes to planning trips. Most visitors were comfortable travelling in August or September, and 70% would travel to destinations they were already familiar with.⁴⁵ 65% said they were willing to travel out-of-town, but within the region, during the summer. Most residents were comfortable enjoying outdoor activities while visiting with friends and relatives.⁴⁶

In the post-pandemic context, this sentiment positions the Town of Essex, within a 3-hr drive of major markets, to meet local tourism demand in the immediate and short-term. According to Destination Canada's *Revisiting Tourism: Canada's Visitor Economy One Year into the Global Pandemic* report, if Canadians re-allocated two-thirds of their planned spend on international leisure travel towards domestic destinations, "it will make up for the estimated \$19 billion shortfall currently facing our visitor economy—and help sustain 150,000 jobs."⁴⁷

RELEVANT MARKETS

Defining visitor segments is not a simple task. There are many ways that profiles can be broken down, whether that's through demographic data, interests, behaviours, etc. Often, there is considerable overlap between various visitor segmentation strategies. The following section outlines some of the ways that the Town of Essex can think about who to target in order to grow agritourism.

Food Tourists

Food tourists are "visitors who plan their trips partially or totally in order to taste the cuisine of a place."⁴⁸ They plan some, but not necessarily all, trips around food and drink experiences, including agritourism experiences. When food tourists travel for other

reasons, they look for ways to incorporate local tastes into their trip. For instance, a food tourist travelling on business or visiting family may stop by a craft brewery or add a day trip to an agricultural region into their itinerary. These are important behaviours to keep in mind in planning for agritourism development in the Town of Essex.

According to the United Nations World Tourism Organization, food tourists have a “higher average expenditure, are demanding and appreciative.”⁴⁹ Food tourists are motivated by experiential travel and include visitors looking to sip local wine at a vineyard as well as those hoping to participate in a cooking class. They also want to connect meaningfully with the places they visit. While there are different types of food tourists, as described below, a key feature that sets them apart is considering food and beverage to be about more than sustenance. Instead, it is something worth investing in. Furthermore, since food tourism is a subset of cultural tourism, many food tourists are also cultural tourists.

Agritourism is a niche type of food tourism focussed on the people, places, and practices behind the production of food and drink. The profiles of those who participate in agritourism activities are broad – from parents looking to send their children loose in a pumpkin patch to honeymooners touring a winery. The below section outlines four categories of food tourists as potential markets for the agritourism experiences on offer in the destination.

Foodies

Perhaps, the best-known food tourist is the archetype “foodie”. The word often conjures images of a high-end restaurant, molecular gastronomy, and Instagram photos, but foodies are more complex than the stereotype. They can be motivated by the food itself or by the experiences surrounding it. They may plan a trip to visit a specific winery, or they travel to enjoy rural landscapes. They might also pick one accommodation over another because of the food offering. Either way, food motivates them and plays a key role in their trip planning, decision-making, and spending.

Foodies like to get to the bottom of a food story, making them a great market for agritourism. Participating in a cheese-making workshop or attending a long table dinner organized by local farmers are two agritourism activities likely to appeal to foodies.

Since they plan around food and drink, foodies are informed. They often know which experiences they want to have in a destination in advance of arrival, and book these ahead of time. When a foodie visits a restaurant, they have likely scoped out the menu in advance and identified local specialities.

When it comes to attracting food tourists, online assets should clearly articulate ties to local culture, unique culinary experiences, and any links to experiential tourism. Advertising these features makes it easy for foodies to add experiences to their itinerary.

That said, foodies also value local tips and insider recommendations, and they will change their itineraries to incorporate these while in-destination. Agritourism activities, like visiting a farm stand, are often spontaneous so word-of-mouth recommendations are important to directing visitors.

Food-connected Consumers

The 2019 Skift report, *The New Era of Food Tourism*, proposes that foodies aren't the only people interested in food tourism. The report describes the "food-connected consumer", someone who makes informed choices about their food and drink consumption, including the production processes behind it, but doesn't necessarily plan all their trips around food. This shift amplifies the potential growth that food tourism and specifically agritourism, can bring by targeting broader markets.⁵⁰

A key point is that many food tourists do not think of themselves as food tourists, and this often includes food-connected-consumers. Food and drink can motivate travel, but it can also act as an add-on that elevates a travel experience. As an example, visitors that stop by a farmers' market that their B&B host recommended, may not have sought out the experience, but it definitely added to their overall trip. The key is that most food-connected consumers likely haven't planned all of their food activities in advance, so they are a great market to attract spontaneously to agritourism businesses in the region.

Agritourists

The agritourist seeks "experiential, life-enriching vacations that involve culture, nature, the outdoors and learning."⁵¹ In her report entitled *Selling the Farm Experience*, Caroline Millar points to the market demand for agritourism from a public willing to pay for a chance to experience interaction with a farmer.⁵² Although eating and drinking are not primary motivators for participating in agritourism, food and drink can be used to enhance agritourism experiences and increase visitor interactions with agricultural spaces.

Some additional motivations for participating in agritourism include:

- **Searching for authentic experiences (e.g., participation in farm activities, traditional setting)**
- **Wanting to explore their region⁵³**
- **Seeking to engage with family, learning, and relaxing⁵⁴**
- **Seeking experiential, life-enriching vacations that involve culture, nature, the outdoors, and learning⁵⁵**
- **Valuing experiential travel (e.g., participation, eating, purchasing)⁵⁶**
- **Looking to engage with tradition and receive a rural welcome⁵⁷**

These motivations support the classification of agritourism as a contributor to the preservation of agricultural land, cultures and heritage, for sustainable tourism offerings,⁵⁸ and for the continued demand and production of local food and drink. With all this in mind, agritourism is a “priority sector for sustainable development at all levels.”⁵⁹

Since agritourism is a subset of food tourism, agritourists are a type of food tourist. However, that said, all food tourists can have an interest in agritourism activities. Meaning that foodies and food-connected consumers also enjoy agritourism activities, like berry picking, shopping farm stands, or learning from a head brewer about the local barley used in beer production.

AGRITOURISTS IN CANADA

Based on a review of relevant academic literature and leveraging key insights from the 1st World Congress on Agritourism, the agritourist in Canada is predominantly defined by the following characteristics:

- **Mostly urban, residing close to the farm visited**
- **Highly educated**
- **In their early 40's, with a small family (average of 3 family members)**
- **Earning average national income**
- **Travelling independently instead of as part of a group**
- **Predominantly domestic travelers**
- **Cares about the environmental quality**

These characteristics are important to keep in mind. For instance, knowing that most agritourists are exploring their own backyards, can help to define target markets. It also

makes clear that, to attract national or international markets, agritourism activities need to be one-of-a-kind experiences that visitors cannot experience back home.

Furthermore, Canadian agritourism market segments are primarily those looking to escape the city for family time, learning experiences, and relaxation.⁶⁰ An agritourist is often interested in discovering where their food comes from first-hand, by participating in a workshop, harvesting produce, joining a farm tour, or volunteering to stomp grapes at a winery, for example. Agritourists are interested in food production and want to learn about the people, places, and practices behind it.

In order to attract agritourists, clearly indicated operating hours are essential. Visitors need guarantees when planning trips, especially in rural areas. It is incredibly disappointing to make a long journey to a farm and then find out that it is closed for the day. Urbanites are not accustomed to “calling ahead” and strategies that may work with locals will not necessarily work for out-of-town guests. That said, there still ways to attract agritourists spontaneously such as advertising in local maps or guides, selling products roadside, or communicating offerings to local accommodations.

AGRITOURISTS IN ONTARIO

The primary markets for agritourism in Ontario are urbanites, both individuals and families, living in areas like the Greater Toronto Area, Kitchener Waterloo, Windsor, etc. Around 12 million Ontarians live in urban centres,⁶¹ making up a large potential domestic market for agritourism. This visitor base becomes even more important in the pandemic (and post-pandemic) context. Travellers who would normally book trips abroad may shift their behaviour, favouring trips closer to home.

Destination Canada reports that 80% of Canadians plan to travel once restrictions are relaxed, and according to online search data collected between January to February 2021, Canadians are predominantly searching for domestic destinations to visit within the next six months.⁶²

Ontario's agritourists look for farm stay experiences, participation in farm activities, to be exposed to idyllic countryside scenes (farm buildings, landscape), to enjoy traditional hospitality, to be near to and engage with farm animals, to taste food from the farm, and to expose themselves to living culture and the traditions of rural life.⁶³

AGRITOURISTS IN THE WINDSOR-ESSEX REGION

When it comes to agritourism in Windsor-Essex, it's obvious that there is a latent interest. For example, the Pick Your Own Guide was downloaded around 8,900 times from the

Tourism Windsor Essex website between May 2018 to December 2020, whereas the Wine Route Map was downloaded around 2,800 times in the same period.

Similarly, the WE Heart Local website, created in partnership with the Essex County Federation of Agriculture and Tourism Windsor Essex Pelee Island, saw 14,279 unique visitors to the site between around 31,000 page views between January 2018 to October 2020. Other content that was particularly well received by potential visitors include articles such as *How to Spend a Wine Weekend in Windsor Essex* which received around 11,700 impressions and *I Pick, U Pick: Your Autumn Apple Picking Guide* at 10,700 impressions.



WINE TOURISTS, A SUBSET OF THE AGRITOURISM MARKET

There are four wine tourist profiles to consider: the 'wine lover' who knows wines and can discuss its finer points with a wine-maker; the 'wine interested' who likes wines and has previously attended tastings and visited wineries; the 'wine curious' who has a low to moderate interest in wine, and is motivated to visit the region for other reasons; and finally the 'disinterested wine tourist' who visits wineries as part of a group, and sees it as an alternative to a bar.⁶⁴

Online search behaviour illustrates the importance of wine tourism, as a subset of agritourism in Windsor Essex. The Explore EPIC Wine Country website, which includes links to the Wine Passport, Tasting Pass, Blogs, etc. saw 20,400 views between 2018-2020. Once they are in destination, many visitors have "anchor wineries" that serve as the starting points of their touring. As cited by the British Columbia Wine Institute, when the visitor experience exceeds their expectations, visitors tend to visit more wineries than they originally planned, and subsequently purchase more local products than expected.⁶⁵

Everyone Else

And finally, there is another type of food tourist – everyone else! All tourists eat, and there is the potential for businesses and destinations to leverage this. Expanding the definition of food tourism opens opportunities to localize dollars in communities. Even if someone's primary reason for visitation is having an outdoor or rural experience, as a business, there are ways to enhance their trip and encourage local spending through food and drink.

The spaces where agritourism occurs are often more rural than other food tourism experiences. For this reason, inspiring the "everyone else" market to participate in agritourism activities involves a bit more planning on the business side. A key strategy is collaborating with in-town businesses and tourism organizations to increase word-of-mouth referrals and online presence.

TARGET MARKETS

Local Residents

Local residents are a key market for agritourism activities. Many people already engage in seasonal agritourism activities, potentially without even thinking of them as such. Participating in a corn maze, visiting a u-pick berry farm or shopping at a roadside farm stand are the kinds of agritourism activities that often resonate with local visitors. In the wake of the COVID-19 pandemic, the interest in supporting local businesses and strengthening local food systems is also growing. Increasingly, people are interested in

learning where their food comes from and meeting the people behind its production. Across all market segments, including those closer to home, hands on activities like cooking classes and workshops that allow for learning are becoming increasingly popular. Focussing new product development on these kinds of activities will offer something new to local residents, help to connect them to food production spaces in their communities, while also appealing to broader visitor markets.

Day-trippers

Agritourism activities can inspire day trips for a wide range of visitor segments, from school trips to a farmers' market visit. The Town of Essex is located within driving distance of several population centres that could be inspired to take a day trip, especially if there are points of interest along the way. London, for example is 1.5h from the Town of Essex, whereas Windsor and Detroit are only minutes away. Relatedly, visitors travelling to Windsor for business, or an event might be convinced to extend their stay if they are given options for activities to do in the surrounding regions, including the Town. Making these daytrip add-ons easy to organize is essential to capitalizing on these markets. Similarly, with limited time, these visitors will be more discerning with the experiences they add to their itinerary. Offering unique, one-of-a-kind experiences tied to place will be key. Seasonal activities that might appeal to locals, such as berry picking, need to be elevated in order to also appeal to an out-of-towner.

Overnight Pleasure Visitors

By staying longer and spending more, overnight visitors bring considerably more money into communities than day-trippers. They are a market worth targeting. Moving day trippers to overnight guests can also dramatically increase visitor spend. Turning day trips into weekend getaways or encouraging an overnight stay for visitors on a longer road trip are some examples of how this can be done. The Town of Essex is located within a 3-hr drive of key potential markets in Kitchener-Waterloo and the Greater Toronto Area. Population centres across the border in Michigan also present potential markets.

Wine tourism, a subset of agritourism, can transform agricultural areas into destinations with its strong capacity to draw pleasure visitors into the region. While the primary motivations of most wine tourists are to sample and purchase wines directly from the winemaker, their secondary or peripheral motivations include both socializing and learning about wine, along with being entertained. According to a study in the Journal of Wine Research on the behaviours and motivations of wine tourists, in addition to visitors' desire to taste wines that match their personal preferences, in unique locations

such as the cellar door of a winery, shorter visits to individual wineries are favoured, with groups of two or more people visiting different wineries together being more prevalent than individuals or couples exploring a wine region on their own.⁶⁶

Visiting Friends and Relatives

Those travelling to visit friends and relatives are an important market for overnight stays across the country. By getting such visitors to stay in local accommodations, their trip spend can be increased. Similarly, by increasing familiarity amongst local residents of the agritourism experiences on offer in the Town of Essex, it becomes more likely that hosts will bring their family and friends to these activities.

PART 3

AGRITOURISM IN THE TOWN OF ESSEX

CURRENT STATE

Agritourism Assets

Located in the southernmost reaches of Ontario along the 42nd parallel (at the same latitude as northern California), the Town of Essex has mild climate through most of the year and relatively longer growing season. As importantly, within Essex County, where the destination is one of seven municipalities, 80% of the land area is classified as farmland. This means agriculture dominates the area's landscape and economy. Along with its relatively flat terrain and good quality soils, these environmental factors well position the Town of Essex to develop agritourism.⁶⁷

Wineries have long been established in the region, and they remain the most visible agritourism offering in the destination thanks to a temperate microclimate that supports a high concentration of vineyards. Local wineries have wine tastings and an on-site bottle shop, with most offering tours of the grounds. Additionally, many have expanded to include a restaurant or offer seasonal dining experiences (such as barn dinners) with a focus on local ingredients (e.g., fresh perch from Lake Erie). Bicycle tours, either at individual farms or wineries, or as part of the Wine Trail Ride, as well as the popular Windsor Essex Trolley Tours also operate in the region to bring visitors closer to the area's viticulture offerings.

The John R. Park Homestead Conservation Area, which allows visitors to experience life on a pioneer-era working farm, offers seasonal agritourism experiences not found elsewhere in the region. For example, visitors can take part in the spring planting of heirloom crops at the heritage garden, learn how to prepare traditional foods in the homestead kitchen, stop by the blacksmith shop to see how farm tools are repaired at a coal-fired forge, and peek into the smoke house where locally produced foods are preserved. Such experiences have the ability to connect people with their local environment while celebrating the area's rich cultural heritage.

Events such as the Harrow Fair attract purposeful, exploratory travellers keen to take part in the community's agricultural traditions. Participating in a pie auction, strolling the midway to see the year's largest pumpkin, tasting local foods, and bringing home award-winning pastries or preserves, provides visitors a taste of rural life in a festive

setting. Established in 1909, the Harrow Research and Development Centre has grown to be one of the largest greenhouse production research facilities in North America. It also leads research in sustainable agro-ecosystems management within the Great Lakes watershed.

According to the Essex Region Conservation Authority, with its Carolinian woodlands, prairie habitat and lush wetlands, this area is one of the most biologically diverse regions in Canada. Proximity to the lake, easy access to multi-use trails, and opportunities for viewing migratory bird routes provides visitors varied experiences of the natural environment and landscapes within the Town of Essex.

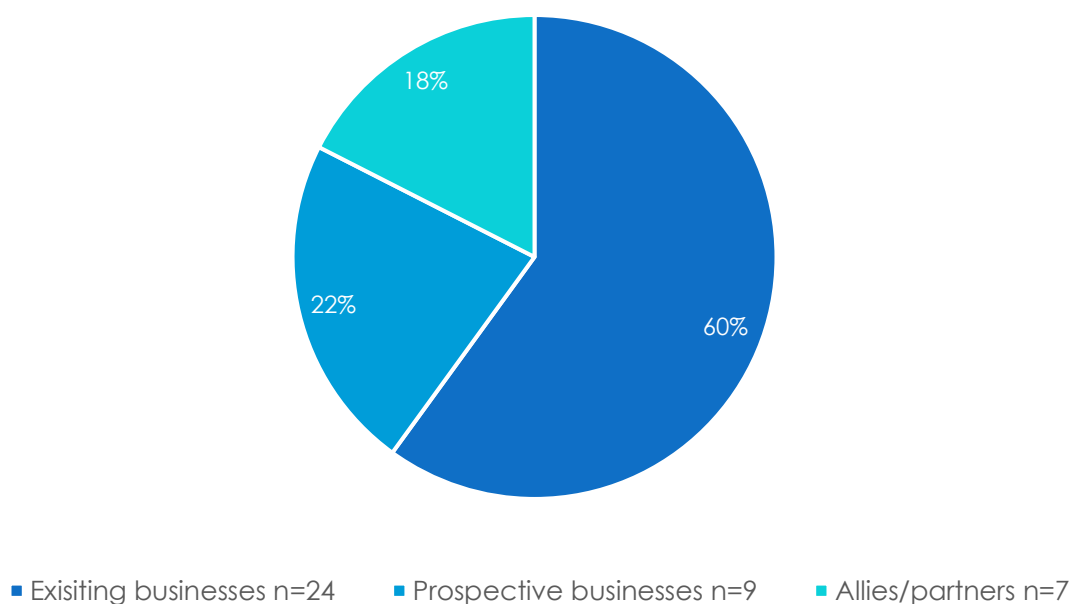
As travellers continue to seek open spaces that allow for outdoor recreation with physical distancing measures, utilizing the area's popular trail networks could allow for agritourism experiences to be developed along certain trails. For example, accessible picnic spots with agricultural views could be promoted, and paired with local fare.



Forum on Agritourism

As part of the research and engagement process, a virtual agritourism forum was held on Feb. 18, 2021 for local businesses, agritourism allies, and partners. Of the forty (n=40) representatives present, nine (n=9) were identified as prospective agritourism operators, and 24 (n=24) were identified as existing businesses that currently offer some type of agritourism activity. Seven (n=7) participants were allies/partners.

AGRITOURISM STAKEHOLDERS IN THE TOWN OF ESSEX



The session was divided into four (4) groups to have more meaningful discussions on specific themes surrounding agritourism, which included participants' understanding of agritourism, an overview of existing and potential agritourism activities in the region, identifying target markets, and how the Town of Essex can support the development of local agritourism.

Agritourism Experiences and Products

Following the forum, an inventory of experiences and products currently offered by allies/partners and existing businesses was taken, with prospective operators providing activities they plan to offer ([see Agritourism Experiences in the Town of Essex, p. 32](#)).

Visiting farms which have the space and capability to host on-farm events (n=14) and offer local food products for sale (n=11), followed by winery experiences which include a wine tasting (n=10), visiting the bottle shop (n=10), and dining at the winery's on-site restaurant (n=7) are currently the destination's top agritourism offers. Of note is that not all wineries in the Town of Essex offer a winery tour (n=5).

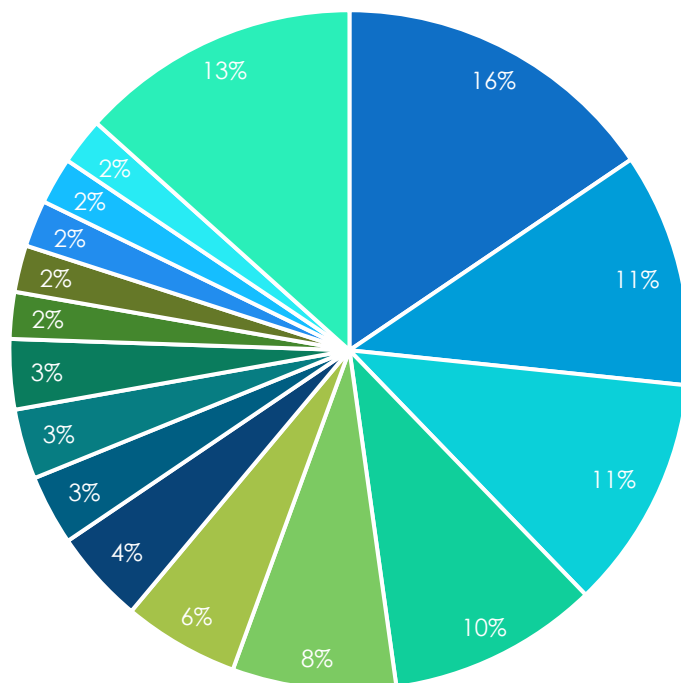
While roadside farm stands dot the region, within the destination there are few farm stands (n=4). There are currently no pick-your-own fruit or vegetable experiences on offer in the Town of Essex. There are also a limited number of farm tours (n=3) open to the public.

Among the region's many apple orchards, only one farm offers an apple orchard tour (n=1). Apple cider is produced on-site at this orchard. There are also two bee farms which offer honey tastings (n=2), with one that offers a tour of the apiary.

Agricultural experiences (n=3) such as sampling locally made pies at the Harrow Fair, on-farm food tastings (n=2), participating in a maple syrup boil (n=2), and taking a bike tour through a farm or winery (n=2) are also offered to visitors. On-farm accommodations (n=2) are limited in the destination.

Other types of agritourism experiences and products currently offered by individual operators include farm-to-table dinners, an on-farm cooking class, harvesting produce from a heritage garden, learning about native seeds grown locally, and visiting a livestock farm, among others.

Prospective operators have also noted potential areas of expansion to develop their planned offerings as agritourism experiences. Adding roadside farm stands, having a dedicated space for tastings, and setting up educational tours with locally known food producers were some examples provided.



AGRITOURISM EXPERIENCES IN THE TOWN OF ESSEX

- On-farm events n=14
- Wine tasting n=10
- Visit to bottle shop n=10
- Purchasing local foods n=9
- On-farm restaurant/cafe n=7
- Winery tour n=5
- Farm stands n=4
- Agricultural experiences n=3
- Outdoor experiences n=3
- Farm tours n=3
- On-farm stay (accommodation) n=2
- Maple syrup boil n=2
- Honey tasting n=2
- Bike tour n=2
- On-farm food tasting n=2
- Other n=12

RELEVANT FUNDING AND SUPPORT

The County Road 50 Community Improvement Project Area (CIPA), under the Colchester and County Road 50 Community Improvement Plan (CIP), continues to provide financial assistance supporting the establishment and maintenance of value-added, on-farm diversified and agriculture-related land use activities for eligible property owners along County Road 50.

As effects of the COVID-19 pandemic forced many local businesses, including existing agritourism operators, to swiftly adapt their operations, two business support initiatives led by the Town of Essex were launched in the summer of 2020.

In partnership with the WindsorEssex Small Business Centre and the Essex Centre Business Improvement Area, the Town launched a Digital Growth Grant to assist local businesses in expanding their online presence, providing IT/digital training for staff, and improving their online marketing and sales strategies. Funding for up to \$1,000 was made available for 20 eligible business owners in the Town.

The Business Relaunch Grant program, which covered up to \$500 of the costs associated with implementing measures to minimize the risk of virus transmission (such as physical barriers and protective shielding), was launched with support from Council during a special meeting in June 2020.

A listing of funding and resources to support prospective agritourism operators at the provincial and federal levels was also compiled ([see Appendix B](#)).

WHAT WE HEARD

Insights from the Forum on Agritourism

Among existing and potential operators present at the forum, there's a notable difference in participants' understanding of agritourism. Existing operators, for example, described agritourism as "growing and producing directly on farms", "pick-your-own farms", "a working farm with farmer interaction" and "vineyard tours". Prospective operators, on the other hand, shared a more experience-focussed definition of agritourism, describing it as "spending time with family", "where people experience retreat", the ability to "offer off-grid nature escapes" and "getaways on a farm", and as a way to "bridge the disconnect between farmers and urbanites."

When asked why someone would come to the Town of Essex, wineries were mentioned multiple times. Connected to this seasonal offering were comments that people going to or from Colchester Beach often stopped in the Town. Prior to the pandemic, one

participant noted that locally organized bus tours brought new visitors into the region. Another noted that if they imagined how today's agritourism initiatives might evolve in the next ten years, there would be "an emphasis on farms, better transportation with hop-on/hop-off tours, and more/different accommodations," citing the current lack of transportation options for prospective visitors who don't have a private vehicle but are interested in stopping by multiple wineries in the destination.

Existing operators also shared ideas on infrastructure-related supports the Town of Essex could provide to further develop agritourism. These include better signage and wayfinding for farms and promoting an iconic place in the Town (which ideally features elements of the destination's agricultural heritage, e.g., downtown Harrow), for visitors to take photos and "tag" themselves in for sharing to social media.

The interest in pursuing agritourism for prospective operators stems from various reasons. One participant shared that establishing a B&B was their initial motivation, but that "we need to give people a reason to come out to the county, and (the) agritourism connection seems like a good fit," adding that "we're interested in partnering with farmers to create that experience." Another shared that "agritourism connects education, healing, and well-being," while another said that agritourism operations with a strong educational component, e.g. around planting crops that are not native to the area, would allow "newcomers with a farming background to keep (their) cultural connections."

When asked what prevents their expansion into agritourism, one prospective operator shared that "permits with the township, getting the property rezoned from agricultural to residential, and adding residential units to a farm" were some perceived challenges, while another prospective operator added that "the grants process is daunting, and you need someone to help you through it."

Allies and partners present at the forum, including representatives from the Harrow Agricultural Society, Essex County Federation of Agriculture, and Essex Region Conservation Authority, agreed that agritourism is a strategic direction for the destination, and that it's "absolutely the right time, to move forward after the pandemic." When asked how they associate agritourism with the Town of Essex, annual trips to the Harrow Fair were mentioned, and one representative shared "(our) local events get people feeling as though they're going back in time in Essex, and also connecting with the seasons."

Insights from Town of Essex Council Members

Council Members from the Town of Essex were surveyed in March 2021 to gain a better understanding of councillor perspectives on agritourism development in the destination.

Councillors' definition of agritourism included "farms that grow/produce a product," operations that are "inclusive of on-farm retail and experiential programs," "any agriculturally based operation or activity that brings visitors to a farm," and as a way to "encourage people to spend money in rural parts of our community."

When asked if agritourism is a strategic way to grow for the Town, one councillor shared that "certainly, and the more stops, experiences, cultural activities and hands-on programs we have, the more we are apt to reap a share of this 'staycation' income stream." Another said that "once travel is permitted, we can use these attractions for out-of-town visitors to Essex County."

With regard to Council's role in supporting agritourism, the need to ensure agritourism-related infrastructure is "adequate, with proper zoning in place," approve by-laws that "allow for businesses to bypass red tape," and "create educational opportunities around business planning and marketing" were shared, with one councillor noting that "I have heard criticism from developing in non-commercial areas (and) we need to maintain focus on downtown cores, as well as allow rural businesses to make money."

GAPS IN THE OFFERING

While the destination has established agritourism operators, there are significant gaps in the existing offering to address.

Currently, there are no u-pick farms located in the destination. Local apple and peach farms are prime candidates for this type of agritourism development, with a low barrier to entry for prospective operators. While the Fruit Wagon along County Road 50 offers seasonal dinners in the orchard, no other fruit farms in the Town of Essex provide orchard experiences for visitors.

In the Town, there is a limited number of on-farm accommodations; however, there is a potential for this issue to be considered in the upcoming review of regulations impacting short-term rental accommodations.

Beyond the EPIC Wine Country Passport and the WE Trolley Tours which incentivize regional travel, specifically to wineries, there is only one other agritourism product that connects multiple farms and farm-based experiences in the region. Previously created as a downloadable map from the WE Heart Local website, the Buy Local map (which lists

producers, farmers markets, local retail, restaurants and public greenways in the townships of Amherstburg, Essex, Kingsville, Lakeshore, LaSalle, Leamington, Tecumseh and Windsor) is currently transitioning into a digital pass, which will serve to connect the region's farms, wineries, breweries, markets and other attractions with consumers via their digital devices. Considering that the local food system is not fixed to jurisdictional boundaries, it is also important not to limit agritourism to a set geographical place, as visitors do not pay attention to such boundaries, and any efforts to bridge urban-rural connections is worthwhile. This includes growing collaborations between Town of Essex farms and agritourism stakeholders in adjacent municipalities.

Connecting the destination's geographical positioning in the 42nd parallel with local agricultural production is something to celebrate. This presents an opportunity to promote the diversity of crops (and their derivative products) grown in the destination, which thrive in the region's microclimate and tell a story about how the Town of Essex is connected to other agritourism destinations.

There is also a weak connection between existing drivers of visitation to the area, e.g., birding, and agritourism. As outdoor experiences like birdwatching attract new audiences looking for open spaces and continue to draw dedicated birders around the region's migratory bird routes, there is a potential to make local agritourism experiences attractive to these enthusiasts, for example by encouraging visitors to purchase take-away meals or picnic baskets with locally produced foods from an agritourism operator in the Town of Essex.

Finally, there is a need to better celebrate local foodways and the region's signature products. While award-winning pies, jams, and pickles made for the Harrow Fair may not be easily available to visitors beyond the Labour Day weekend, an awareness of who produces these foods and where these foods may be purchased in the Town will be attractive to food tourists. At the John R. Park Homestead Conservation Area, one-off programs such as the Locavore Lunch and Maple Syrup Days have the potential to be expanded into seasonal agritourism experiences.

STRENGTHS, WEAKNESSES, OPPORTUNITIES, AND CHALLENGES

Strengths

- A high concentration of wineries already delivering visitor experiences
- County Road 50 is a popular tourist route that connects wineries. The Colchester Community Improvement Plan (CIP), under which the County Road 50 Community Improvement Project Area launched in 2017, is a key initiative that aligns with agritourism development, with grants available for eligible property owners (six of these may be applied to agritourism-related ventures)
- Zoning by-laws (regarding On-farm diversified use) were amended in 2018 to expand agritourism-related definitions
- Agritourism development aligns with Climate Ready: A Climate Change Adaptation Plan for the Town of Essex, 2021-2026
- Strong industry interest in developing agritourism
- Diversity of existing trail networks in the region
- Attractive and varied rural landscape, which includes views of Lake Erie
- A mild climate and long agricultural growing season
- Proximity to key travel markets, including the US
- Highly accessible from major roadways
- Region is known for its high biodiversity and as a migratory bird habitat
- Region has strong agricultural heritage

Weaknesses

- Lack of u-pick farms in the destination
- Limited signage and wayfinding
- Limited diversity of agritourism activity types
- Limited options for getting around without a personal vehicle (including if you are visiting wineries)
- Confusion by operators around regulations associated with agritourism development
- Discrepancies between the Colchester CIP area and other areas within the Town of Essex that might be interested in agritourism development
- Perception by operators of limited accommodation options in the destination, for groups of four or more visitors travelling together
- Lack of community-approved definition of agritourism

Opportunities

- Identify and expand the region's key food products and producers
- Attract wine tourists from nearby regions
- Convert day-trippers to overnight/weekend travellers
- Attract more visitors under 35 from Ontario and Quebec, following their increased visibility in the region following COVID-19
- Support the identification and development of iconic places to take photos that feature the destination's agricultural heritage
- Facilitate cross-promotion amongst operators on existing agritourism offerings to recommend
- Improve signage for local agritourism operators as part of Tourism Windsor Essex Pelee Island's regional signage strategy
- Collaborate with allies and partners to develop future agritourism offerings (e.g., expanding the Essex County Federation of Agriculture's autumn Fall Hiker tour)
- Leverage natural landscapes to combine agritourism with ecotourism based on EQ profile interests
- Provide farms with digital marketing tools to improve their websites and build an online presence to match that of local wineries

Challenges

- Without the right supports, existing and potential operators interested in developing agritourism in the Town of Essex may have difficulty with understanding the criteria for Agriculture-Related versus On-Farm Diversified Uses (to qualify for grants)
- Ensuring the quality and authenticity of agritourism experiences across destination
- Not all businesses have the time, capacity, and skills to develop agritourism
- Some visitors have existing and unrealistic perceptions of what a farm should be
- Harnessing momentum around agritourism to move from talking to doing
- Perception of red tape, specifically zoning restrictions, by-laws and permitting are preventing prospective businesses from exploring agritourism offerings
- COVID-19 realities and the US border closure

PART 4

AGRITOURISM DEVELOPMENT

AREAS OF OPPORTUNITY

Four areas of opportunity for agritourism development in the Town of Essex have been identified. These are: growing agritourism as a priority, strengthening agritourism networks, enhancing the agritourism offer, and attracting visitors. Each area of opportunity is paired with related actions to guide agritourism development in the Town of Essex. The actions are divided into immediate term (0-12 months) and short-term (1-2 years). This is followed by future thinking to inspire medium-term action and provide direction beyond the implementation of this strategy.

IMMEDIATE AND SHORT-TERM ACTIONS

Growing Agritourism as a Priority

1. CONTINUE TO FOSTER AN ENABLING POLICY ENVIRONMENT

Continuing to foster an enabling policy environment for agritourism development in the Town of Essex is essential to future agritourism growth. Key to this, is developing a shared understanding of agritourism amongst officials and stakeholders. An important step it is considering how agritourism is represented across diverse policy documents and establishing alignments where possible to support its prioritization. For example, this review process might include adding a definition for agritourism into the Town of Essex Zoning By-law, outlining permitted uses such as on-farm accommodations for the travelling public.

2. BUILD AWARENESS AROUND RULES AND REGULATIONS RELATED TO AGRITOURISM DEVELOPMENT

It is important to build awareness around agritourism, and relevant rules and regulations (e.g., building code, zoning, health and safety) amongst Town of Essex staff, existing agritourism business, and prospective agritourism businesses. Industry will be more likely to incorporate agritourism into their operations if they have a clear understanding of the permitting processes. There are many ways to build this awareness including webinars, meetings, business coaching, infographics of permitting processes, etc.

3. COLLECT STORIES ON FOODWAYS RELEVANT TO AGRITOURISM

Foodways are the foundation of agritourism development. For the Town of Essex to build an agritourism offering connected to place it is important that it be based on the diverse cultures, traditions, and livelihoods of the community. Foodways should inform agritourism product development and add value to marketing campaigns. Stories can be collected via archival research, oral histories, public-facing data collection portal, etc.

Strengthening Agritourism Networks

4. FOSTER NETWORKING AT THE OPERATOR-LEVEL

A connected industry shares learnings and challenges to grow agritourism. Industry networking is also precursor to innovative product development and partnership, especially across business types (e.g., between a farm and beverage producer). Ways to foster operator-level networking include hosting meet-and-greets or creating an online operator-facing database of existing and potential agritourism businesses. Of course, networks can also include national and international partners as important resources for knowledge-sharing.

5. USE CULINARY TOURISM ASSETS TO DRIVE TRAFFIC TO AGRITOURISM BUSINESSES

Many culinary tourists have an interest in agritourism activities. The Town of Essex can leverage culinary tourism touchpoints like restaurants, farmers' markets, retail stores, or attractions to drive traffic to agritourism businesses. This might be through mapping local producers and the restaurants that serve their products, or it could involve training visitor-facing staff to recommend other local businesses. A restaurateur serving local food might suggest that a visitor stop by a winery to pick up a bottle of the wine they had enjoyed with dinner (and vice versa).

6. CREATE AN AGRITOURISM AMBASSADOR PROGRAM

Ambassador programs take many shapes, but most have a common goal- to drive traffic to local businesses. Both operator-facing and resident-facing ambassador programs can achieve this goal. For example, local residents who are exposed to agritourism activities through special programs and incentives will be more likely to bring their visiting friends and relatives to agritourism businesses. Ambassador programs can increase visitor awareness of the food and agritourism offerings available in the Town of Essex.

Enhancing the Agritourism Offer

7. EMPOWER BUSINESSES TO IMPROVE THEIR ONLINE PRESENCE

There is a disconnect between the strong online presence of wineries (which have active social media accounts and customer-facing websites that are easy to navigate) and farms, which are at various levels of online readiness. Providing cross-promotional training, digital marketing resources and webinars for agritourism operators (specifically farmers) can help ensure the destination's agritourism products are incorporated into visitor itineraries.

8. HELP EXISTING AGRITOURISM BUSINESSES ENHANCE THEIR CURRENT OFFERING

There are many ways that businesses can be supported to enhance their visitor offerings. Capacity-building might involve the development of tools and resources, offering group trainings online or in person, or through one-on-one business coaching. Specific skills will vary based on the business, but some common topics include experience development, storytelling, and partnerships.

9. ENCOURAGE MORE BUSINESSES TO GET INVOLVED IN AGRITOURISM

There is a need to support and inspire a wide range of prospective agritourism operators, including businesses that are introducing new products to market such as world crops or value-added products. Creating a new municipal-wide grant program to assist agritourism operators with starting or expanding agritourism businesses in the Town of Essex should be considered in the short term. From discovering the benefits of agritourism, to providing the tools needed to develop innovative agritourism experiences, an increase in local operators leads, over time, to increased visitation.

Attracting Visitors

10. POSITION TOWN OF ESSEX AS AN AGRITOURISM DESTINATION

Located within driving distance of key markets in Detroit, Kitchener-Waterloo, London, and the Greater Toronto Area, the Town of Essex is well-positioned as a weekend destination for travellers looking to relax and enjoy a variety of on-farm local food and drink experiences. In the post-pandemic context, promoting the Town as an alternative to similar destinations (e.g., the Niagara wine region) with consistently high tourist numbers, could have a strong appeal for visitors.

11. CELEBRATE POINTS OF DIFFERENTIATION

A stronger awareness of the destination's unique food, drink, and other cultural assets is needed to set this agritourism destination apart from others in the region. This includes a celebration of crops that thrive in the area's microclimate (thanks to geographic positioning on the 42nd parallel) and highlighting the Lake Erie North Shore VQA appellation for locally produced wines.

12. AMPLIFY DESTINATION IMAGE THROUGH MARKETING PARTNERSHIPS

The Town's agritourism marketing efforts should be linked to those in the wider region to promote collaboration across organizations, including the Southwest Ontario Tourism Corporation (RTO1). For example, as part of Tourism Windsor Essex Pelee Island's regional signage strategy in partnership with Essex County, an increase and improvement to existing signage for agritourism businesses in the Town of Essex should be considered. As well, listings for farms and wineries on the Tourism Windsor Essex Pelee Island, WE Heart Local, Wine Country Ontario, and EPIC wineries websites should provide reliable, updated information for all existing and new agritourism experiences in the Town of Essex.

STRATEGY FRAMEWORK

AREAS OF OPPORTUNITY	IMMEDIATE TERM (0-12 months)	SHORT TERM (1-2 years)
Growing Agritourism as a Priority	Continue to foster an enabling policy environment	Collect stories on foodways relevant to agritourism
	Build awareness around rules and regulations related to agritourism development	
Strengthening Agritourism Networks	Foster networking at the operator-level	Use culinary tourism assets to drive traffic to agritourism businesses
		Create an agritourism ambassador program
Enhancing The Agritourism Offer	Empower businesses to improve their online presence	Encourage more businesses to get involved in agritourism
	Help existing agritourism businesses enhance their current offering	
Attracting Visitors	Position Town of Essex as an agritourism destination	
	Celebrate points of differentiation	
	Amplify destination image through marketing partnerships	

FUTURE THINKING: MEDIUM-TERM ACTIONS

Once a critical mass of businesses is involved in agritourism, a next step will be to support businesses in diversifying the types of experiences that they offer to elevate the overall agritourism offering of the destination. This will likely involve moving from low impact agritourism activities, like farm stands and tours, to more hands-on offerings such as workshops, tastings and “behind the cellar door” experiences. For example, farms that already have a roadside stand may consider offering on-site preserving classes, adding value to the experience of purchasing direct from a farm. A diverse product offering not only makes the Town of Essex appealing to visitors, but also helps foster partnerships and collaboration amongst existing agritourism operators.

Capacity-building can support businesses with this kind of experience development. By seeing successful operations in action, exposures to good practices in agritourism from both near and far can inspire business operators to enhance their visitor offerings. One way to organize these exposures is to connect with national and international agritourism partners, potentially through an exchange program or familiarization tour. Once the Town of Essex has a diverse array of agritourism experiences on offer to visitors at its many agritourism businesses, there may be an opportunity to link these experiences into a destination-level product, such as a tour or trail. In doing so, the destination can simplify the trip planning process for visitors, celebrate local points of differentiation, and inspire visitation.

Finally, as agritourism grows in the Town of Essex, there will come a time when it makes sense to review the definition of agritourism, to see if the current version still makes sense or if it needs to be updated to meet new contexts related to the businesses involved in agritourism or the places where agritourism occurs. This might involve broadening the definition to include farmers’ markets or lake-based fisheries, for example. Reviewing the definition of agritourism periodically helps to ensure that it does not limit entrepreneurship or access to funding.

PART 5

IMPLEMENTATION

In the wake of the COVID-19 pandemic, travellers will be seeking meaningful and multisensory experiences that are safe, secure, and close to home. With its rich agricultural history, beautiful landscapes, and tourism foundation, the Town of Essex is well-positioned to deliver a breadth and diversity of agritourism experiences to locals and visitors alike. As agritourism develops in the Town of Essex, the visitor economy will grow, and the destination will become stronger.

Continued collaboration amongst municipal, regional, and industry stakeholders will determine what success looks like for agritourism development. The Town of Essex has prepared and will be following a highly detailed and itemized plan for implementing an agritourism development strategy ([see Appendix C](#)). The implementation plan details the Who, What, Where, When, and How behind the twelve (12) actions identified, with the Why being covered in this strategy report. It also includes relevant information on responsible parties, supporting organizations, inputs, intended outputs and outcomes, along specific timeframes.

NOTES

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APPENDIX A

EXPLORER QUOTIENT (EQ) PROFILES

EQ Profile (as % of Canadian market)	Experience Appeal
Free Spirits (12%)	<p><u>10 Most Appealing Activities (in descending order)</u></p> <ol style="list-style-type: none"> 1. Marine life viewing (whale watching, other marine life) 2. Wildlife viewing - land based animals & bird watching 3. Visiting national, provincial/state parks to view wildlife and surrounding nature and/or to participate in adventure 4. Dining at restaurants offering local ingredients 5. Viewing Northern/Southern Lights/Aurora 6. Visiting aquariums/zoos 7. Visiting well known historic sites and buildings 8. Visiting amusement/theme parks 9. Staying at an international brand hotel 10. Visiting national, provincial/state parks to visit interpretative centres/museums <p><u>3 Least Appealing Activities</u></p> <ol style="list-style-type: none"> 1. Farm stays 2. Undertaking travel philanthropy/voluntourism 3. Staying at a hostel
Cultural Explorers (9%) <i>strong interest in several food and drink related activities</i>	<p><u>10 Most Appealing Activities (in descending order)</u></p> <ol style="list-style-type: none"> 1. Marine life viewing (whale watching, other marine life) 2. Attending farmers' markets 3. Dining at restaurants offering local ingredients 4. Visiting national, provincial/state parks to visit interpretative centres/museums 5. Wildlife viewing - land based animals & bird watching 6. Visiting national, provincial/state parks to view wildlife and surrounding nature and/or to participate in adventure experiences 7. Viewing outdoor street performances (free) 8. Viewing Northern/Southern Lights/Aurora 9. Visiting small towns, villages 10. Food related factory tours (Cheese, chocolate, etc.) <p><u>3 Least Appealing Activities</u></p> <ol style="list-style-type: none"> 1. Participating in multi-day guided group tours by bus 2. Golfing 3. Hunting

<p>Authentic Experiencers (12%)</p>	<p><u>10 Most Appealing Activities (in descending order)</u> 1. Marine life viewing (whale watching, other marine life) 2. Wildlife viewing - land based animals & bird watching 3. Visiting small towns, villages 4. Visiting national, provincial/state parks to view wildlife and surrounding nature and/or to participate in adventure experiences 5. Seeing beautiful coastlines, beaches 6. Visiting national, provincial/state parks to visit interpretative centres/museums 7. Visiting well known historic sites and buildings 8. Dining at restaurants offering local ingredients 9. Mountain and glacier viewing 10. Visiting well-known natural wonders <u>3 Least Appealing Activities</u> 1. Attending nightclubs/lounges 2. Motorcycling 3. Snowmobiling as an overnight touring trip</p>
<p>Personal History Explorers (13%)</p>	<p><u>10 Most Appealing Activities (in descending order)</u> 1. Marine life viewing (whale watching, other marine life) 2. Wildlife viewing - land based animals & bird watching 3. Seeing beautiful coastlines, beaches 4. Taking a day cruise 5. Visiting national, provincial/state parks to visit interpretative centres/museums 6. Viewing Northern/Southern Lights/Aurora 7. Dining at restaurants offering local ingredients 8. Visiting national, provincial/state parks to view wildlife and surrounding nature and/or to participate in adventure experiences 9. Attending farmers' markets 10. Seeing autumn leaves <u>3 of the Least Appealing Activities</u> 1. Participating in vocational learning 2. Undertaking travel philanthropy/voluntourism 3. Attending literary festivals or events</p>
<p>No Hassle Travellers (10%)</p>	<p><u>10 Most Appealing Activities (in descending order)</u> 1. Marine life viewing (whale watching, other marine life) 2. Seeing beautiful coastlines, beaches 3. Dining at restaurants offering local ingredients 4. Wildlife viewing - land based animals & bird watching 5. Visiting well known historic sites and buildings 6. Visiting well-known natural wonders 7. Visiting aquariums/zoos</p>

	<p>8. Visiting national, provincial/state parks to visit interpretative centres/museums</p> <p>9. Staying at a waterfront resort</p> <p>10. Viewing Northern/Southern Lights/Aurora</p> <p><u>3 Least Appealing Activities</u></p> <p>1. Staying at a hostel</p> <p>2. Motorcycling</p> <p>3. Hunting</p>
Rejuvenators (5%)	<p><u>10 Most Appealing Activities (in descending order)</u></p> <p>1. Marine life viewing (whale watching, other marine life)</p> <p>2. Wildlife viewing - land based animals & bird watching</p> <p>3. Mountain and glacier viewing</p> <p>4. Visiting national, provincial/state park to view wildlife and surrounding nature and/or to participate in adventure experiences</p> <p>5. Visiting aquariums/zoos</p> <p>6. Viewing Northern/Southern Lights/Aurora</p> <p>7. Seeing beautiful coastlines, beaches</p> <p>8. Seeing autumn leaves</p> <p>9. Visiting well-known natural wonders</p> <p>10. Visiting national, provincial/state parks to visit interpretative centres/museums</p> <p><u>3 of the Least Appealing Activities</u></p> <p>1. Farm Stays</p> <p>2. Undertaking travel philanthropy/Voluntourism</p> <p>3. Staying at a hostel</p>
Gentle Explorers (25%)	<p><u>10 Most Appealing Activities (in descending order)</u></p> <p>1. Marine life viewing (whale watching, other marine life)</p> <p>2. Dining at restaurants offering local ingredients</p> <p>3. Wildlife viewing - land based animals & bird watching</p> <p>4. Visiting national, provincial/state parks to view wildlife and surrounding nature and/or to participate in adventure experiences</p> <p>5. Seeing beautiful coastlines, beaches</p> <p>6. Visiting aquariums/zoos</p> <p>7. Visiting well-known natural wonders</p> <p>8. Food related factory tours (Cheese, chocolate, etc.)</p> <p>9. Taking a day cruise</p> <p>10. Sunbathing</p> <p><u>3 Least Appealing Activities</u></p> <p>1. Participating in vocational learning</p> <p>2. Undertaking travel philanthropy/Voluntourism</p> <p>3. Attending literary festivals or events</p>

APPENDIX B

FUNDING AND RESOURCES

Provincial Programs

1. Celebrate Ontario

- *Celebrate Ontario supports programming improvements at new and existing festivals and events that attract tourists for longer stays, create great experiences for visitors and support communities across Ontario.*
- *Due to the COVID-19 outbreak, festival and event organizers across the province are pivoting, hosting events online or postponing to a later date. Through Celebrate Ontario 2020, the ministry is providing continued funding to support more than 250 festivals and events. As of March 1st, there haven't been updates for 2021 programming.*

2. Indigenous Economic Development Fund

- *The Indigenous Economic Development Fund (IEDF) provides grants and financing to Aboriginal businesses and Indigenous communities and organizations. The fund helps promote economic development and improve socio-economic outcomes for Indigenous people.*
- *The fund supports projects that:*
 - *diversify Indigenous economies*
 - *increase access to employment and training opportunities for Indigenous people*
 - *provide start-up and expansion financing for small and medium-sized Aboriginal businesses*
 - *support collaboration between Indigenous communities and the private sector on regional and province-wide economic development initiatives, particularly financing and skills training projects.*
- **Deadline:** Applications are accepted on an ongoing basis.

3. Heritage Organization Development Grant

- *The Heritage Organization Development Grant (HODG) is an annual, statutory-based operating grant designed to promote public awareness of Ontario's rich and diverse heritage. The program provides historical societies, museums and other heritage associations, located throughout the province, with a portion of their annual operating support.*
- **Deadline:** Applications for 2020-2021 now closed. As of March 1st, there haven't been updates for 2021-2022 programming.

4. Investing in Canada Infrastructure Program: Green Infrastructure Stream

- *Through three targeted sub-streams, investments under the Green Infrastructure stream will support green infrastructure projects with outcomes across three crucial areas:*
 - *Climate Change Mitigation:*
 - *Better capacity to manage more renewable energy;*

- Improved access to clean energy transportation;
- More energy efficient buildings; and
- Improved production of clean energy.
- *Adaptation, Resilience and Disaster Mitigation:*
 - Increased structural or natural capacity to adapt to climate change impacts, natural disasters or extreme weather events.
- *Environmental Quality:*
 - Upgraded wastewater treatment or collection infrastructure;
 - Upgraded drinking water treatment and distribution infrastructure; and
 - Better capacity to reduce or address soil or air pollutants.
- **Deadline:** Applications are accepted on an ongoing basis.

5. **Tourism Industry Partners Program**

- *If you have a marketing campaign for which financial assistance for tourism marketing activities are required you may be interested in the Tourism Industry Partners Program. Destination Ontario assists stakeholders with marketing assistance to promote Ontario destinations and/or experiences outside Ontario, across Canada and internationally. The program encourages increased visitation and expenditures from overnight and out-of-province visitors.*
- **Deadline:** Applications are accepted on an ongoing basis.

6. **Tourism Economic Development and Recovery Fund**

- *The Tourism Development Fund supports projects that encourage three key streams: tourism investment, tourism product development and industry capacity building.*
- *The Tourism Economic Development and Recovery Fund (TEDRF) is an application-based, cost-sharing program designed to provide non-capital funding to projects that either:*
 - *encourage the development of innovative new tourism products*
 - *support tourism investment*
 - *build the capacity of Ontario's tourism industry*
- *The program also supports innovative tourism recovery projects aimed at increasing tourism within Ontario to address the reduction in global travel as a result of coronavirus (COVID-19).*
- **Deadline:** Applications are accepted on an ongoing basis.

7. **Developing an Agri-Tourism Operation in Ontario (2016)**

- *The Ontario Ministry of Agriculture, Food, and Rural Affairs released an online guide for farmers considering diversifying into agritourism. The guide covers a range of topics including information about the agritourism visitor market, a self-assessment for determining suitability, checklists, marketing tips and more.*

8. **Rural Ontario Guide to the PPS (2014)**

- *To accompany the Provincial Policy Statement (PPS), the Ministry of Agriculture, Food, and Rural Affairs released a companion document for*

rural communities to help with interpretation of and alignment with the PPS. The guide recognizes the unique characteristics of rural Ontario based on “economy, geography, population density, culture and society.” This document provides useful insights around agritourism development in Ontario.

9. Guidelines for Permitted Uses of Prime Agricultural Areas (2016)

- Published by the Ministry of Agriculture, Food, and Rural Affairs, the Guidelines for Permitted Uses of Prime Agricultural Areas (2016) were designed to “help municipalities, decision-makers, farmers and others interpret the policies in the Provincial Policy Statement, 2014 (PPS) on the uses that are permitted in prime agricultural areas.”
- More specifically, the guidelines provide guidance on the following:
 - i. Agricultural, agriculture-related and on-farm diversified uses
 - ii. Removal of land for new and expanding settlement areas and limited non-agricultural uses in prime agricultural areas
 - iii. Mitigation of impacts from new or expanding non-agricultural uses

10. Managing Risk on Farms Open to the Public (2015)

- The Ontario Ministry of Agriculture, Food, and Rural Affairs released an online guide for farm businesses that invite customers onto the farm for activities such as direct farm marketing, pick-your-own (PYO), on-farm entertainment, group functions, food service, and sales of value-added or retail products. This factsheet identifies the types of risks involved with operating an agritourism business, and outline several ways to minimize them. It will also look at contingency planning and preparedness for emergencies.

11. Government of Ontario: Health and Safety for Small Businesses

- Learn about the responsibilities of small business employers and how to get help keeping your workplace safe.

Federal Programs

12. Investing in Canada Infrastructure Program: COVID-19 Resilience Stream

- A new temporary COVID-19 Resilience stream, with over \$3 billion available in existing funding, has been created to provide provinces and territories with added flexibility to fund quick-start, short-term projects that might not otherwise be eligible under the existing funding streams.
- The new stream will support the following types of projects:
 - i. Retrofits, repairs and upgrades for municipal, territorial, provincial and Indigenous buildings, health infrastructure and schools;
 - ii. COVID-19 response infrastructure, including measures to support physical distancing;
 - iii. Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths; and
 - iv. Disaster mitigation and adaptation projects, including natural infrastructure, flood and fire mitigation, and tree planting and related infrastructure.
- The stream supports near-term, quick-start projects and projects must respect the following timeframes:
 - i. Construction must start no later than September 30, 2021; and,
 - ii. Projects must be completed by the end of 2021, or by the end of 2022 in the territories and in remote communities.

13. AgriInnovate Program

- The AgriInnovate program aims to accelerate the commercialization, adoption and/or demonstration of innovative products, technologies, processes or services that increase sector competitiveness and sustainability.
- In order to be eligible for funding, applicants must clearly illustrate how proposed projects will commercialize/adopt/demonstrate an innovation new to the sector or country.
- **Deadline:** Applicants may apply at any point during the life of the program, until available funds have been fully allocated. Once all funds have been allocated, a notice will be posted on this website.

14. AgriCompetitiveness Program

- The AgriCompetitiveness Program aims to help the agricultural sector to leverage, coordinate and build on existing capacity, enhance safety, adapt to changing commercial and regulatory environments, seize new opportunities, share best practices, and provide mentorship opportunities.
- **Deadline:** Applications will be accepted from February 13, 2018 until September 30, 2022, or until funding has been fully committed or until otherwise announced by the program.

15. Community Economic Development and Diversification Stream of FedDev

- Enhance business attraction, investment, retention and employment opportunities in southern Ontario communities.
- Develop and expand collaborative efforts that strengthen regional competitiveness.
- Support regional businesses, hubs and communities with the goal of economic diversification, integration and transformation.
- **Deadline:** Applications are accepted on an ongoing basis with no submission deadlines

16. CanExport Small and Medium-sized Enterprises Program (Previously AgriMarketing Program: Small and Medium-sized Enterprise Component)

- *The AgriMarketing Program: Small and Medium-sized Enterprises Component is moving to CanExport. As of August 22, 2019, the CanExport SME Program will be available to Small and Medium-sized Enterprises that were previously eligible under the AgriMarketing Program in an effort to provide consistent export development services for Canadian businesses.*
- *The CanExport SME Program provides direct financial assistance to Small and Medium-sized Enterprises registered in Canada to help them develop new export opportunities and markets, especially high-growth emerging markets. It is delivered by the Trade Commissioner Service (TCS) of Global Affairs Canada and provides financial support for a wide range of export development activities.*
- **Deadline:** Applications will be accepted from February 13, 2018 until September 30, 2022, or until funding has been fully committed or until otherwise announced by the program.

17. Canadian Agricultural Partnership Cost-share Funding Program

- *The Canadian Agricultural Partnership provides cost-share funding support to farmers and other businesses (plant health). Funding is available for key priority areas, which include: research and innovation, economic development, environmental stewardship and protection and assurance.*
- **Deadline:** Applications will be received and assessed on a continuous basis while funding is available.

18. Government of Canada: Business Start-Up Checklist

- This online checklist is for anyone starting a business. Using the links online, new business owners can get information about their fiscal obligations and its implications, and find information on interactions between your business and the Canada Revenue Agency (CRA).

19. Government of Canada: Small business - Advice, Support services, Regulations

- Find information on how new or existing small businesses can get advice, support and information on government regulations.

APPENDIX C

IMPLEMENTATION PLAN

(Appended as Excel document)

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 *

Trevor Jonas Benson

Date of Request *

4/19/2021



Are you representing a group? *

☒ Yes

☐ No

Name of Group (if applicable)

Culinary Tourism Alliance

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

The Culinary Tourism Alliance has been engaged by the Town of Essex to facilitate the creation of an Agritourism Development Strategy and as part of our scope of work is a presentation to Council of the report findings. We have just submitted the final report to the Town of Essex, Development Services, and we look forward to sharing the details with Council. We will not be asking Council to take an action on this report but will leave it to the Economic Development Officers involved to implement the strategy with support from Council.

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 Silveira | Economic Development Officer
Town of Essex | Development Services
33 Talbot Street South, Essex, ON, N8M 1A8
519-776-7336 ext 1135 | 519-564-0604

Details: this presentation to Council is part of our scope of work, which is detailed in both the RFP we responded to as well as the Purchase Order issued to us.

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.

We require approximately 10 minutes to present the research, findings, and strategy; and we will liaise with Nelson Silveira to ensure that everyone attending the Council meeting has access to the final strategy report, which we will be referring to during our presentation.

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

Culinary Tourism Alliance
67 Degraasi Street
Toronto, ON
M4M 2K5
Canada

Your Phone Numbers

Home

Use format 519-
776-7336

Work

647-531-6174

Cell

Use format 519-
776-7336

Email Address

trevor@culinarytourismalliance.com

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

Trevor Jonas Benson
Vice President

Caroline Morrow
Senior Destination Development Officer

Both:

Culinary Tourism Alliance
67 Degrassi Street
Toronto, ON
M4M 2K5
Canada

Thank you!

Thank you for completing the Delegation Request Form.

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

Robert Auger, LL.B.

Manager of Legislative Services and Clerk

Town of Essex

33 Talbot Street South, Essex, Ontario N8M 1A8

519-776-7336, extension 1132



Report to Council

Department: Development Services
Division: Economic Development
Date: April 19, 2021
Prepared by: Nelson Silveira, Economic Development Officer
Report Number: Economic Development-2021-03
Subject: Building Report and Development Overview March 2021
Number of Pages: 2

Recommendation(s)

That Economic Development -2021-03 entitled Building Report and Development Overview March 2021 prepared by Nelson Silveira, Economic Development Officer dated April 19, 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 March 2021 - Economic Development-2021-03.docx
Attachments:	- Building 2021-03.pdf - Development Overview - March 2021.pdf
Final Approval Date:	Apr 13, 2021

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



Lori Chadwick, Director, Development Services - Apr 9, 2021 - 12:41 PM



Chris Nepszy, Chief Administrative Officer - Apr 13, 2021 - 9:36 AM

Report Number: Building 2021-03
Date: April 7, 2021
Subject: March 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 March 2021	Construction Values as of March 2020
Single Family Residence									
Ward 1	1	6	7		\$ 200,000.00	\$ 3,499,250.00	\$ -	\$ 3,699,250.00	\$ 12,936,000.00
Ward 2	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Ward 3	1	2	3		\$ 784,000.00	\$ 1,764,750.00	\$ -	\$ 2,548,750.00	\$ 1,410,000.00
Ward 4	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Multiple Residential	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Addition/Sunrooms	1	1	2		\$ 50,000.00	\$ 130,000.00	\$ -	\$ 180,000.00	\$ 297,000.00
Garages/Carports	4	4	8		\$ 175,000.00	\$ 172,500.00	\$ -	\$ 347,500.00	\$ 160,102.00
Decks/Porches	2	0	2		\$ 34,000.00	\$ -	\$ -	\$ 34,000.00	\$ -
Fences/Pools	7	7	14		\$ 192,800.00	\$ 340,000.00	\$ -	\$ 532,800.00	\$ 162,000.00
Demolition	0	4	4		\$ -	\$ 122,980.00	\$ -	\$ 122,980.00	\$ 35,000.00
House Raising	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Pole Barns	2	4	6		\$ 160,000.00	\$ 331,000.00	\$ -	\$ 491,000.00	\$ 577,000.00
Commercial/Industrial	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 1,302,400.00
Miscellaneous	0	1	1		\$ -	\$ -	\$ -	\$ -	\$ -
Shed	5	3	8		\$ 97,800.00	\$ 64,860.00	\$ -	\$ 162,660.00	\$ 35,000.00
Roof	1	0	1		\$ 21,000.00	\$ -	\$ -	\$ 21,000.00	\$ 10,000.00
Septic System	0	1	1		\$ -	\$ 35,000.00	\$ -	\$ 35,000.00	\$ 60,000.00
Sign	0	4	4		\$ -	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 2,500.00
Green Houses/Winery	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Renovations	1	4	5		\$ 431,000.00	\$ 291,000.00	\$ -	\$ 722,000.00	\$ -
Additions/Renovation-Commercial/Industrial/Insti	1	1	2		\$ 55,000.00	\$ 50,000.00	\$ -	\$ 105,000.00	\$ 4,447,000.00
Plumbing only	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
Demolition Out Buildings	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Total Permits/Construction Value	26	42	68	0	\$ 2,200,600.00	\$ 6,805,340.00	\$ -	\$ 9,005,940.00	\$ 21,469,002.00

Permit Fee Totals		Development Charges	Monthly Totals	Year To Date
		Charged - SFR	\$ 11,043.00	\$ 102,896.00
Monthly Total	\$ 11,260.06	Charged - Com/Ind/Inst	\$ -	\$ -
Yearly Total	\$ 54,036.73	Waived - SFR	\$ -	\$ -
Previous Year Total	\$ 123,882.03	Waived - Com/Ind/Inst	\$ -	\$ -

Monthly Building Permit Totals

Permit Categories	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled Permits	Year Total
Single Family Residence															
Ward 1	6	0	1	0	0	0	0	0	0	0	0	0	7		7
Ward 2	0	0	0	0	0	0	0	0	0	0	0	0	0		0
Ward 3	2	0	1	0	0	0	0	0	0	0	0	0	3		3
Ward 4	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
Addition/Sunrooms	0	1	1	0	0	0	0	0	0	0	0	0	2		2
Garages/Carports	2	2	4	0	0	0	0	0	0	0	0	0	8		8
Decks/Porches	0	0	2	0	0	0	0	0	0	0	0	0	2		2
Fences/Pools	0	7	7	0	0	0	0	0	0	0	0	0	14		14
Demolition	0	4	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
Pole Barns	2	2	2	0	0	0	0	0	0	0	0	0	6		6
Commercial/Industrial	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	1		1
Shed	1	2	5	0	0	0	0	0	0	0	0	0	8		8
Roof	0	0	1	0	0	0	0	0	0	0	0	0	1		1
Septic System	0	1	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	4		4
Green Houses/Winery	0	0	0	0	0	0	0	0	0	0	0	0	0		0
Renovations	2	2	1	0	0	0	0	0	0	0	0	0	5		5
Additions/Renovation-Commercial/Industrial/Institutional	0	1	1	0	0	0	0	0	0	0	0	0	2		2
Plumbing only	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
Total	16	26	26	0	0	0	0	0	0	0	0	0	68	0	68

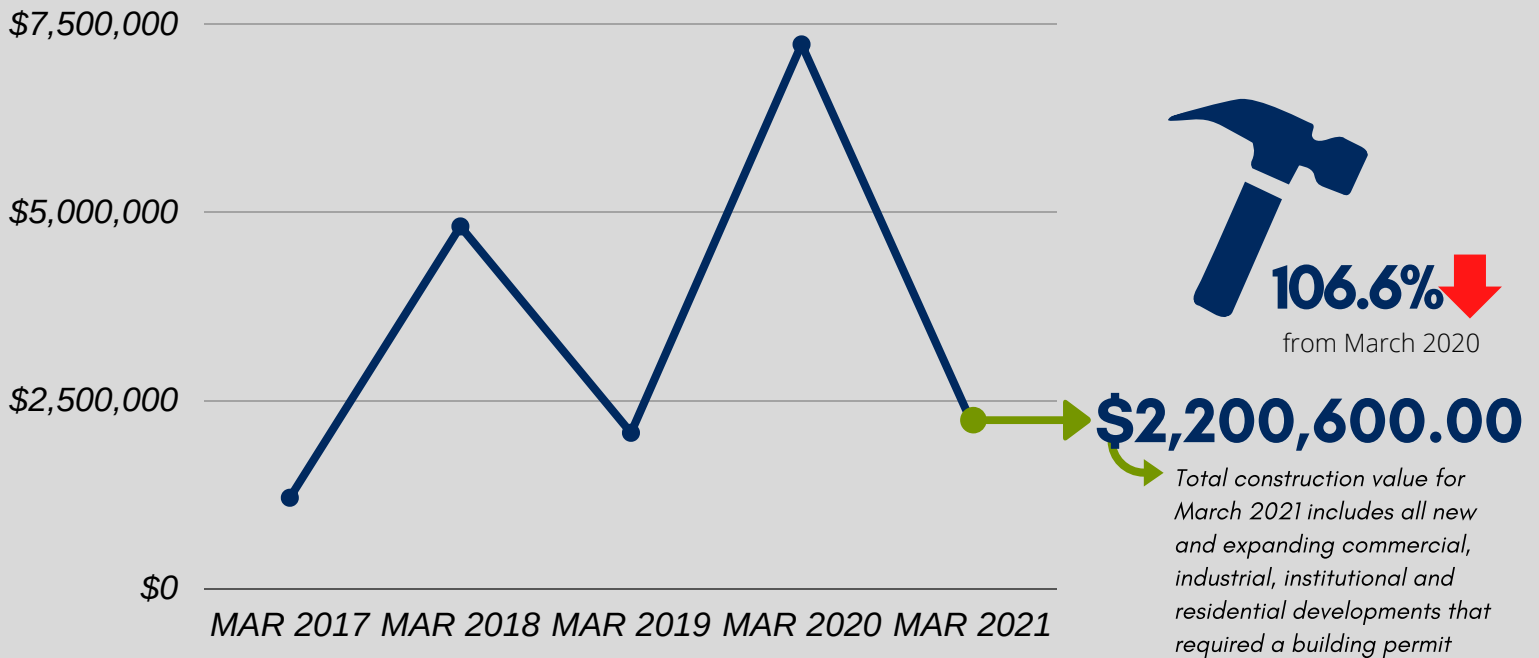
Monthly Permit Fee Totals

Permit Categories	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled	Year Total
														Permits	
Single Family Residence	\$ 26,462.60	\$ -	\$ 3,304.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,767.10	\$ -	\$ 29,767.10
Single Family Residence-Plumbing	\$ 4,950.00	\$ -	\$ 750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,700.00	\$ -	\$ 5,700.00
Single Family Residence-Septic	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700.00	\$ -	\$ 700.00
Multiple Residential	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additions/Sunrooms	\$ -	\$ 360.00	\$ 489.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 849.60	\$ -	\$ 849.60
Garages/Carports	\$ 228.50	\$ 244.00	\$ 1,236.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,708.50	\$ -	\$ 1,708.50
Decks/Porches	\$ -	\$ -	\$ 268.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 268.00	\$ -	\$ 268.00
Fences/Pools	\$ -	\$ 943.00	\$ 640.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,583.00	\$ -	\$ 1,583.00
Demolition	\$ -	\$ 2,394.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,394.10	\$ -	\$ 2,394.10
House Raising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pole Barns	\$ 1,504.00	\$ 1,014.00	\$ 1,280.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,798.00	\$ -	\$ 3,798.00
Commercial/Industrial	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
Shed	\$ 100.00	\$ 247.50	\$ 588.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 935.50	\$ -	\$ 935.50
Roof	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 100.00
Septic System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sign	\$ 100.00	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175.00	\$ -	\$ 175.00
Green Houses/Winery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Renovations	\$ 1,250.64	\$ 1,542.25	\$ 2,053.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,846.85	\$ -	\$ 4,846.85
Additions/Renovation-Commercial/Industrial/Institutional	\$ -	\$ 361.08	\$ 550.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 911.08	\$ -	\$ 911.08
Plumbing only	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition Out Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 35,295.74	\$ 7,480.93	\$ 11,260.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,036.73	\$ -	\$ 54,036.73

Monthly Construction Value Total

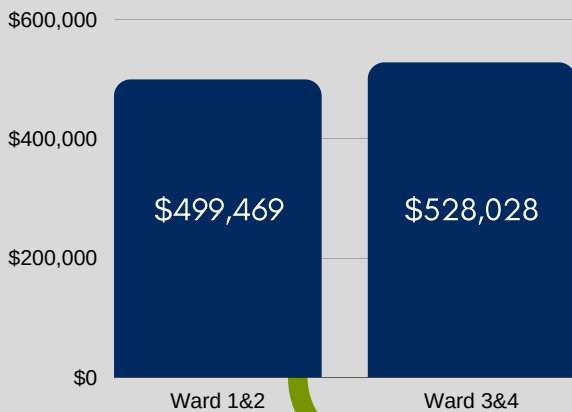
Permit Categories	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled Permits	Year Total
Single Family Residence															
Ward 1	\$ 3,499,250.00	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,699,250.00	\$ -	\$ 3,699,250.00
Ward 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ward 3	\$ 1,764,750.00	\$ -	\$ 784,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,548,750.00	\$ -	\$ 2,548,750.00
Ward 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Multiple Residential	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Additions/Sunrooms	\$ -	\$ 130,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000.00	\$ -	\$ 180,000.00
Garages/Carports	\$ 125,000.00	\$ 47,500.00	\$ 175,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 347,500.00	\$ -	\$ 347,500.00
Decks/Porches	\$ -	\$ -	\$ 34,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,000.00	\$ -	\$ 34,000.00
Fences/Pool	\$ -	\$ 340,000.00	\$ 192,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 532,800.00	\$ -	\$ 532,800.00
Demolition	\$ -	\$ 122,980.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,980.00	\$ -	\$ 122,980.00
House Raising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pole Barns	\$ 188,000.00	\$ 143,000.00	\$ 160,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 491,000.00	\$ -	\$ 491,000.00
Commercial/Industrial	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shed	\$ 9,700.00	\$ 55,160.00	\$ 97,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162,660.00	\$ -	\$ 162,660.00
Roof	\$ -	\$ -	\$ 21,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,000.00	\$ -	\$ 21,000.00
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	\$ 431,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 722,000.00	\$ -	\$ 722,000.00
Additions/Renovation-Commercial/Industrial/Institutional	\$ -	\$ 50,000.00	\$ 55,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,000.00	\$ -	\$ 105,000.00
Plumbing only	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition Out Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,778,700.00	\$ 1,026,640.00	\$ 2,200,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,005,940.00	\$ -	\$ 9,005,940.00

Total Yearly Construction Value

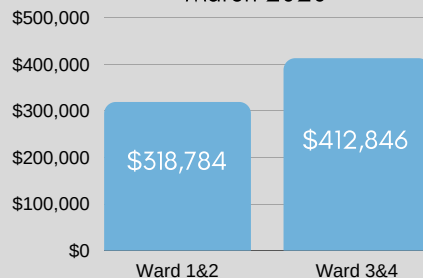


Real Estate

Average Sale Price March 2021



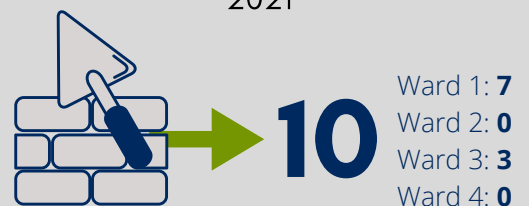
Average Sale Price March 2020



Total Single Family Dwellings Sold 2021



Total Single Family Home Permits 2021





Report to Council

Department: Development Services
Division: Economic Development
Date: April 19, 2021
Prepared by: Nelson Silveira, Economic Development Officer
Report Number: Economic Development-2021-04
Subject: Community Improvement Plan Update (Quarter 1 2021)
Number of Pages: 5

Recommendation(s)

That Economic Development-2021-04 entitled Community Improvement Plan Update (Quarter 1 2021) Summary prepared by Nelson Silveira, Economic Development Officer dated April 19, 2021 be received.

Purpose

To provide Council with a first quarter update of Community Improvement Plan applications in 2021.

Background and Discussion

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

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

Funding for CIP programs in Essex Centre and Harrow is set to expire at the end of 2021.

Funds from these programs are to be redirected to the streetscape projects in the both of these project areas. However, the Colchester & County Road 50 CIP remains unchanged and is set to expire in 2027. As a result, Administration has been and will continue to increase our marketing efforts to garner uptake in the expiring programs.

Completed Projects

The following table describes completed projects that have received CIP funding in 2021:

Address	Grant Program	Status of Grant	Total Grant Paid in 2021
220 Jackson St The Wreck/Coolchester Creamery (Colchester & CR50 CIP)	Conversion Grant – Converting above ground commercial into rental dwelling unit	Grant Paid – March 2021	\$1,000.00
724 County RD 50 E Paglione Estate Winery (Colchester & CR50 CIP)	Landscape & Buffering Grant – Ground identification sign with peripheral landscaping	Grant Paid – March 2021	\$5,827.50
Total: \$6,827.50			

New Applications

The following table describes new CIP applications projects received in 2021:

Address	Grant Program	Status of Grant
2 Talbot St South Former Dahl House (Essex Centre CIP)	Rehabilitation Grant Façade Improvement Grant Development Permit Fees Grant Accessible Entrance Grant Architectural Design Grant	Application Received – April 2021

Open Applications from 2020

The following table describes open CIP applications from 2020 that have yet to receive funding:

Address	Grant Program	Status of Work
16 Centre St Essex Free Press (Essex Centre CIP)	Façade Improvement Grant	Work in Progress
22 Centre St Wine O'Willie's (Essex Centre CIP)	Façade Improvement Grant	Work in Progress
915 County RD 50 E John R Park Homestead	Landscape & Buffering Grant Development Charges Grant Development Permit Fees Grant	Work in Progress, however, approximately \$35,000 is estimated

(ERCA) (Colchester/County RD 50 CIP)	Architectural Design Grant Outdoor Café/Patio Grant	
114 Talbot St. South Balanced Life Wellness Centre (Essex Centre CIP)	Landscape & Buffering Grant	Work in Progress
830 County Road 50 E Bridgewood Farms Colchester & County RD 50 CIP	Landscape & Buffering Grant Conversion Grant	Work in Progress

Financial Impact

As of the date of this report, the following table summarizes the Community Improvement Plan Budget for 2021 including grants paid out and funds remaining.

	Essex Centre CIP	Harrow & Colchester/CR 50 CIP
Approved 2021 Budget	\$100,000.00	\$100,000.00
Total Grants Paid	\$0.00	\$6,827.50
Total Funds Remaining	\$100,000.00	\$93,172.50

Consultation

Link to Strategic Priorities

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

Report Approval Details

Document Title:	Community Improvement Plan Update (Quarter 1 2021) - Economic Development-2021-04.docx
Attachments:	
Final Approval Date:	Apr 13, 2021

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



Lori Chadwick, Director, Development Services - Apr 13, 2021 - 9:56 AM



Chris Nepszy, Chief Administrative Officer - Apr 13, 2021 - 10:42 AM



Report to Council

Department: Community Services
Division: Parks and Facilities
Date: April 19, 2021
Prepared by: Doug Sweet, Dir. Community Services/Deputy CAO
Report Number: Parks and Facilities-2021-02
Subject: Free Menstrual Products at 2 Recreational Facilities
Number of Pages: 4

Recommendation(s)

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

- I. That Community Services Report 2021-004 entitled "Free Menstrual Products at Two Town Recreational Facilities" be received, and further
- II. That Council approve the installation of menstrual dispensers and disposal containers at the Essex Centre Sports Complex and Harrow and Colchester South Complex for one year beginning in August 2021 as a pilot project to provide free access to menstrual products in Town of Essex recreation facilities.

Purpose

To provide a recommendation to Council on providing menstrual dispensers and containers at two high traffic recreation facilities on a one year pilot project.

Background and Discussion

Essex Council requested Administration to prepare a report on options in regards to providing

menstrual products in municipal facilities and the costs associated to do so.

Over the last few years a number of public institutions such as universities, school boards and municipalities across Canada have introduced free menstrual products in public washrooms at their facilities.

While menstrual products are not necessarily a health issue, this initiative is likely to provide social benefit to the community. Menstrual products are very expensive, yet necessary.

A recent survey of over 2000 women and girls by Plan International – Canada found that 35% have had to sacrifice something else in their budget in order to afford menstrual products. It was reported that when students who menstruate cannot access menstrual products, it can prevent them from participating in sports or extra-curricular activities

In order to administer and manage the project, Administration determined that the Town should focus its efforts in locations where the facilities are continuously serviced by staff and in facilities that service the most amount of people on a year round basis. Based on this criteria it was determined that the project can be first implemented at the Essex Centre Sports Complex (4 washroom locations) and the Harrow and Colchester South Complex (2 washroom locations) for a one year trial.

Administration is recommending to have these 2 locations ready to implement the program in August 2021 when both complexes are expected to reopen to regular users.

Administration will monitor the usage throughout the one-year pilot to determine the need and report back to Council the possibility of expanding the program to include all Town recreation facilities in the future.

Financial Impact

The estimated costs to implement the pilot project from August 1, 2021 to September 30, 2022 is \$4,854 for these 2 facilities based on the number of dispensers required at the two facilities and the anticipated restocking of product for each dispenser approximately every 3 months. Each dispensing unit holds 22 tampons and 15 pads.

No new funds are recommended for this pilot project as the funds for this project would be absorbed in the annual janitorial operating budgets for each of these facilities.

Building	Number of Washrooms/ Dispensers *	Cost to Install/Replace Dispensers in each Washroom (@ \$245/unit)	Estimated Annual Cost to Fill Units (Approx. every 3 months)	YEAR 1 COST (Dispenser + Supplies)
Essex Centre Sports Complex	4	\$980.00	\$2,256.00	\$3,236.00
Harrow and Colchester South Complex	2	\$490.00	\$1,128.00	\$1,618.00

Consultations

Finance Department

Link to Strategic Priorities

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



Report to Council

Department: Community Services
Division: Parks and Facilities
Date: April 19, 2021
Prepared by: Jake Morassut, Manager of Parks and Facilities
Report Number: Parks and Facilities-2021-03
Subject: Capital Project CS-21-0057 Refrigeration System at the Essex Centre Sports Complex, Scope Addition
Number of Pages: 4

Recommendation(s)

That Parks and Facilities-2021-03 report entitled Capital Project CS-21-0057 Refrigeration System at the Essex Centre Sports Complex, Scope Addition prepared by Jake Morassut, Manager Parks and Facilities, dated April 19, 2021 be received;

That Council approve the additional work of replacing of two Bitzer Compressors in 2021;

That Council approve the addition of replacing two motor bearings while the compressors are being replaced; and

That Council approve the addition of repairing the heat exchanger gaskets while the compressors and bearings are being replaced.

Purpose

To obtain Council's approval for refrigeration system maintenance which includes the replacement of two Bitzer compressors in 2021, and to expand the scope of work to include

the replacement of two bearings, and expand the scope of work to include the repair of a heat exchanger, all with no increase to 2021 capital budget.

Background and Discussion

During the 2021 budget deliberations, Council approved the Essex Centre Sports Complex to have two Bitzer screw compressors replaced. The Town of Essex approved \$86,000.00 in the capital budget for this project. A vibration analysis of the existing compressors was completed by Machinery Monitoring & Analysis LTD (MMA) at a cost of \$2,096.15 (including the non-refundable tax) and recommended replacement of two compressors. While the original plan was to have two compressors with a budget of \$86,000.00 (including the non-refundable tax), **CIMCO Refrigeration's maintenance contract totals this price at \$60,038.40** (including the non-refundable tax). In addition, the Town of Essex, upon approval from Bitzer, may receive up to \$3,500.00 per compressor as a return credit (less cost of freight which is expected to be approximately \$500.00) totaling an estimated \$6,500.00 credit. With these credits taken into account, the Bitzer Compressor project is expected to cost approximately \$55,634.55, which is \$30,365.45 under budget.

With that being said, the vibration analysis from MMA also recommended to replace the bearings in the motors when the Bitzer Compressors are replaced. The bearing replacement will cost \$1,780.80 (including the non-refundable tax), which will bring project to a total estimated cost of \$57,415.35 (including the non-refundable tax).

Finally, it was determined that the refrigeration plant's heat exchanger suffered a gasket failure which is causing ammonia leaks in the facility. The ammonia was removed from the system to prevent further leakage; however, to repair the gaskets in the heat exchanger will cost \$10,069.15 (including the non-refundable tax). While this was not a capital budget item, this unexpected cost will still fit into our original Bitzer Compressor replacement budget which will now total \$67,485.50 (including the non-refundable tax) if we receive the full amount of the compressor return credit. If we do not receive any money for the compressor return credit, as a worst case scenario, this will cost \$ 73,985.50.

Administration is requesting that the replacement of two motor bearings and the heat exchanger gasket replacement is added to the scope of the Bitzer compressor project as these additions fall within the original capital project budget.

Financial Impact

There will be no additional financial impact associated with the increase to the scope of work for Capital Project CS-21-0057 as it will fall within the approved 2021 Budget for the project, as summarized below.

Project	Cost	Non-Tax Refundable Cost	Expected Credit	Total Cost	Cumulative Cost
Vibration Analysis	\$1,855.00	\$2,096.15	\$0.00	\$2,096.15	\$2,096.15
Two Compressors	\$59,000.00	\$60,038.40	\$6,500.00	\$53,538.40	\$55,634.55
Two Bearings	\$1,750.00	\$1,780.80	\$0.00	\$1,780.80	\$57,415.35
Heat Exchanger	\$9,895.00	\$10,069.15	\$0.00	\$10,069.15	\$67,484.50
				Total Under Budget (Best Case)	\$18,515.50
				Total Under Budget (Worst Case)	\$12,015.50

Consultations

Jeffrey Morrison, Director of 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 to Council

Department: Development Services
Division: Planning
Date: April 19, 2021
Prepared by: Corinne Chiasson, Assistant Planner
Report Number: Planning-2021-08
Subject: Site Plan Control Approval – 3900 North Malden Road
Number of Pages: 7 pages - with attachments

Recommendation(s)

That Planning Report PLANNING2021-08 entitled Site Plan Control Approval -3900 North Malden Road, Colchester North, Ward 2 prepared by Corinne Chiasson, Assistant Planner, Planning Services, dated April 19, 2021 be received, and

That Bylaw 2009, being a Bylaw to enter into a Site Plan Control Agreement between the Corporation of the Town of Essex and Lorne McKim for the conversion of the existing dwelling to accommodate the housing of farm help at 3900 North Malden Road, be executed and registered.

Purpose

To **obtain Council's authorization to execute** a Site Plan Control Agreement to allow for the use of the existing single detached dwelling to accommodate the housing of farm help at the property municipally known as 3900 North Malden Road in the former township of Colchester North (Ward 2).

Background and Discussion

An application for a site specific zoning amendment to the Comprehensive Zoning Bylaw, Bylaw 1037, was previously received and approved by Council on April 6, 2021 through Bylaw 2003. As a result of the Zoning Bylaw Amendment, an application for Site Plan Control approval is required. The Municipality received the Site Plan Control application on January 28, 2021 for the agricultural lands located at 3900 North Malden Road in the former township of Colchester North (Ward 2), herein referred to as the “Subject Lands”. Lorne McKim, herein referred to as the “Applicant”, is the owner of the Subject Lands. A location map of the Subject Lands is provided below:



The Subject Lands measure +48.15 hectares (+119 acres) in total land area. The Lands are **designated “Agricultural” on Schedule A-1** of the Town of Essex Official Plan and are zoned Agricultural District 1.1 (A1.1) for general agriculture and farm production support activities on Zoning Map 3 of Bylaw 1037.

- One (1) existing single detached dwelling;
- Four (4) pole barn/agricultural outbuildings;
- one (1) tobacco barn;
- one (1) grain (storage) bin

-

The Subject Lands are located in an Agricultural district and are predominately used for harvesting cash crops. A portion of the northwest corner of the Subject Lands is designated Natural Heritage Overlay in the Official Plan, however, no works will be conducted within 120 metres of this feature.

A new residence for the applicant is also proposed but is not the subject of Site Plan Control approval.

The Proposal

As a result of the approved site specific zoning amendment (Bylaw 2003) for the Subject Lands, and in accordance with section 5.4 (f) (ii) of the Town of Essex Official Plan, the Applicant is required to apply for Site Plan Control Approval when amending the zoning bylaw to permit an ancillary dwelling on an operating farm for the purposes of housing farm help to ensure the ancillary dwelling is located on the lot and accessed in such a way to prevent the creation of a severable residential lot in the future.

The existing dwelling will be serviced by the existing access area and will share a water service connection with the proposed dwelling. The zoning district map on which the Subject Lands are located will be amended to reference the site specific zoning amendment. This will assist in alerting administration of the status of the existing dwelling if approached with a severance inquiry in the future.

As a result of circulation of the Site Plan, comments were received from the following Departments and agencies:

- Essex Fire and Rescue – No objections
- Department of Infrastructure Services – Only one (1) water service is permitted per lot. Therefore, no additional water service will be provided from the Municipal water main. Only one (1) water meter is permitted on the site. Therefore, the water for the new dwelling will need to pass through the existing water meter.
- Building Division– No objections, permit for new dwelling required
- Essex Region Conservation Authority (ERCA)–No objections, a permit or clearance may be necessary prior to construction of the new dwelling.
- Accessibility Committee – No objections
- Hydro One – No objections

The Site Plan Control agreement (attached) includes general provisions respecting the servicing and maintenance of the ancillary dwelling and the obtainment of applicable permits.

Financial Impact

There is minimal financial impact associated with costs to undertake normal administrative operations for notifying the applicant and registering the agreement. All costs associated with registration are borne by the applicant. Administrative costs are recouped through the application fee which is presently at sixty percent (60%) cost recovery.

Consultations

Rita Jabbour, Manager, Planning Services

Kevin Girard, Director, Infrastructure Services

Kevin Carter, Chief Building Official, Development Services

Jeffrey Morrison, Director, Corporate Services

Jason Pillon, Assistant Deputy Fire Chief –Prevention/Public Education

Vitra Vimalananthan, Resource Planner, 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:	Site plan Control Approval and Bylaw- 3900 North Malden Rd.docx
Attachments:	<ul style="list-style-type: none">- By-law 2009 and Site Plan Control Agreement.pdf- Site Plan.pdf
Final Approval Date:	Apr 13, 2021

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

Rita Jabbour, Manager, Planning Services - Apr 13, 2021 - 9:45 AM



Lori Chadwick, Director, Development Services - Apr 13, 2021 - 9:55 AM



Chris Nepszy, Chief Administrative Officer - Apr 13, 2021 - 10:46 AM

The Corporation of the Town of Essex

By-Law Number 2009

Being a By-Law to enter into a Site Plan Control Agreement between:

The Corporation of the Town of Essex and

Lorne McKim

Whereas pursuant to Section 41 of the Planning Act, R.S.O. 1990 and Amendments thereto, Lorne McKim is desirous of utilizing an existing dwelling to accommodate the housing of farm help at the property municipally known as 3900 North Malden Road and legally described as PT LT 16 CON 13 COLCHESTER AS IN R741683; ESSEX and as such is required to enter into a Site Plan Control Agreement with the Town of Essex;

And Whereas the subject lands are designated as a site plan control area pursuant to Section 41 of the Planning Act, R.S.O. 1990 and Amendments thereto;

And Whereas pursuant to Section 41 of the Planning Act, R.S.O. 1990 and Amendments thereto, municipalities may enter into such agreements;

Now therefore 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 Schedule 1 attached hereto and forming part of this Bylaw, for the purpose of executing the Site Plan Control Agreement.

Read a first, a second and a third time and finally passed on April 19, 2021.

Mayor

Clerk

Schedule 1

The Corporation of the Town of Essex

Site Plan Control Agreement

This agreement made in triplicate, on April 19, 2021

Between:

Lorne McKim

hereinafter called

The Owner of the First Part

And

The Corporation of the Town of Essex

hereinafter called

The Corporation of the Second Part

Whereas an application has been made by the Owner for approval of a development within the limits of the Town of Essex which lands are more particularly described as PT LT 16 CON 13 COLCHESTER AS IN R741683; ESSEX;

And Whereas the proposed development is in accordance with the Official Plan of the Corporation as amended from time to time;

And Whereas the Corporation has enacted by-laws being by-laws designating the said lands as a site plan control area, pursuant to Section 41(2) of the Planning Act, R.S.O. 1990, as amended;

And Whereas where site plan control is in effect, Section 41 of the Planning Act, R.S.O. 1990, as amended requires the approval of plans and drawings by the Corporation prior to development and the Corporation may require the Owner to enter into an agreement respecting certain prescribed matters;

And Whereas the Owner wishes to undertake a development on the lands municipal known as 3900 North Malden Road in accordance with the site plan on file with the Corporation;

Now Therefore This Agreement Witnesseth that in consideration of the aforesaid mentioned premises and in consideration of the sum of Five Dollars (\$5.00) now paid by the Owner to the Corporation (the receipt of which is hereby expressly acknowledged), the parties hereto covenant and agree one with the other as follows:

1. The Owner hereby agrees to construct, provide, install and maintain for the life of the proposed development, to the satisfaction of and at no expense to the Corporation, all buildings, structures, landscaping, walkways, vehicular parking and access areas, grading and provision for storm, surface and waste water, and other facilities in accordance with the approved site plan on file with the Corporation, and in accordance with all the applicable provisions of the Corporation's Zoning By-law and such other relevant by-laws, as amended, and to the satisfaction of the Corporation;

Special Provisions

2. The Owner acknowledges that the dwelling units will need to be supplied with water from the existing on site plumbing. No additional water meter will be provided;
3. The Owner hereby agrees to make application for a Change of Use Permit as prescribed under the Ontario Building Code (OBC) for the existing double storey dwelling proposed to be converted into an ancillary dwelling for the accommodation of a farm labourer to the satisfaction of the Chief Building Official for the Town of Essex.

General Provisions

4. The Corporation hereby agrees to return the balance of the security deposit received on April 8, 2021 to the Owner within 30 days of being notified by the Town's Chief Building Official that all required works as set out in this agreement have been completed and any deficiencies corrected to the satisfaction of the Corporation and are in compliance with any applicable federal, provincial or municipal statute, by-law or regulation;
5. The Owner agrees to pay all outstanding Realty Taxes to the Corporation in advance of any building permit being issued for the proposed development;
6. The Owner hereby agrees to remove at no expense to the Corporation all snow from all driveways, parking and access areas and to remove and dispose of all refuse from the Subject Lands;
7. The Owner shall keep municipal and county roads adjacent to the Subject Lands free from dirt and debris caused by the construction on the Subject Lands;
8. The Owner shall, at its entire expense, restore any curbs, gutters, pavements, sidewalks, drains or landscaped areas on municipal and county roads which are damaged during construction and construct any new curbs, gutters, pavements, sidewalks, drains and landscaped areas on the municipal and county roads abutting the Subject Lands, all to the satisfaction of the Corporation;
9. The Owner hereby agrees to notify all local, provincial or federal authorities having jurisdiction as to their proposed program of work and shall obtain all necessary permits and/or approvals which may be required from any authority having jurisdiction;
10. The Owner agrees to commence and complete construction of all buildings, structures and facilities required under this agreement and zoning by-law within one (1) year of the

date of execution of this agreement, all to the satisfaction of the Town, unless otherwise dictated by this agreement, or this agreement may, at the option of the Corporation, be deemed to be null and void;

11. The Owner hereby agrees to pay to the Corporation the applicable development charges, in accordance with the Town's Development Charges Bylaw, as may be amended from time to time, in advance of any building permit being issued by the Corporation;
12. The Owner hereby agrees to pay all costs incurred by the Corporation with respect to this Agreement, and without limiting the generality of the foregoing, shall include legal, planning, engineering and administrative costs;
13. The Owner acknowledges and agrees that pursuant to subsection (11) of Section 41 of the Planning Act, R.S.O. 1990, as amended, Section 325 of the Municipal Act applies to all requirements of this agreement. If the Owner neglects to undertake any matter or thing required to be done by this agreement and such default continues, in addition to other remedies available to it, the Corporation may direct that such matter or thing shall be done at the expense of the Owner and the Corporation may recover the expense incurred in doing it and the Owner hereby authorizes the Corporation to enter upon the said land and do such matter or thing;
14. This agreement may be amended at any time with the consent of the Corporation and the registered Owner of the said lands at the time of such amendment;
15. If any term, covenant or condition of this agreement shall, to any extent, be declared invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and each term, covenant or condition of this agreement shall be valid and be enforced to the fullest extent permitted by law;
16. The Owner hereby agrees to the registration of the within agreement in the Land Registry Office for the County of Essex (No. 12) by the Corporation's solicitor and at the entire expense of the Owner;
17. 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 Corporation to assume the burdens and obligations imposed upon the Owner under this Agreement and to undertake with the Corporation to observe and perform the obligations herein imposed upon the Owner;
18. This agreement shall inure to the benefit of the Corporation and shall be binding upon the Owners and their respective heirs, executors, administrators, successors and authorized agents.
19. The Corporation shall not be required to issue a building permit for the said development until all the preconstruction provisions of this Agreement have been complied with.

In Witnesseth Whereof, the said parties hereunto affixed their signatures and corporate seals attested to by the hands of their proper officers, duly authorized in that behalf.

Signed, sealed and delivered in the presence of:

The Corporation of the Town Of Essex

Per: _____
Mayor

Per: _____
Clerk

Per: _____
Lorne McKim

Per: _____

Lot 16
(119.25 Acres)

Lot 15

2000' F

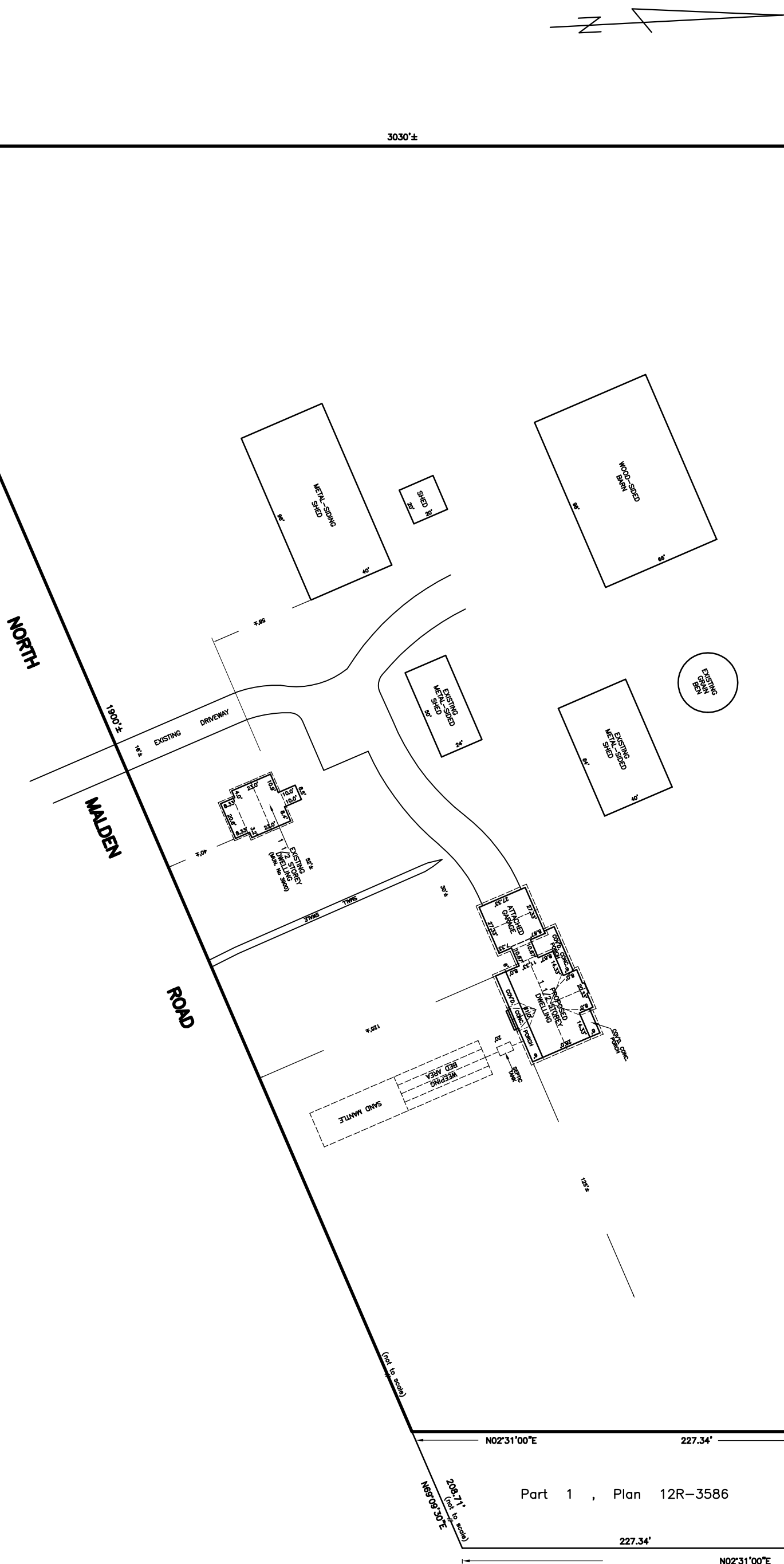
(not to scale)

(not to scale)

1938'± (not to scale)

Part 1 , Plan 12R-3586

ROAD ALLOWANCE BET'N . LOTS 16 AND 17





Report to Council

Department: Development Services
Division: Planning
Date: April 19, 2021
Prepared by: Rita Jabbour, RPP, Manager, Planning Services
Report Number: Planning 2021-09
Subject: Official Plan and Zoning Bylaw Amendment(s) to permit
Second Dwelling Unit (SDU) Policies and Regulations for
the Town of Essex

Number of Pages: 11 including attachments

Recommendation(s)

That Planning report PLANNING2021-09 entitled Official Plan and Zoning Bylaw Amendment(s) to permit Second Dwelling Unit (SDU) Policies and Regulations for the Town of Essex prepared by Rita Jabbour, RPP, Manager, Planning Services dated April 19, 2021 be received, and

That Bylaw Number 2013, Being a Bylaw to Amend the Official Plan for the Town of Essex to Permit Second Dwelling Unit Policies in Detached Structures on Lands Designated "Agricultural", be approved, and

That Council direct Administration to prepare a Zoning Bylaw Amendment with the proposed zoning regulations concerning Second Dwelling Units under Appendix B.

Purpose

To provide Council with proposed amendments to the Town of Essex Official Plan and Comprehensive Zoning Bylaw, Bylaw 1037, to permit the addition of a Second Dwelling Unit (SDU) in a main dwelling or a detached structure in the Agricultural district and select Residential districts throughout the Town of Essex.

The Municipality is required under subsection 16 (3) of the *Planning Act* to have policies in the Official Plan permitting the use of a SDU in a detached, semi-detached or townhouse dwelling, and the use of a SDU in a building or structure ancillary to those dwellings. The Zoning Bylaw gives effect to these policies by regulation.

Background and Discussion

Early Provincial Initiatives

In 2011, the Province of Ontario through the *Strong Communities through Affordable Housing Act*, required that each municipality have in place in their Official Plan, policies authorizing the addition of a Second Dwelling Unit (SDU) in a single-detached, semi-detached and townhome dwelling, or in a building or structure ancillary to the dwelling.

A SDU is a separate and independent housekeeping unit which includes its own entrance, bathroom and kitchen facilities, living room and bedrooms. As a housekeeping unit, an SDU is **not** a short term rental to be used as accommodations by the traveling public. A SDU is intended to be used as *long term accommodation* for those seeking *affordable rental housing alternatives*.

The Town of Essex complied with the mandates of the *Strong Communities through Affordable Housing Act* by amending the Official Plan to include policies permitting one (1) SDU in a single-detached dwelling and in a semi-detached and townhome dwelling unit, or, alternatively, in a building accessory to them, at general locations and in such manner, as specifically set out in the land use designations of the Official Plan and the Zoning By-law.

Current SDU Policies and Regulations Respecting Residential and Agricultural Lands

For those lands designated “Residential” in the Official Plan, other than those permitting three (3) season occupancy and mobile homes, the Official Plan includes policies permitting the addition of a SDU in a main dwelling or, as an alternative, in an ancillary/accessory building subject to compliance with the applicable provisions of the Official Plan and the Zoning Bylaw, but not on a lot having a garden suite.

For those lands designated “Agricultural”, the Official Plan includes policies permitting the addition of a SDU in a main dwelling but not in an accessory building.

The Town’s Comprehensive Zoning Bylaw, Bylaw 1037, gives effect to these SDU policies. Section 8.15 of Bylaw 1037 permits one (1) SDU as an additional permitted use **within** a single-detached dwelling or a semi-detached or townhome dwelling unit forming the main use of the lot in a **Residential zoning district only**, subject to compliance with the zoning regulations. Residents seeking to construct a SDU in a detached building ancillary to a dwelling in a Residential district would require an application for site specific amendment to the zoning bylaw.

In an Agricultural zoning district, Bylaw 1037 **prohibits** a SDU in a main dwelling or in an accessory building. Residents seeking to construct a SDU in the main dwelling in an Agricultural district would require an application for site specific amendment to the zoning bylaw. Residents seeking to construct a SDU in a detached building ancillary to a dwelling in the Agricultural district would require an application for Official Plan Amendment.

Expanded Provincial Mandates

In 2019, the *More Homes, More Choice Act* made amendments to that section of the *Planning Act* authorizing the addition of SDUs to require all Official Plans to have policies permitting two (2) residential units within a single-detached, semi-detached and townhome dwelling, and in a building or structure ancillary to the dwelling. The specific intent of the policy change is to provide affordable housing opportunities, **particularly rental housing. It is the Town’s decision**

to determine where and how such dwelling units will be accommodated, the applicable regulations and levels of service.

Required Amendments

In order to achieve the directive of the *More Homes, More Choice Act*, an amendment to the Official Plan is required in order to allow a SDU in a building ancillary to a main dwelling in the Agricultural District. Amendments to the Official Plan are also required to allow for the opportunity to construct a SDU in a main dwelling **and** in a detached ancillary building or structure in a Residential District since the Official Plan currently only provides for either option but not in both.

In order to give effect to these policy changes, amendments are also required to Bylaw 1037 to provide for a SDU as a permitted use in a main building in the Agricultural District, and within a main dwelling or in a detached building or structure ancillary to the main dwelling in the Agricultural and Residential District. Zoning amendments to regulate the location, setbacks, height, floor area and parking requirements is also required for SDU in detached ancillary structures.

April 6 Public/Special Council Meeting

A Public/Special Council meeting was held virtually on Tuesday April 6th to consider the proposed amendments to the Official Plan and Zoning Bylaw and to hear public feedback on the addition of SDU policies and regulations. **The public presentation is attached to this report as Appendix A.**

Although there were no members of the public registered as delegates, a survey on the topic was published for two (2) weeks prior to the meeting and garnered 157 responses. The majority of respondents supported the addition of a SDU in main dwellings and detached ancillary buildings in Residential and Agricultural districts. The majority of respondents who noted their intention to construct a SDU, indicated their desire to construct it in a detached building ancillary to the main dwelling on the lot.

Correction since the April 6 meeting: The presentation incorrectly identified the majority of responses as being opposed to limits on floor area and building height, when in fact the respondents were evenly split on their support and objection to limits on floor area and building height for a SDU in a detached ancillary building

Overall, Council supported limiting the height of a SDU in a detached ancillary building to one (1) storey in a required yard and allowing for a two (2) storey SDU structure outside of a required yard.

The following is summary of Council's comments and concerns and Administration's responses and recommendations:

Comment/Concern	Response/Recommendation
1. SDU may become Short Term Rentals	SDUs are to be used for long term residential accommodation. The Town is seeking to regulate Short Term Rentals through a separate Zoning Bylaw Amendment. Work is in progress on a community survey and public open house to explore the issue. A business licensing system will be vital to ensuring SDUs do not become Short Term Rentals.
2. SDU in ancillary buildings should have a square foot limit or be only 50 percent of the size of the main dwelling	The proposed regulation lets the prescribed maximum lot coverage for the respective zoning district dictate the size of the SDU. Currently, a low density residential district allows a maximum of 40 percent of the lot area to be covered by all buildings at grade (includes dwellings and accessory structure

Comment/Concern	Response/Recommendation
	<p>such as detached garage). The maximum lot coverage for a Rural Residential and Agricultural district is 25 percent. The size of the SDU will therefore be limited by this regulation by default. Proposed regulation also stipulates that detached ancillary SDU cannot be larger than the main dwelling.</p> <p>Recommendation: Allow lot coverage regulation to dictate size of SDU in detached building.</p> <p>Council may implement a limit in line with the current accessory structure regulations in the zoning bylaw (750 square feet) or impose a regulation of no greater than 50 percent of size of main dwelling (lot coverage would still apply in both scenarios).</p>
<p>3. SDU in ancillary detached structures may not be appropriate for an undersized lot</p>	<p>Recommendation: Add a new Zoning Bylaw regulation to section 9.3 “Special Lot and Yard Provisions” of Bylaw 1037 to permit a SDU in a main dwelling only if a lot situated in a residential district does not have the required lot area and/or lot width for that zoning district.</p> <p>This would prevent the addition of a SDU in a detached ancillary building on undersized</p>

Comment/Concern	Response/Recommendation
	residential lot. This would not apply to a SDU in an ancillary building in the Agricultural district.
4. Parking will become an issue	Proposed zoning regulation would require a proponent to provide one (1) on-site parking space for each dwelling unit . Compliance with parking regulation will be assessed at the time of building permit where the proponent will be required to submit a site plan showing parking.
5. Infrastructure may be an issue in some areas	Proposed zoning regulation will stipulate that servicing capacity must be sufficient. No building permit may be obtained if servicing is not available.

The following is summary of agency comments and concerns and **Administration's responses** and recommendations:

Department/Agency	Comments	Proposed Regulation/Comments
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Essex Region Conservation Authority (ERCA)	No objections. Request further consideration and dialogue as it relates to SDU in flood prone or hazards area	The Town must permit SDU. There is no need to include regulation respecting SDU in flood or hazard because proponent will be subject to ERCA approval as a condition of building permit approval.
Infrastructure Services	Will not be permitted their own separate service connections. May have impact on servicing in areas with limited capacity	The proposed zoning regulation requires sufficient servicing capacity and frontage on street. No building permit can be issued if these items are not in place.
Building Division	No objections. SDU subject to building Code regulations	
County of Essex	No objections. Consider including Official Plan policies prohibiting severance of detached SDUs in ancillary structures in agricultural districts.	Recommendation added to OPA bylaw.

The draft zoning regulations respecting SDU in main dwellings and ancillary dwellings are found under **Appendix B**.

Bylaw 2013

Bylaw 2013 amends Section 4.22, Section 5.4 (f) (ii), Section 5.7 (f) and (g) of the Town of Essex Official Plan to add policies respecting SDU in detached ancillary buildings in the Agricultural district, and in both the main dwelling and a building ancillary to the main dwelling in a Residential district, respectively.

Following **Council's approval**, Bylaw 2013 will be forwarded to the Manager of Planning Services for the County of Essex for approval. A Bylaw to amend the Zoning Bylaw will be **prepared for Council's consideration and adoption once County approval is received**. Notice of the passing of the Official Plan Amendment and the Zoning Bylaw Amendment will be **posted in the local papers for the public's information**.

Financial Impact

The Development Charges Act was recently amended to waive Development Charges for the addition of a Second Dwelling Unit (SDU) in a main dwelling or in a building ancillary to a main dwelling. Therefore, no development charges will be applicable for the construction of a SDU in the Town of Essex.

The addition of SDU policies may have impacts on servicing capacity for hard and soft services such as roads and community parks as more density is created to allow for more residents. However, these expenditures may be partially offset by an increase in the assessed value of residential and agricultural properties due to the SDU, resulting in additional tax revenue for the Town of Essex.

Consultations

Doug Sweet, Director of Community Services/Deputy CAO

Jeffrey R. Morrison, Director, Corporate Services/ Treasurer

Kevin Girard, Director, Infrastructure Services

Robert Auger, Town Solicitor/Clerk

Kevin Carter, C.B.O. /Manager, Building Services

Jeff Watson, Planner

Notice of the application for Official Plan amendment and Zoning Bylaw amendment was circulated to all persons and public bodies required to be notified under section 3 of Ontario Regulation 543/06 and subsection 5(9) of Ontario Regulation 545/06, including staff members from each Town of Essex department.

Link to Strategic Priorities

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

Report Approval Details

Document Title:	Official Plan and Zoning Bylaw Amendments for Second Dwelling Units in Town of Essex .docx
Attachments:	<ul style="list-style-type: none">- SDU Presentation - Final.pdf- Draft Zoning Bylaw.docx- Bylaw 2013.docx
Final Approval Date:	Apr 13, 2021

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



Lori Chadwick, Director, Development Services - Apr 13, 2021 - 9:59 AM



Chris Nepszy, Chief Administrative Officer - Apr 13, 2021 - 10:49 AM



Public Meeting

Regarding Changes to Second Dwelling Unit (SDU) Policies and Regulations for the Town of Essex

April 6, 2021



Purpose of Meeting:

At this Statutory Public Meeting, Council hears representations from the public in regards to the merits and concerns related to new Official Plan Policies and Zoning By-law Regulations related to the construction of Second Dwelling Units

Council does not make a decision at this time.



Definitions

Planning Act -provincial legislation that sets out the ground rules for land use planning in Ontario.

Official Plan –Municipal Policy that sets the general land use planning policies for the Town

Zoning Bylaw –Municipal regulations that provide a legal framework for implementing the objectives and policies of the Official Plan

Ancillary –means a use which complements and otherwise provide a service to the main uses of the zoning district in which it is located (clearly secondary and not permitted on its own)



More Homes, More Choice Act (2019)

To increase the opportunities for a wider range of available housing, in 2019 the Province amended the *Planning Act* to require municipalities to have *Official Plan* policies authorizing the use of two (2) residential units in a dwelling (Single, Semi or Townhouse) AND a residential unit in a building *ancillary* to a dwelling.

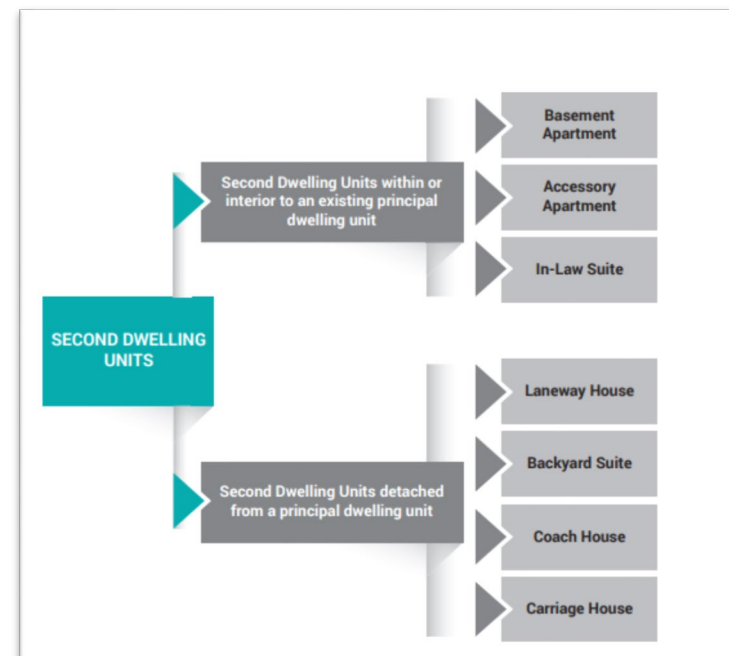
It is the Town's decision to determine where and how such dwelling units will be accommodated, the applicable *Zoning Bylaw* regulations and levels of service.

Second Dwelling Units (SDU)

A Second Dwelling Unit is a self contained-residential unit within a main dwelling (ie. single, semi, townhome dwelling unit) or within a detached structure on the same lot as the main dwelling (ie. within a detached garage).

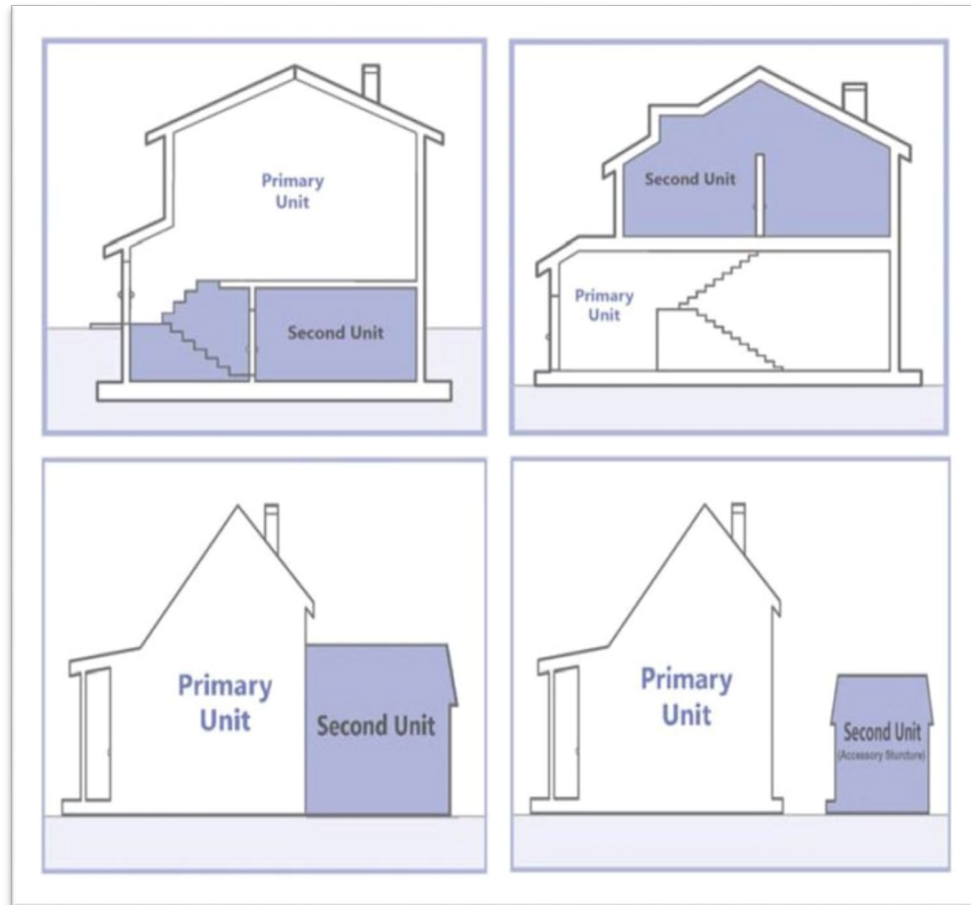
An SDU includes:

- A private kitchen
- Bathroom facilities
- Sleeping areas
- Entrances thereto



Source: City of Hamilton, *Creating a House and a Home*

Examples of a Second Dwelling Unit (SDU)





Benefits of Second Dwelling Units (SDU)

Provincial objectives, supported by the Town of Essex Official Plan and Strategic Plan:

- Increase the supply and range of affordable rental accommodation
- Support changing demographics by providing more housing options for extended families, elderly parents or for a live-in caregiver.
- Make more efficient use of existing infrastructure and the existing housing stock

A Second Dwelling Unit is NOT a short term rental



Current SDU Policies in the Official Plan

Section 4.22 “Residential Intensification and Affordability”

Second Dwelling Units

- Supports opportunity for its residents to create SDU
- One (1) SDU is permitted within a dwelling and in buildings *ancillary* to the main dwelling in general locations as set out in the land use designations of the Official Plan and the Zoning Bylaw

Current SDU Policies in the Official Plan

Section 5.4 “Lands Designated Agricultural”

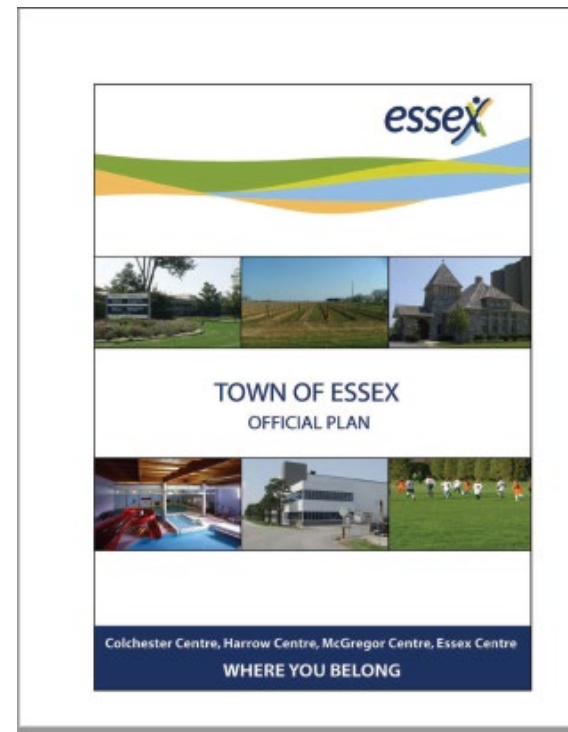
Second Dwelling Units

- Are permitted within the main dwelling

Section 5.7 “Lands Designated Residential”

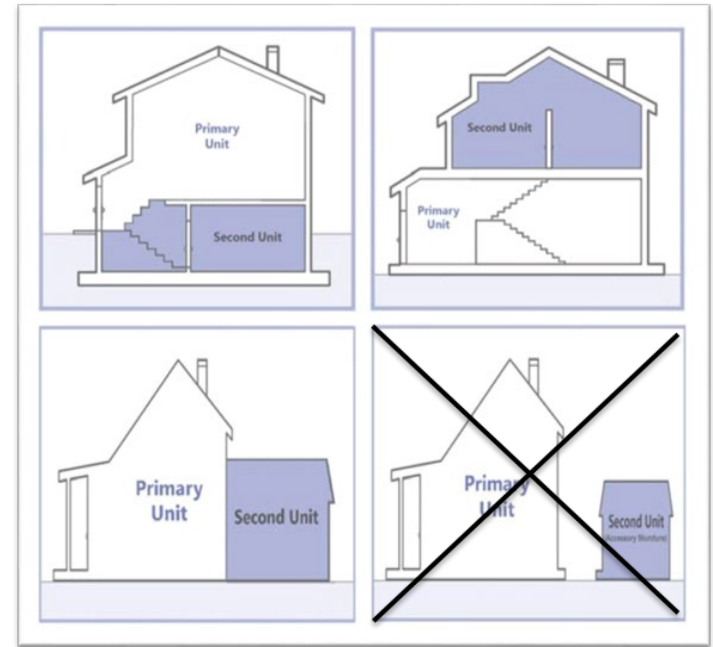
Second Dwelling Units

- Are permitted within a dwelling, OR
- In a building *ancillary* to the main dwelling



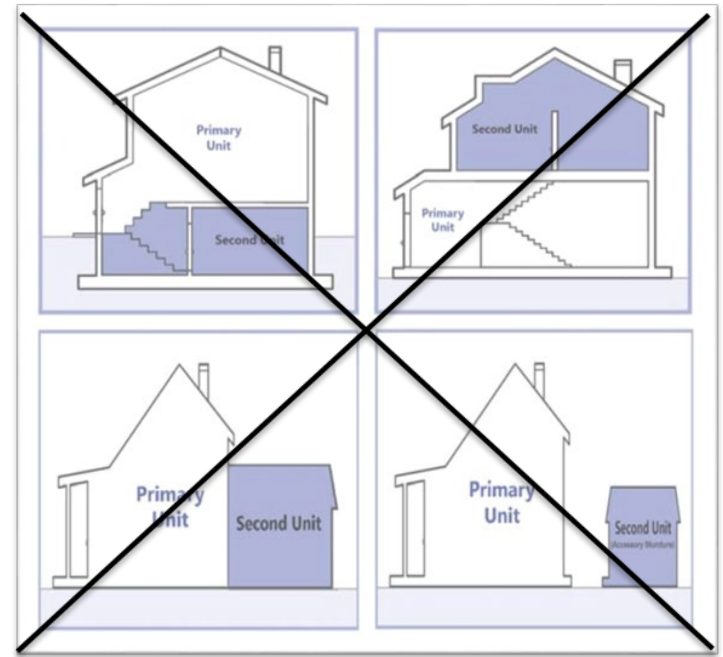
Current SDU Regulations in the Zoning By-law for Residential Districts

- A SDU is **permitted within a single, semi or townhome dwelling unit** in select residential districts
- A SDU is **not permitted in a detached building on the same lot as a main dwelling** in select residential districts
(Requires a site-specific zoning amendment)



Current SDU Regulations in the Zoning By-law for Agriculture Districts

- A SDU is **not permitted within a dwelling unit in an agricultural district** (Requires a site-specific zoning amendment)
- A SDU is **not permitted within a detached building on the same lot as a main dwelling** (Requires an Official Plan Amendment)





Required Amendments to the Official Plan

- In order to permit an SDU in an accessory building to a house in an Agricultural Zoning District, an amendment to the Official Plan (OPA) is necessary.
- Approval of an OPA is required by both Council and the County of Essex Manager of Planning Services. Preliminary discussion with the County Planner has indicated there would be support for such an amendment.
- An OPA can be submitted for approval concurrently with the amending zoning by-law(s).

THERE ARE NO APPEALS OF OFFICIAL PLAN POLICIES RESPECTING SECOND DWELLING UNITS



Required Amendments to the Zoning By-law

- In order to permit an SDU in a main dwelling in the Agricultural district and within a detached ancillary structure on the same lot as a main dwelling in the Agricultural District and select Residential districts, an amendment to the Zoning By-law (ZBA) is necessary.
- A ZBA is also necessary in order to implement regulations respecting the location and number of SDU, and maximum floor area, height, parking and setback regulations between property lines and existing structures.
- Approval of a ZBA is required only by Town Council

THERE ARE NO APPEALS OF BYLAW REGULATIONS RESPECTING SECOND DWELLING UNITS



Required Regulations

Ontario Regulation 299/19: Additional Residential Units

- Each additional residential unit shall have one (1) parking space that is provided and maintained for the sole use of the occupant of the additional residential unit
- Parking space may be a *tandem parking space* (a parking space which can only be accessed by passing through another parking space from a street, lane or driveway)
- An additional residential unit may be occupied by any person regardless of relationship to land owner
- An additional residential unit is permitted regardless of the date of construction of the primary residential unit.

It is the Town's decision to determine where and how such dwelling units will be accommodated, the applicable *Zoning Bylaw* regulations, and levels of service.



Public Consultation

What we did:

1. Created a Survey on SDU to garner public feedback (March 11-26)
2. Created **Essex.ca/SDUs** homepage to host information and links to documents and survey
3. Published Advertisements in both local newspapers
4. Published multiple posts to Town of Essex Facebook and Twitter pages
5. Created a media release and it sent to local media outlets and community contacts (eg. BIA, Chamber of Commerce, etc), as well as posted to corporate website
6. Purchased a \$100 Facebook ad campaign geo-targeted to Town of Essex residents



Public Consultation

Outreach and Outcome:

- Media Release was published in both local newspapers and AM800
- 157 survey responses
- **Facebook Video:** 11 shares and 11 engagements, 1,600 people reached. (1.6x higher engagement than other video content)
- **Facebook Post** (boosted): 5,370 Reach, 198 Link Clicks, 386 engagements including 34 shares and 25 comments
- Combined web traffic to SDUs webpage and online survey was 1,667 page views



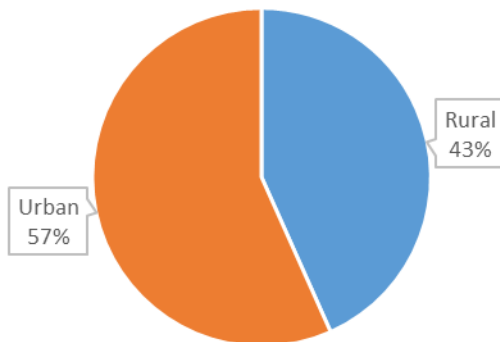
SDU Survey

1. Is your home in an urban or rural setting?
2. If rural, is it a farm?
3. Do you support the option of having a SDU in either a main dwelling or detached in an accessory building to a main dwelling?
4. Do you wish to construct a SDU?
5. Do you support the opportunity to have a SDU in either a main dwelling or in a detached accessory building located in an Agricultural Zone?
6. Do you wish to construct a SDU in your home or in a detached building?
7. Do you agree or disagree that the SDU should be limited to a maximum size of 70m² (750 sq. ft.)?
8. Do you agree or disagree that the SDU should be restricted to one storey or on the first floor of an existing two-storey accessory building

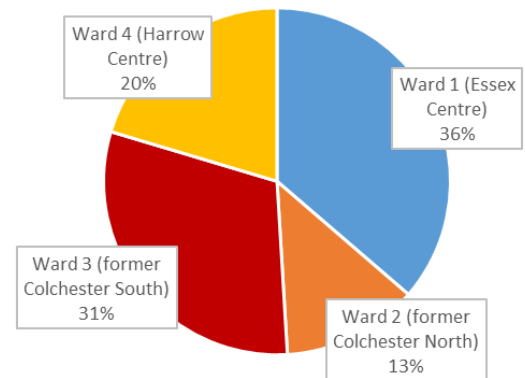
Survey Results:

- Majority of respondents considered themselves “Urban”
- Majority of respondents from Ward 1 and 3

Respondents Home Setting (Urban or Rural)

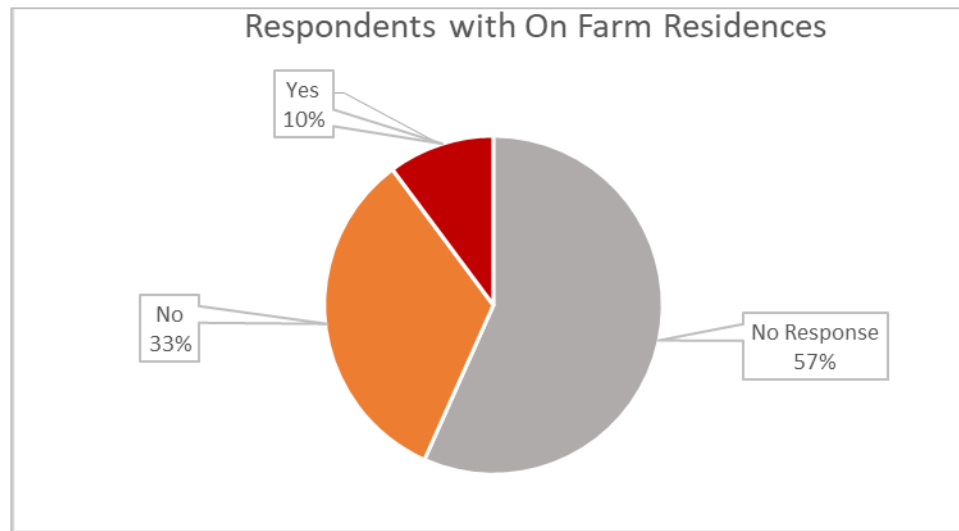


Responses by Ward



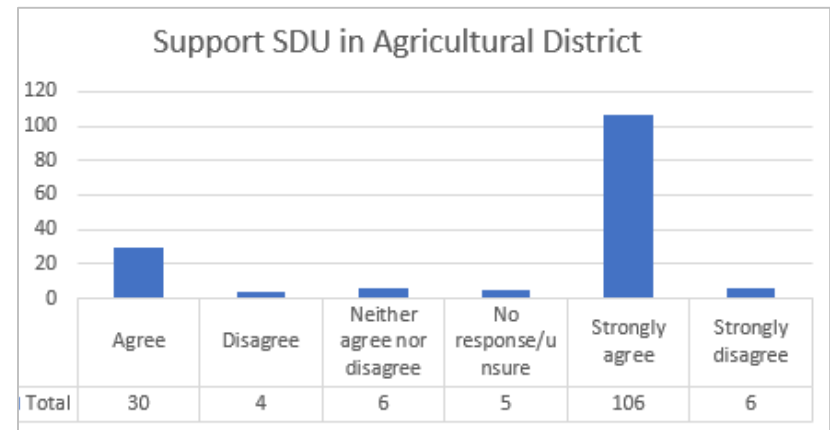
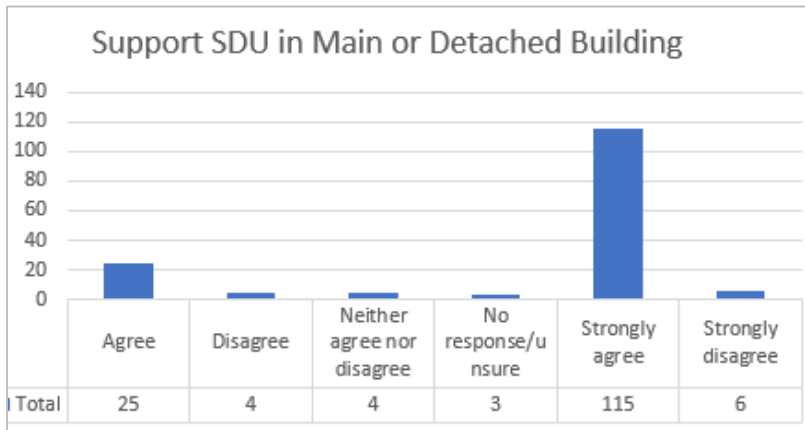
Survey Results:

- Majority of respondents **do not** reside on a farm



Survey Results:

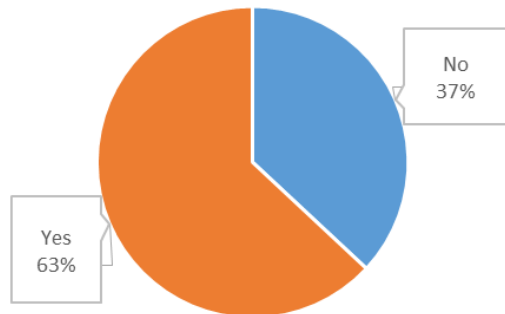
- Majority of respondents supports an SDU in a main dwelling or detached building
- Majority of respondents support an SDU in a main dwelling or detached building in the Agricultural zone



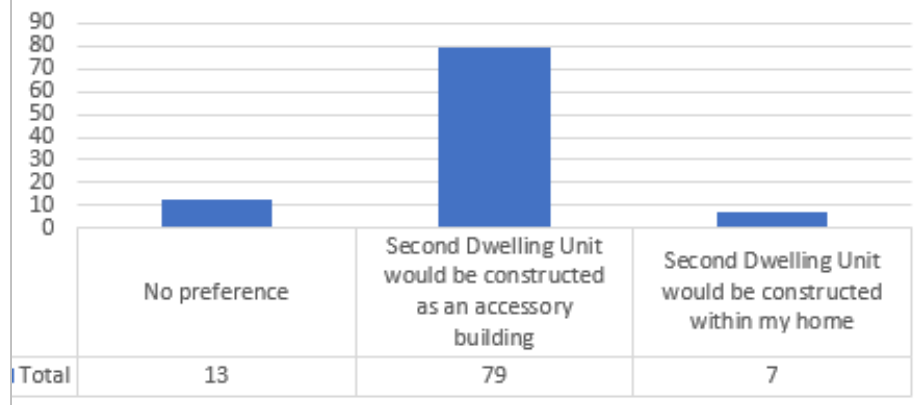
Survey Results:

- Majority of respondents considering constructing a SDU
- Majority of respondents wish to construct a SDU in a detached structure

Respondents Considering Constructing a SDU



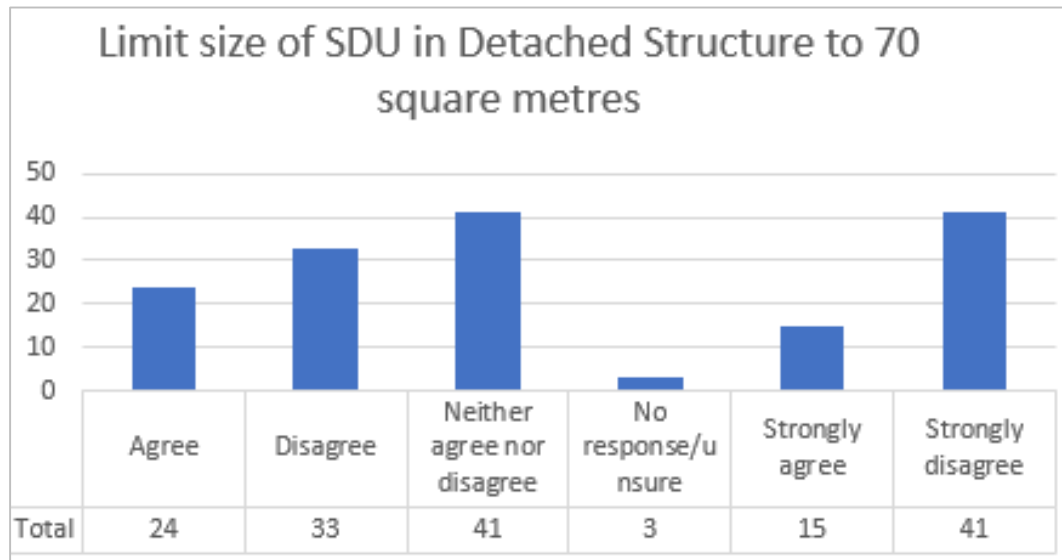
Location of SDU



**Only those who indicated they were interested in constructing an SDU received this question*

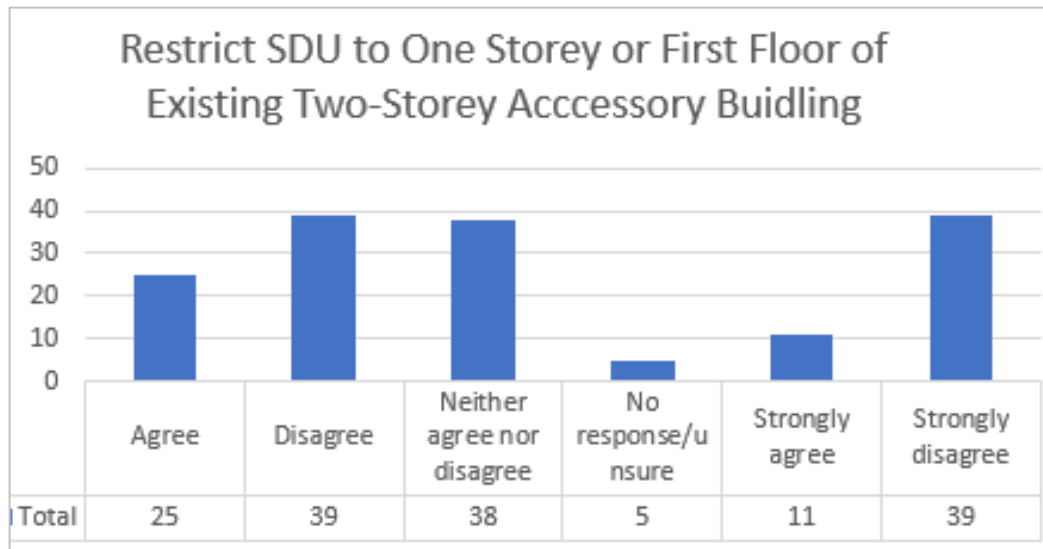
Survey Results:

- Majority of respondents **do not** support limiting the size of a SDU in a detached building to 70 square metres



Survey Results:

- Majority of respondents **do not** support limiting the height of a SDU in a detached building





Highlights of Public Comments:

- Viable/necessary option for those seeking extra income through rental property or those seeking affordable housing options especially for parents and aging family members and young individuals such as adult children who cannot afford to enter the housing market
- Ground floor limit of 70 square metres is not sufficient to accommodate a family or generate sufficient rental income to support the investment
- Support for option of having two-storey unit, or a unit on the upper floor of an unattached building such as a garage
- Concern that SDUs will be used as short term rentals

Agency Comments:

Department/Agency	Comments	Proposed Regulation
Essex Region Conservation Authority (ERCA)	No objections. Request further consideration and dialogue as it relates to SDU in flood prone or hazards area	Must permit SDU. Will be subject to ERCA approval
Infrastructure Services	Will not be permitted their own separate service connections. May have impact on servicing in areas with limited capacity	Need to have sufficient servicing capacity and frontage on street
Building Division	No objections. SDU subject to building Code regulations	
County of Essex	No objections	



Proposed Policies and Regulations:

1. Proposed amendment to the Town of Essex Official Plan:
Under subsection 5.4, Lands Designated “Agricultural”, Policies, Permitted Uses, amend paragraph f) iii), which reads, “one second dwelling unit in the main dwelling” to “one second dwelling unit in the main dwelling or in an accessory building to the main dwelling”



Proposed Policies and Regulations:

2. Proposed revisions to Zoning By-law 1037, the Town of Essex general land use zoning by-law:

i) Amend the definition of “Second Dwelling Unit” to read as follows:

Second Dwelling Unit means a second dwelling unit constructed within a single detached dwelling, semi-detached or townhome dwelling unit **or in an accessory building to a single detached dwelling, semi-detached or townhome dwelling unit for the purpose of providing full time residential accommodation of a person or persons.**



Proposed Policies and Regulations:

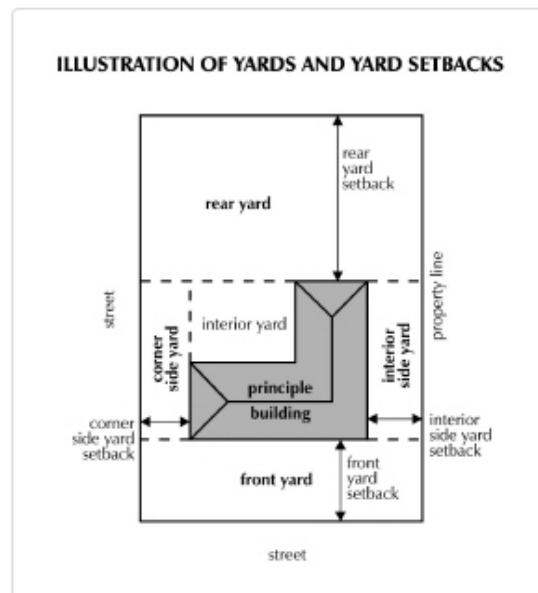
ii) Revise Section 8.15 “Second Dwelling Units” to allow:

- An option for allowing a SDU in main dwelling or a detached structure in Agricultural and select Residential District but **not** in both to limit adverse impacts to infrastructure, mitigate parking issues and impacts to our Development Charges reserves
- A two-storey SDU if not located within a *required yard*
- Maximum floor area to be dictated by *maximum lot coverage regulation* for respective zoning district but no greater than floor area of primary dwelling

Proposed Policies and Regulations

Two-storey option for SDU constructed outside of a required yard:

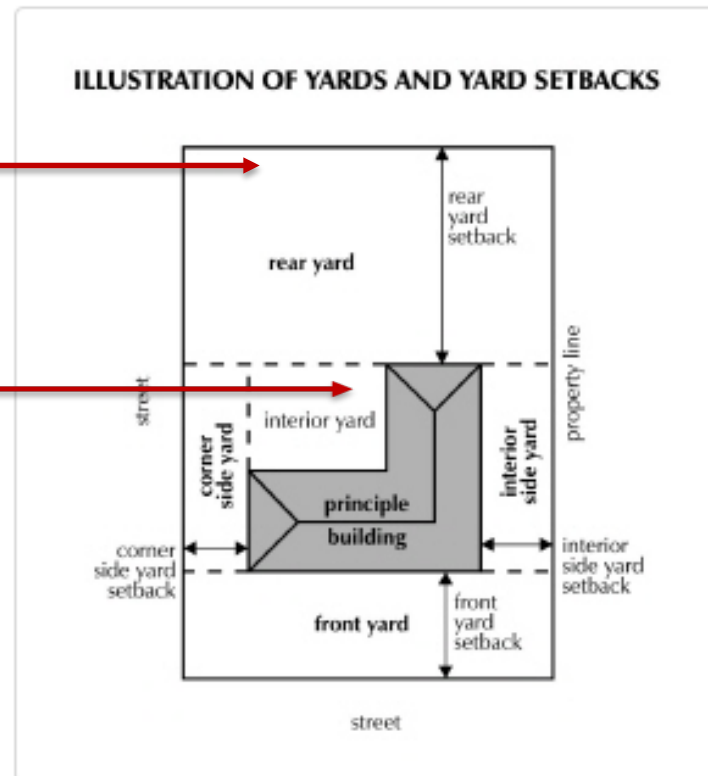
A required yard is defined as an unoccupied and unobstructed open space from ground to sky, required for each individual zoning district, except for any encroachment or structure permitted in the Zoning Bylaw.



Proposed Policies and Regulations

If SDU located here, limited to one (1) storey
(can apply for minor variance to permit two-storey)

If SDU located here, two (2) storey SDU permitted
(not permitted within 6 feet of existing dwelling)



Proposed Policies and Regulations

Maximum floor area to be dictated by maximum lot coverage regulation for respective zoning district but no greater than floor area of primary dwelling:

Lot coverage is the percentage of lot area covered by all buildings at grade.

Subsection 14.1 Residential District 1.1 (R1.1)

Low density housing on urban lots			
a) Permitted Uses			
i. Main use	One Single Detached Dwelling or One Bed and Breakfast Dwelling	Lawfully Existing Duplex Dwelling	Lawfully Existing Semi-Detached Dwelling
ii. Accessory use	Any use accessory to the Main Use		
b) Regulations			
i. Lot Width – Minimum	15m (50f)	18m (60f)	21m (70f)
ii. Lot Area – Minimum	460m ² (5000f ²) for a lot serviced by a sanitary sewer 1850m ² (20,000f ²) for a lot not serviced by a sanitary sewer	555m ² (6000f ²)	650m ² (7000f ²)
iii. Lot Coverage – Maximum	40% of lot area	40% of lot area	40% of lot area
iv. Building Height – Maximum	10m (32f) for a main building 1 storey for an accessory building	10m for a main building 1 storey for an accessory building	10m for a main building 1 storey for an accessory building
v. Front Yard Depth – Minimum	7.5m (25f)	7.5m	7.5m
vi. Rear Yard Depth – Minimum	7.5m	7.5m	7.5m

Subsection 14.2 Residential District 1.2 (R1.2)

Pleasant Valley - estate residential, limited agricultural uses			
a) Permitted Uses			
i.	Main use	One Bed and Breakfast Dwelling or One Single Detached Dwelling	Horse farm Other Agricultural Operation exclusive of a Livestock Intensive Agricultural Use
ii.	Lawfully existing main use	Livestock intensive horse farm Other livestock intensive agricultural use in operation since November 3, 1987	
iii.	Accessory use	Any use accessory to the main use	
b) Regulations			
i.	Lot Width – Minimum	60m (200f)	
ii.	Lot Area – Minimum	4h (10a)	
iii.	Lot Coverage – Maximum	25% of lot area	
iv.	Building Height – Maximum	10m (32f)	
v.	Front Yard Depth – Minimum	15m (50f)	
vi.	Rear Yard Depth – Minimum	15m (50f)	
vii.	Side Yard Width – Minimum	3m (10f) for an interior side yard 15m for an exterior side yard	
viii.	Each dwelling shall have storm water and sanitary facilities and electrical and potable water services approved by the Town or other authority having jurisdiction		
ix.	For this zoning district, horses shall be permitted at a maximum ratio of two (2) horses for each 0.4 hectares (1 acre) of lot area; all other livestock and poultry shall be permitted at a ratio of 0.5 animal units for each 0.4 hectares to a maximum of five (5) animal units. In calculating the total lot area to determine the maximum permitted		

b) Regulations	
i. Lot Width – Minimum	The lesser of 60m (200f) or as existing, unless otherwise specifically provided
ii. Lot Area – Minimum	The lesser of 40h (100a) or as existing, unless otherwise specifically provided
iii. Lot Coverage – Maximum	25% of lot area
iv. Building Height – Maximum	10m (32f) for a dwelling 15m (49f) for all other buildings
v. Front Yard Depth – Minimum	15m (50f)
vi. Rear Yard Depth – Minimum	15m
vii. Side Yard Width – Minimum	3m (10f) for an interior side yard 15m for an exterior side yard
viii.	A bed and breakfast dwelling shall have a minimum lot area of 1850m ² (20,000f ²).
ix.	A farm equipment sales and service establishment shall only be on a lot having a minimum lot area of 2ha (2.5a) and lot width of 30m (100f).
x.	A farm production support use, if not ancillary to an agricultural operation on the same lot, shall only be permitted on a lot having a minimum lot area of 2ha (2.5a) and lot width of 30m (100f).
xi.	A kennel, which is not entirely within a dwelling, shall be a minimum of 60m (200f) from a dwelling not on the same lot as the kennel.
xii.	A mushroom farm shall not be permitted within 35m (1150f) of a Residential District. A facility used for the growing, storage, packaging, or distribution of marijuana and or hemp shall be licensed by the licensing authority having jurisdiction and shall be a minimum of 300 m (985f) from a dwelling and a Green District and 500 m (1640f) from a Resident District.
xiii.	A nursery shall have a minimum lot area of 2ha (5a) the lesser of 2ha (5a).
xiv.	A riding stable shall only be permitted on a lot having a minimum lot area of 2ha (5a) and lot width of 30m (100f).



Next Steps:

1. A report to Council and proposed Bylaw will be prepared for Council's decision at the April 19, 2021 Regular Council Meeting.
2. At the April 19, 2021 Council Meeting, Council may:
 - Approve the Official Plan Amendment or defer decision if further information is required
 - Approve Zoning Bylaw amendment or defer decision if further information is required
 - Material regarding Official Plan Amendment will be submitted to County of Essex for Approval
 - If County approves, notice of Official Plan Amendment and Zoning Bylaw Amendment for SDUs will be published in local papers

Thank You!

Questions?



The Corporation of the Town of Essex

By-Law Number 2013

Being a By-Law to Amend

The Official Plan for the Town of Essex

Whereas the Official Plan sets policies and guidelines for the use of lands and the character, location and use of buildings and structures within the Town of Essex;

And whereas the Council of the Corporation of the Town of Essex deems it expedient and in the best interest of proper planning to amend the Official Plan to permit the option of constructing a second dwelling unit in an **accessory building on lands designated “Residential” and “Agricultural”**;

Now therefore the Corporation of the Town of Essex enacts as follows:

1. That Official Plan Amendment 8 to the Town of Essex Official Plan, attached as Schedule **“1” to this by-law**, is hereby adopted.

This By-law shall come into force and take effect upon approval of Official Plan Amendment 8 by the Manager of Planning Services for the County of Essex.

Read a first, second and third time and finally adopted on April 19, 2021.

Mayor

Clerk

Schedule "1" to By-law 2013

DETAILS OF THE AMENDMENT

The Official Plan of the Town of Essex is amended as follows:

1. **That, in subsection 4.22, "Residential Intensification and Affordability, Second Dwelling Units", the first and second paragraphs, beginning with the word "In" and ending with the word "By-law" are hereby deleted and the following substituted therefor:**

In accordance with the mandates of the Planning Act and the objectives of the *More Homes, More Choice Act* (2019), the Town supports the opportunity for its residents to create second dwelling units. Second dwelling units will help to provide affordable rental housing, accessibility to municipal and support services and job opportunities and accommodation for the elderly and other persons wanting independent living in a secure residential environment. One second dwelling unit will be permitted in a single-detached dwelling, semi-detached and townhome dwelling unit, and, in a building accessory to them, at general locations and in such manner, as specifically set out in the land use designations of this Plan and the Zoning By-law.

2. **That, in subsection 4.22, "Residential Intensification and Affordability, Second Dwelling Units", the fifth, sixth and seventh paragraphs, beginning with the word "According" and ending with the word "suite" are hereby deleted and the following substituted therefor:**

"Lands subject to restrictive zoning, servicing limitations or such other limitations identified in the Provincial Policy Statement will not be deemed to be appropriate for second dwelling units."

3. **That, in subsection 5.7, "Lands Designated Residential", provision G be deleted;**
4. **That subsection 5.4, Lands Designated "Agricultural", Policies, Permitted Uses, is hereby amended by deleting clause f (ii) (3) and by adding to clause f (iii), the following:**
"and in an accessory building to a main dwelling;"

5. That in subsection 6.5, Consents in Areas Designated "Agricultural", Divisions of Farm Land, the following clause be added:

"d) A second dwelling, created under subsection 5.4 of this Plan, cannot be severed from the lands on which the main and second dwellings are located by means of an application for consent before the Town of Essex Committee of Adjustment."

IMPLEMENTATION AND INTERPRETATION

The provisions of Official Plan Amendment 8 will be implemented by enacting appropriate amendments to the General Zoning By-law of the Town of Essex, By-law 1037.

Appendix A –
Draft Bylaw to Amend By-Law Number 1037
The Comprehensive Zoning By-Law for the Town of Essex
For the addition of Second Dwelling Unit Policies

Whereas By-law Number 1037 is the Town's Comprehensive Zoning By-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Essex;

And whereas the Council of the Corporation of the Town of Essex deems it expedient and in the best interest of proper planning to amend By-law Number 1037;

Now therefore the Corporation of the Town of Essex enacts as follows:

1. That the definition for a Second Dwelling Unit be amended under Section 7, Definitions, to read as follows:

A "Second Dwelling Unit" means a second dwelling unit constructed within a single detached dwelling, semi-detached or townhome dwelling unit or in an accessory building to a single detached dwelling, semi-detached or townhome dwelling unit for the purpose of providing full time residential accommodation of a person or persons.

2. That Subsection 8.15, Second Dwelling Units, is hereby deleted and the following substituted therefor:

"8.15 Second Dwelling Units

- a) One (1) second dwelling unit shall be an additional permitted use in a single-detached dwelling or a semi-detached dwelling or townhome dwelling unit, provided that:
 - (i) the lot is in an Agricultural Zoning District or in Residential Zoning District, not including a Residential Zoning District permitting exclusively dwellings for three season occupancy or mobile homes;
 - (ii) there is no outward indication of the existence of the second dwelling

unit, except as mandated by the Ontario Building Code;

b) Alternatively, but not in combination with a) above, one (1) second dwelling unit, shall be an additional permitted use in an accessory building to a single-detached dwelling, semi-detached dwelling unit or townhome dwelling unit, provided that:

- (i) the lot is in a Residential Zoning District, not including a Residential Zoning District permitting mobile homes or dwellings for three season occupancy exclusively;
- (ii) no second dwelling unit or part thereof shall be permitted above the ground floor of the accessory building if the accessory building is located in a required yard;

c) General Provisions:

- i) the lot has frontage on a street and is serviced by a municipal sanitary sewer of sufficient capacity or an approved septic system of sufficient capacity, an approved storm water outlet and a piped water supply;
- ii) one (1) onsite parking space is provided for each dwelling unit;
- iii) the dwelling and the lot on which it is located conform to all regulations of the Zoning District applicable to them;
- iv) the provisions of clauses 8.4, i) and iii), do not apply to a second dwelling unit;

2. That subsection 9.3, Special Lot and Yard Provisions, be amended by adding the following paragraph:

3. “a) For an existing accessory building, in a Residential District, which has less than the required setback from the side or rear lot line, the required setback shall be as existing; provided ,however, any additions thereto shall be a minimum of 1.2m (4 ft) from the side and rear lot lines. That subsection 9.3 (b), Special Lot and Yard Provisions, be amended to read as follows:

For an existing lot in a Residential District 1.1 or 2.1 (R1.1, R2.1), which has less than the minimum lot area and /or lot width required for that district, one (1) single-detached dwelling and any use accessory thereto shall be permitted uses, provided that the lot

width is a minimum of 12m (40f) and the lot area is as existing, the accessory use is not a second dwelling unit, and subject to compliance with all other applicable provisions of this by-law;

4. That subsection 10.3, Accessory Buildings, be amended by deleting paragraphs i), ii) and iii) and substituting the following therefor:

- “i) not be used in whole or in part for a dwelling unit, unless it is a permitted second dwelling unit;
- ii) not have cooking or sanitary facilities above the ground floor;
- iii) not have facilities for the preparation of food, unless such facilities are in a permitted second dwelling unit or are for an activity accessory to a permitted use not located in a Residential District;”

**Ministry of Municipal
Affairs and Housing**

**Ministère des Affaires
Municipales et du Logement**

Office of the Deputy Minister

Bureau du sous-ministre

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

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7100

April 13, 2021

MEMORANDUM TO: Municipal Chief Administrative Officers and Clerks

**SUBJECT: Declaration of Provincial Emergency under the
Emergency Management and Civil Protection Act and
Amendments to the Reopening Ontario Act**

Today I am writing to share some updates related to the declaration of a provincial emergency under the *Emergency Management and Civil Protection Act* (EMCPA), new orders under the EMCPA and amendments to orders under the *Reopening Ontario (A Flexible Response to COVID-19) Act* (ROA).

By declaring a provincial emergency, the EMCPA provides the government with authority to make new orders to address the increasing COVID-19 transmission rates and associated system impacts. The declaration of emergency is valid for up to 14 days and can be extended once for up to another 14 days. Any further extensions must receive approval by the Legislature. The Legislature can extend the emergency declaration for additional periods of no more than 28 days for each extension.

As you are aware, effective April 8, 2021, the government issued a province-wide Stay-at-Home Order (Ontario Regulation 265/21). The Stay-at-Home order requires everyone to remain at home except for essential purposes, which are set out in the order.

Additionally, the Ontario government issued Ontario Regulation 266/21- Residential Evictions, effective April 8, 2021. This order temporarily suspends the enforcement of residential evictions subject to specific exemptions outlined in the order.

Previously, on April 3, 2021, the province imposed a province-wide emergency brake which amended the Stages of Reopening Order under the ROA by placing all public health units under the Shutdown zone of stage 1. Additional amendments were made to the Rules for Areas in Stage 1 Order through Ontario Regulation 267/21 effective April 8, 2021.

For more details on the declaration of a provincial emergency, the province-wide Stay-at-Home Order, the temporary suspension of enforcing residential evictions and amendments under the ROA, please see the attached memorandum from the Ministry of Solicitor General to Chiefs of Police dated April 8, 2021.

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

Sincerely,

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

Enclosure: Correspondence from the Ministry of the Solicitor General to all Chiefs of Police dated April 8, 2021 – Declaration of Provincial Emergency under the Emergency Management and Civil Protection Act and Amendments to the Reopening Ontario Act

If a French version is required, please contact
Richard.Stubbings@ontario.ca.

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

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Declaration of Provincial Emergency under the
Emergency Management and Civil Protection Act and
Amendments to the *Reopening Ontario Act***

DATE OF ISSUE:	April 8, 2021
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	21-0044
PRIORITY:	High

As you know, the government has declared a third [provincial emergency](#) under the *Emergency Management and Civil Protection Act* (EMCPA) in order to respond to rising COVID-19 cases, increasing death counts, and increasing capacity pressures in Intensive Care Units (ICUs).

Please note that the orders made under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* (ROA) remain in force in addition to orders under the EMCPA. The EMCPA provides the government with the authority to make new orders, which is critical given the spike in COVID-19 transmission rates and associated system impacts. While the current orders under the ROA remain an important tool in stopping the spread of COVID-19, the declaration of the provincial emergency and associated EMCPA orders are necessary additional measures to protect Ontarians.

The emergency declaration is valid for up to 14 days and can be extended once for up to another 14 days, and then must receive approval by the Legislature to be extended further. The Legislature can extend the emergency declaration for additional periods of no more than 28 days for each extension.

In addition to the emergency declaration, I am providing further information on emergency orders made pursuant to section [7.0.2 \(4\)](#) of the EMCPA and further amendments to regulations under the ROA.

Stay-at-Home Order (O. Reg. 265/21)

Effective April 8, 2021, the government issued a province-wide Stay-at-Home Order requiring everyone to remain at home except for the essential purposes listed in this order. These exceptions include, but are not limited to, leaving one's residence for work or volunteering that cannot be done remotely, for school or childcare, obtaining food, obtaining goods or services necessary for health or safety, delivering goods to or assisting others who require support or assistance, seeking health care and legal services, and exercise, including walking or moving around outside using an assistive mobility device.

For more information, please refer to [O. Reg. 265/21](#) filed under the EMCPA.

Residential Evictions (O. Reg. 266/21)

Effective April 8, 2021, the order will temporarily suspend enforcement of residential evictions, except where:

- The Landlord and Tenant Board requests that the sheriff expedite the enforcement of an eviction order; or
- a judge of the Superior Court of Justice orders that the sheriff expedites the enforcement of a writ of possession removing a person from their place of residence.

For further information, please refer to [O. Reg. 266/21](#) filed under the EMCPA.

Amendments to the Rules for Areas in Stage 1 (O. Reg. 267/21)

On April 3, 2021, Ontario imposed a provincewide emergency brake to place time-limited public health and workplace safety measures into effect to help to stop the rapid transmission of COVID-19 variants in communities. The emergency brake amended the Stages of Reopening Order under the ROA, by placing all public health units (PHUs) under the Shutdown zone of stage 1.

Measures that remain in effect as a result of this order include:

- Prohibiting indoor organized public events and social gatherings and limiting the capacity for outdoor organized public events or social gatherings to a 5-person maximum, except for gatherings with members of the same household (the people you live with) or gatherings of members of one household and one other person from another household who lives alone;
- Prohibiting personal care services;
- Prohibiting indoor and outdoor dining, with limited exceptions including hospitals and airports. Restaurants, bars and other food or drink establishments will be permitted to operate by take-out, drive-through, and delivery only

- Prohibiting the use of facilities for indoor or outdoor sports and recreational fitness (e.g., gyms) with very limited exceptions;
- Requiring day camps to close; and,
- Limiting capacity at weddings, funerals, and religious services, rites or ceremonies to 15 per cent occupancy per room indoors, and to the number of individuals that can maintain two metres of physical distance outdoors. This does not include social gatherings associated with these services such as receptions, which are not permitted indoors and are limited to five people outdoors.

This regulation which came into force today contains further amendments to the rules for Shutdown zone of stage 1 include the following:

- Limiting the majority of retailers to only operate for appointment-only curbside pick-up between the hours of 7 a.m. and 8 p.m., with delivery of goods to patrons permitted between 6 a.m. and 9 p.m., and in accordance with other restrictions;
- Restricting access to shopping malls to limited specified purposes, including access for appointment-only curbside pick-up, with one single designated location inside the shopping mall, and any number of designated locations outside the shopping mall, along with other restrictions for malls;
- Restricting discount and big box stores in-person retail sales to grocery items, pet care supplies, household cleaning supplies, pharmaceutical items, health care items, and personal care items only, with exceptions for stores in fly-in communities;
- Permitting the following stores to operate for in-person retail by appointment only and subject to a 25 per cent capacity limit and restricting allowable hours of operation to 7 a.m. and 8 p.m. with the delivery of goods to patrons permitted between 6 a.m. and 9 p.m.:
 - o Safety supply stores;
 - o Businesses that primarily sell, rent or repair assistive devices, aids or supplies, mobility devices, aids or supplies or medical devices, aids or supplies;
 - o Rental and leasing services including automobile, commercial and light industrial machinery and equipment rental;
 - o Optical stores that sell prescription eyewear to the public;
 - o Businesses that sell motor vehicles, recreational vehicles, trailers and travel trailers, boats and other watercraft, and other motorized vehicles;
 - o Vehicle and equipment repair and essential maintenance and vehicle and equipment rental services; and
 - o Retail stores operated by a telecommunications provider or service, which may only permit members of the public to enter the premises to purchase a cellphone or for repairs or technical support.

- Permitting outdoor garden centres and plant nurseries, and indoor greenhouses that engage in sales to the public, to operate with a 25 per cent capacity limit and a restriction on hours of operation;
- Permitting liquor stores to operate for in-person retail, subject to 25 per cent capacity limit and restricting allowable hours of operation to 7 a.m. and 8 p.m. with the delivery of goods to patrons permitted between 6 a.m. and 9 p.m.; and,
- Adding restrictions for outdoor markets to require that products only be provided to patrons in an outdoor area, or through alternative methods of sale such as curb-side pick up or delivery, and restricting allowable hours of operation to 7 a.m. and 8 p.m. with the delivery of goods to patrons permitted between 6 a.m. and 9 p.m.

For further information, please refer to the amending regulation [O. Reg. 267/21](#).

Enforcement of Orders

The ministry recognizes that province-wide, police services are continuing to work together with local enforcement partners, and to implement targeted local campaigns to reinforce the public health requirements under the ROA and EMCPA.

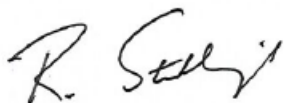
As you are aware, for offences under the ROA and EMCPA, police and other provincial offences officers including First Nation Constables, Special Constables, and municipal by-law officers have discretion to either issue tickets to individuals for set fine amounts or issue a summons under Part I of the *Provincial Offences Act* (POA), or to proceed under Part III of the POA by laying an information.

The ministry continues to work with enforcement ministries and municipalities to collaborate and information share, including through the dedicated 1-800 Enforcement Support Line and email resource at EssentialWorkplacesSupport.SolGen@ontario.ca. Analysis of enforcement data that your police service provides to the ministry continues to support data-driven decision-making.

As cases continue to trend sharply upward in a growing number of communities, I encourage you to continue local enforcement efforts to support compliance with orders under the EMCPA and ROA.

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

Sincerely,



Richard Stubbings
Assistant Deputy Minister
Public Safety Division



The Corporation of The Town of Amherstburg

April 6, 2021

Honourable Doug Ford
Premier of Ontario
Email: premier@ontario.ca

VIA EMAIL

Re: Support for Universal Paid Sick Days in Ontario

Dear Premier Ford,

At its meeting held on March 8, 2021, Council for the Town of Amherstburg passed the following:

Resolution # 20210308-073

“That Administration BE DIRECTED to send a letter of support regarding the City of St. Catherine's request for permanent universal paid sick days for all workers in Ontario during the pandemic and beyond.”

Enclosed is a copy of the correspondence from the City of St. Catharines for convenience and reference purposes.

Regards,

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

cc:

Rebecca Alfieri, Council and Committee Coordinator, St. Catharines
ralfieri@stcatharines.ca

Minister of Labour, Hon. Monte McNaughton
Minister.MLTSD@ontario.ca

Taras Natyshak
tnatyshak-co@ndp.on.ca

Chris Lewis
Chris.Lewis@parl.gc.ca

Association of Municipalities of Ontario (AMO)
amo@amo.on.ca

All Ontario Municipalities

February 9, 2021

The Honourable Doug Ford, M.P.P.
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Sent via email: premier@ontario.ca

**Re: Universal Paid Sick Days in Ontario
Our File 35.31.99**

Dear Premier Ford:

At its meeting held on February 1, 2021, St. Catharines City Council approved the following motion:

“WHEREAS workers in Ontario without paid sick leave often feel forced to work when unwell so they can feed and support their families and are at risk of losing a paycheque or even their jobs if they stay home; and

WHEREAS the Canada Recovery Sickness Benefit is temporary, not accessible to all and not usable for the crucial first few days of an illness; and

WHEREAS had legislated paid sick leave been in place before the global pandemic, lives would have been saved because infection rates would have been reduced; and

WHEREAS the lack of paid sick days has especially hurt Black, Indigenous, workers of colour, women and migrant workers who are over-represented in low-paying frontline jobs with few benefits and a reduced ability to work from home; and

WHEREAS the Ontario Medical Association, 11 GTHA Mayors and Chairs representing Ontario's largest municipalities, the editorial board of the Toronto Star, the Toronto Board of Health, the Decent Work and Health Network, the Ontario Nurses Association, and several other professional associations representing thousands of healthcare workers have all called on the provincial government to legislate paid sick days;

THEREFORE BE IT RESOLVED that the City of St. Catharines endorses legislated sick leave and calls on the government of Ontario to permanently legislate universal paid sick days for all workers in Ontario during the pandemic and beyond, regardless of workplace size, type of work or immigration status; and

BE IT FURTHER RESOLVED that this motion be forwarded to the Premier of Ontario, Minister of Labour, all Regional MPPs, Niagara Region, and all Ontario Municipalities.”

If you have any questions, please contact the Office of the City Clerk at extension 1506.



Bonnie Nistico-Dunk, City Clerk
Legal and Clerks Services, Office of the City Clerk
:ra

Cc Minister of Labour, Hon. Monte McNaughton, Minister.MLTSD@ontario.ca
Jennifer Stevens, MPP - St. Catharines, JStevens-CO@ndp.on.ca
Jeff Burch, MPP - Niagara Centre, JBurch-QP@ndp.on.ca
Wayne Gates, MPP - Niagara Falls, wgates-co@ndp.on.ca
Sam Oosterhoff, MPP - Niagara West-Glanbrook, sam.oosterhoff@pc.ola.org
Niagara Region
Ontario Municipalities



The Corporation of The Town of Amherstburg

April 6, 2021

Honourable Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs
Email: minister.omafra@ontario.ca

VIA EMAIL

Re: Request for Amendments to the Agricultural Tile Drainage Installation Act

Dear Hon. Hardeman,

At its meeting held on March 22, 2021, Council for the Town of Amherstburg passed the following:

Resolution # 20210322-098

“That Administration BE DIRECTED to send correspondence in support of Howick Township’s request for Amendments to the Agricultural Tile Drainage Installation Act.”

Enclosed is a copy of the correspondence from Howick Township for convenience and reference purposes.

Regards,

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

cc:

Carol Watson – Clerk, Township of Howick
clerk@howick.ca

Taras Natyshak – MP, Essex
tnatyshak-co@ndp.on.ca

Chris Lewis – MPP. Essex
Chris.Lewis@parl.gc.ca

Rural Ontario Municipal Association (ROMA)
roma@roma.on.ca

Ontario Federation of Agriculture (OFA)
paul.nairn@ofa.on.ca

Christian Farmers Federation of Ontario (CFFO)
cffomail@christianfarmers.org

Land Improvement Contractors of Ontario (LICO)
lico.secretary@cyg.net

Drainage Superintendents Association of Ontario (DSAO)
dsaochapter1@dsao.net

Association of Municipalities of Ontario (AMO)
amo@amo.on.ca

All Ontario Municipalities



44816 Harriston Road, RR 1, Gorrie On N0G 1X0
Tel: 519-335-3208 ext 2 Fax: 519-335-6208
www.howick.ca

December 3, 2020

The Honourable Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs

By email only minister.omafra@ontario.ca

Dear Mr. Hardeman:

Please be advised that the following resolution was passed at the December 1, 2020 Howick Council meeting:

Moved by Councillor Hargrave; Seconded by Councillor Illman:

Be it resolved that Council request the Ministry of Agriculture, Food and Rural Affairs amend the Tile Drainage Installation Act and/or the regulations under the Act that would require tile drainage contractors file farm tile drainage installation plans with the local municipality; and further, this resolution be forwarded to Minister of Agriculture, Food and Rural Affairs, Huron-Bruce MPP Lisa Thompson, Perth-Wellington MPP Randy Pettapiece, Rural Ontario Municipal Association, Ontario Federation of Agriculture, Christian Farmers Federation Of Ontario, Land Improvement Contractors of Ontario, Drainage Superintendents of Ontario and all Ontario municipalities. Carried. Resolution No. 288/20

If you require any further information, please contact this office, thank you.

Yours truly,

Carol Watson

Carol Watson, Clerk
Township of Howick



Background Information to the Township of Howick Resolution No. 288-20 Requesting Amendments to the Agricultural Tile Drainage Installation Act

Rational for Proposed Amendments

Over the years, Howick Township staff have received many requests for tile drainage information on farmland. Usually these requests come after a change in ownership of the farm. Some of these drainage systems were installed recently but many are 30 to 40 or more years old. Many were installed by contractors who are no longer in business or who have sold the business and records are not available.

Information is generally available if the tile was installed under the Tile Drain Loan Program because a drainage plan is required to be filed with the municipality. If the tile system was installed on a farm without using the Tile Drain Loan Program, there likely are no records on file at the municipal office.

The other benefits to filing tile drainage plans with the municipality are identified in Section 65 of the Drainage Act.

- 65(1) – Subsequent subdivision of land (severance or subdivision)
- 65(3) – Drainage connection into a drain from lands not assessed to the drain
- 65(4) – Drainage disconnection of assessed lands from a drain
- 65(5) – Connecting to a municipal drain without approval from council

Section 14 of the Act states:

(1) “The Lieutenant Governor in Council may make regulations,

(a) providing for the manner of issuing licences and prescribing their duration, the fees payable therefor and the terms and conditions on which they are issued;

(a.1) exempting classes of persons from the requirement under section 2 to hold a licence, in such circumstances as may be prescribed and subject to such restrictions as may be prescribed;

(b) Repealed: 1994, c. 27, s. 8 (5).

(c) establishing classes of machine operators and prescribing the qualifications for each class and the duties that may be performed by each class;



- (d) providing for courses of instruction and examinations and requiring licence holders or applicants for a licence under this Act to attend such courses and pass such examinations;
- (e) prescribing the facilities and equipment to be provided by persons engaged in the business of installing drainage works;
- (f) prescribing standards and procedures for the installation of drainage works;
- (g) prescribing performance standards for machines used in installing drainage works;
- (h) prescribing forms and providing for their use;
- (i) respecting any matter necessary or advisable to carry out effectively the intent and purpose of this Act. R.S.O. 1990, c. A.14, s. 14; 1994, c. 27, s. 8 (4, 5)."

I believe it would be beneficial if a regulation required the installer, of agricultural drainage, to file a plan of the drainage system with the municipality following completion of the work.

While most of Section 14 deals with contractor, machine and installer licences, I think that Section 14(f) or 14(i) may allow a regulation change. This would be a better solution than an amendment to the Act.

Recommendations:

- Request by municipal resolution that the Ministry of Agriculture, Food and Rural Affairs amend the Tile Drainage Installation Act and/or the regulations, under the Act, that would require tile drainage contractors file all farm tile drainage installation plans in the Municipality where the installation took place
- Send the municipal resolution to:
 - Minister of Agriculture, Food and Rural Affairs
 - Lisa Thompson, MPP Huron Bruce
 - Randy Pettapiece, MPP Perth Wellington
 - Rural Ontario Municipal Association roma@roma.on.ca
 - [OFA](#)
 - [CFFO](#)
 - All Ontario municipalities
 - the Land Improvement Contractors of Ontario (LICO), and
 - the Drainage Superintendents Association of Ontario (DSAO)

Wray Wilson, Drainage Superintendent
Township of Howick
drainage@howick.ca



CHRISTINE TARLING

Director of Legislated Services & City Clerk

Corporate Services Department

Kitchener City Hall, 2nd Floor

200 King Street West, P.O. Box 1118

Kitchener, ON N2G 4G7

Phone: 519.741.2200 x 7809 Fax: 519.741.2705

christine.tarling@kitchener.ca

TTY: 519-741-2385

March 31, 2021

Honourable Steve Clark
Minister of Municipal Affairs and Housing
17th Floor, 777 Bay Street
Toronto ON M5G 2E5

Dear Mr. Clark:

This is to advise that City Council, at a meeting held on March 22, 2021, passed the following resolution regarding Planning Act Timelines:

“WHEREAS the City of Kitchener, like many Ontario municipalities, is experiencing significant growth; and,

WHEREAS the City of Kitchener has conducted extensive work through its Development Services Review to remove red tape and improve public engagement; and,

WHEREAS the Province of Ontario's Planning Act provides a legislative framework for processing development applications including established timeframes which permit applicants to appeal to the Local Planning Appeal Tribunal if a Council fails to make a decision within a prescribed timeline; and,

WHEREAS the passing of Bill 108 in 2019 reduced the timelines for processing development applications before they can be appealed to the Local Planning Appeals Tribunal (LPAT) for a non-decision from those outlined in Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017 as follows:

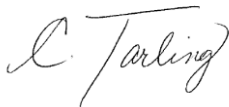
- from seven months (210 days) to four months (120 days) for Official Plan amendments;
- from five months (150 days) to three months (90 days) for Zoning By-law amendments; and
- from six months (180 days) to four months (120 days) for Plans of Subdivision; and

WHEREAS the shortened timeframes create unreasonable pressures on municipalities, even outside the context of navigating city business in a global pandemic, and result in reduced opportunities for meaningful public engagement and limited time for the public to provide written submissions on a development application;

THEREFORE BE IT RESOLVED that Kitchener City Council urge the Province of Ontario to review and reconsider the current timelines established for review of Planning Act applications before an appeal is permitted to the Local Planning Appeals Tribunal and to return to the timelines that were in effect under Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017;

THEREFORE BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Ontario Minister of Municipal Affairs and Housing, to the local MP's and MPP's, to the Federation of Canadian Municipalities, to the Association of Municipalities Ontario, and all other municipalities in Ontario."

Yours truly,



C. Tarling
Director of Legislated Services
& City Clerk

c: Honourable Tim Louis, M.P.
Honourable Raj Saini, M.P.
Honourable Marwan Tabbara, M. P.
Honourable Bardish Chagger, M.P.
Honourable Bryan May, M.P.
Honourable Amy Fee, M.P.P.
Honourable Catherine Fife, M.P.P.
Honourable Belinda Karahalios, M.P.P.
Honourable Mike Harris, M.P.P.
Honourable Laura Mae Lindo, M.P.P.
Bill Karsten, President, Federation of Canadian Municipalities
Monika Turner, Association of Municipalities of Ontario
Rosa Bustamante, Director, Planning, City of Kitchener
Ontario Municipalities



April 9, 2021

Town of Orangeville
87 Broadway
Orangeville ON
L9W 1K1

Re: Support – Bill 257, Schedule C

Please be advised that at its meeting of April 7, 2021, Council of the Township of Essa received a copy of the Town of Orangeville's resolution pertaining to the request to remove Schedule 3 from Bill 257.

Please be advised that Council of the Township of Essa shares the same concerns and hereby supports this resolution as presented.

Sincerely,



Krista Pascoe,
Deputy Clerk

cc:

Doug Ford, Premier of Ontario
Jim Wilson, MPP Simcoe-Grey
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Laurie Scott, Minister of Infrastructure
Association of Municipalities of Ontario (AMO)
Nottawasaga Valley Conservation Authority



CORPORATION OF THE
TOWNSHIP OF HUDSON
903303 HANBURY RD.
NEW LISKEARD, ON P0J1P0
(t) 705-647-5439 (f) 705-647-6373
www.hudson.ca admin@hudson.ca

March 31st, 2021

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Attention: Premier Ford

RE: Support for Fire Departments

At the Township of Hudson's Regular Meeting of Council held on Wednesday March 3rd, 2021, the following resolution 2021-049 was put forward and passed:

WHEREAS the role of Ontario's 441 fire departments and their approximate 30,000 full, part-time, and volunteer firefighters is to protect Ontarians and their property; and

WHEREAS according to the Ontario Fire Marshal and Emergency Management's latest data, in Ontario there was over 11,000 number of loss fires, 9,500 no loss fires, 784 injuries, 91 fatalities, and over \$820 million dollars of estimated loss in 2018; and

WHEREAS fire emergencies only make up a portion of the total calls for help received by fire and emergency service departments as they respond to nearly every public emergency, disaster, or 9-1-1 call; and

WHEREAS Ontario's fire department infrastructure deficit continues to grow annually and is almost entirely borne by the municipality and local taxpayers with the majority having populations under 25,000; and

WHEREAS due to antiquated structures and equipment that do not meet current industry standards the safety of the Ontario public and Ontario firefighters is being jeopardized;

NOW THEREFORE the Council of the Corporation of the Township of Hudson resolves as follows:

1. **THAT** the Federal and Provincial Government includes apparatuses, training, equipment and structures for fire departments as eligible categories to any further infrastructure programs which will not only provide immediate stimulus to the local, provincial and federal economies given current economic uncertainty but also ensure the safety of Canadians and dedicated firefighters; and

2. **THAT** this resolution be forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Laurie Scott, Minister of Infrastructure, local MPP, local MP, the Ontario Fire Marshal, Jon Pegg, the Ontario Association of Fire Chiefs, and all Ontario Municipalities.

Please accept this for your consideration and any necessary action.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jordan Kemp', with a stylized, cursive script.

Jordan Kemp
Clerk-Treasurer
Township of Hudson



March 27, 2021

Jeffrey R. Morrison,

Director, Corporate Services/Treasurer

Town of Essex,

33 Talbot Street South,

Essex Ontario N8M 1A8

Dear Mr. Morrison,

HEIRS is in receipt of your very generous cheque in the amount of \$1500.00 through your Essex Community Partnership Fund. It is vital to our continued ability to serve the citizens of and visitors to our area who are interested in their own and others' history and genealogy.

Thank you for your continuing support through this difficult time. We anticipate a future that will enable us to celebrate our fiftieth year sometime soon, and that the Town of Essex will participate in our celebrations.

I assure you that we will accept your invitation to apply for next year's grant, before September 30, 2021.

Respectfully,

Bonnie Storey, Treasurer

Harrow Early Immigrant Research Society



Proudly Operated by the Historic Vehicle Society of Ontario

April 7th, 2021

Jeffrey R. Morrison,
Director, Corporate Services,/Treasurer
Town of Essex
33 Talbot Street South
Essex, ON N8M 1A8

Dear Mr. Morrison,

I wanted to reach out and thank you and the Town of Essex personally for the recent Community Partnership Fund grant provided by the Town to the Canadian Transportation Museum & Heritage Village. This support has made a great difference in the museum's ability to continue to conserve the historic buildings and artifacts housed on our site, and to continue to meet our mission to preserve the past for the education and interpretation of present and future generations.

The current pandemic has made it impossible for us to provide on-site educational programs for students, outreach programs for seniors, special events and workshops for all ages, and to be the tourist attraction we were previously. Prior to Covid-19, visitors from all around the world had visited our facility each year.

We have also not been able to provide our volunteers with enriching activities that contribute to a healthy society and promote socialization for those otherwise isolated.

Like so many museums across the province and in fact, across the world, we are now thinking far past outside of the box to create new and engaging virtual experiences for the local community.

I know that our brand new Board of Directors has issued a public statement in appreciation of this grant, but I also wanted to send my own thank you as the Curator & Manager of Education.

While this grant is a one-time payment to assist the museum specifically as a result of the impacts of the pandemic, I am hopeful that we can continue to build partnership opportunities with the Town of Essex in non-financial ways and to promote a healthy and vibrant town for everyone.

With sincere appreciation,

Lisa Wachski

Lisa Wachski,
Curator & Manager of Education,
Canadian Transportation Museum & Heritage Village
curator@ctmhv.com





Bruce Krauter
Chief
Essex-Windsor Emergency Medical Services

April 13, 2021

Clerk's Office
Town of Essex
33 Talbot Street South
Essex, Ontario N8M 1A8
clerks@essex.ca

To Whom it May Concern:

Re: Paramedic Recognition Banners

Paramedic Services Week (May 23-29, 2021) is a week of celebration for paramedics, EMS support staff and administration across Canada. During this week, we take the time to thank Essex Windsor EMS staff for their work and recognize their courage and dedication. This is especially important as we navigate our way through the COVID-19 pandemic journey. In 2021 the theme is aptly named "Paramedic as Educator - Citizen Ready"

Essex-Windsor EMS would like to celebrate the week by hanging temporary banners over the roads in our respective hometown municipalities for 3 weeks (May 16 – June 6, 2021). This will allow us shoulder with the weeks before and after Paramedic Services Week and provide for all local EWEMS staff, and their families, to safely view the banner and celebrate within their hometowns.

Each banner would have the logos of the respective municipality, as well as the County of Essex and Essex-Windsor EMS logos, along with the badge numbers of the hometown staff.

We request that the banners be hung for the week before and after the celebration week, to allow for greater recognition and to celebrate **Paramedic as Educator - Citizen Ready**

If an application is required, please send the form to ddunlop@countyofessex.ca.

We appreciate your assistance with this request. Should you require further information, please contact me by email at bkrauter@countyofessex.ca or by phone at extension 2654.

Regards,

Bruce Krauter
Chief



Essex Municipal Heritage Committee Meeting Minutes

Thursday, February 25th 2021, 5:00 PM

Location: Electronic Meeting

Accessible formats or communication supports are available upon request. Please contact the Planning Department at essexplanning@essex.ca or 519-776-7336 extension 1128

Present: Laurie Brett, Chair
Richard Kokovai, Co-Chair
Anthony Paniccia, Committee Member
Councillor Steve Bjorkman, Committee Member
Laurie Kowtiuk, Committee Member

Also Present: Rita Jabbour, Manager Planning Services
Sarah Aubin, Recording Secretary / Planning Assistant
Lori Chadwick, Director Development Services

Regrets: Claudette Gauthier, Committee Member
Joe Lucas, Committee Member
Phil Pocock, Committee Member

Absent: None

1. Call to Order

The Chair called the meeting to order at 5:02 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 Essex Municipal Heritage Meeting Agenda for February 25th 2021

EMHC 21-02-12

Moved by Richard Kokovai

Seconded by Anthony Paniccia

That the published agenda for the February 25th 2021 Essex Municipal Heritage Meeting be adopted as amended.

5.1 Chris Carter to speak on Little House historical significance

6.13 Century Farms Update

Carried

4. Adoption of Minutes

4.1 Essex Municipal Heritage Meeting Minutes for January 28, 2021

EMHC 21-02-13

Moved by Councillor Bjorkman

Seconded by Anthony Paniccia

That the minutes of the Essex Municipal Heritage Meeting held January 28 2021 be adopted as circulated.

Carried

5. Public Presentations

5.1 Chris Carter to speak on Little House Historical Significance

Chris Carter advised the members that the vineyard at 388 County Rd 50 east has a structure on it that he calls the "Little House". The structure was originally built and inhabited by John Little. He stated that the subject property has recently sold to a new owner. He stated that he is concerned that the historical building will be demolished under the new ownership, thus his immediate call to the committee to at minimum list the building.

He advised that the structure was built between 1800 and 1850. He stated that the structure was originally on the edge of the bluff however was moved to the Northern side of the property near County Road 50 due to the potential for the structure to fall into Lake Erie.

Richard Kokovai stated that a discussion should be done with the new board members of the Heritage Village to see if the structure could be moved to the museum for further preservation.

Rita thanked Chris for attending the meeting and providing background information on the subject structure. She advised that she will contact the owner of the property and invite them to attend the next committee meeting to discuss listing the structure.

EMHC 21-02-14

Moved by Richard Kokovai

Seconded by Laurie Kowtiuk

That administration contact the owners of 388 County Road 50 East and invite them to the March 25th 2021 meeting to discuss listing the "Little House".

Carried

6. Unfinished Business

6.1 Greater Marketing and Public Education about Heritage– Ongoing

Laurie Brett, Chair advised the members that at this time due to COVID-19 there is no greater marketing or public education opportunities.

6.2 Cemeteries –ongoing

6.3 Listing and Designating Properties and Heritage Districts –ongoing

Rita advised the members that the Ferris and Huffman properties are now listed on the Heritage Register.

She advised that the Colchester School House Schedule that is attached to the designation By-law has been provided for the committee to review and make recommendations on.

Councillor Bjorkman stated that he would like to see within the Schedule that the date 1881 be added as it adds another value to the structure.

EMHC 21-02-15

Moved by Laurie Kowtiuk

Seconded by Richard Kokovai

That the schedule within the Colchester School House Designation By-law be presented to Council for adoption.

Carried

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 Heritage Week 2021 – on going

Rita advised the members of the statistics from Heritage Week 2021 February 12 to February 21. Heritage Week Homepage received 785 page views. Virtual Tours 546 page views on Essex.ca, with St Clements being the most popular. Heritage Week Videos combined total of 3,550 engagements with 88 3 minute video views, 18 shares, 8 comments and 30 reactions. That is 3 times more than any other video the town has put out. YouTube received 144 views with 2,200 impressions for a combined watch time of 45 hours total. Facebook Heritage Week Post saw 61,026 impressions and 3,652 engagements.

She advised that this year seen a growth in community interest and advised that this is a great marketing opportunity. She advised that administration is going to review doing a Facebook post monthly or bi-monthly to keep the interest of the residence. She encourages the members to provide historical information for these posts.

6.8 Charles Maedel Commemoration Project –ongoing

6.9 Heritage Walking Tour and Digital Component – ongoing

6.10 Batten Schoolhouse and Iler Schoolhouse – ongoing

6.11 Cultural Master Plan – Ongoing

6.12 Historically Significant Name Registry – Ongoing

6.13 Century Farms – Ongoing

Laurie Brett advised that she was in communication with two members of HEIRS and that they referred her to the Junior Farmers of Ontario.

Rita Jabbour advised the members that she put in a request with the Junior Farmers of Ontario for further information on properties within the Town of Essex and is waiting on a response. Will update at the next meeting.

7. Reports from Administration

8. Correspondence

9. New Business

9.1 Election of Chair 2021 Committee Season

Councillor Bjorkman nominated Richard Kokovai for the position of Chair

Richard Kokovai declined the nomination due to medical reasons

Anthony Paniccia nominated Laurie Brett for the position of Chair

Laurie Brett accepted the nomination

EMHC 21-02-16

Moved by Anthony Paniccia

Seconded by Steve Bjorkman

That Laurie Brett be nominated for the position of Chair of the Essex Municipal Heritage Committee effective February 2021.

Carried

9.2 Election of Vice Chair 2021 Committee Season

Steve Bjorkman nominated Anthony Paniccia for the position of Vice Chair

Anthony Paniccia accepted the nomination

EMHC 21-02-17

Moved by Steve Bjorkman

Seconded by Laurie Kowtiuk

That Anthony Paniccia be nominated for the position of Vice Chair of the Essex Municipal Heritage Committee effective February 2021.

Carried

10. Notices of Motion

11. Adjournment

EMHC 21-02-18

Moved by Richard Kokovai
Seconded by Anthony Paniccia

That the meeting be adjourned at 6:19 PM

Carried

Chair

Recording Secretary



Essex Police Services Board (EPSB)

Regular Meeting Minutes

Thursday, March 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 or 519-776-7336 extension 1128

Present:	Councillor Kim Verbeek, Chair Katie McGuire Blais, Vice Chair Richard Tapping Councillor Morley Bowman
Also Present:	A/Staff Sergeant Mike Bradley Inspector Glenn Miller Doug Sweet, Director, Community Services/ Deputy CAO Shelley Brown, Deputy Clerk, Legal and Legislative Services/Clerk
Regrets:	Sarah Aubin, Recording Secretary Chris Nepszy, Chief Administrative Officer Karen Robertson Constable Joe Meloche

1. Call to Order

The Chair called the meeting to order at 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 Essex Police Service Board Regular Meeting Agenda March 4, 2021

EPSB-21-03-11

Moved by Richard Tapping

Seconded by Councillor Bowman

That the published agenda for the February 4, 2021 Essex Police Service Board regular meeting be adopted as presented

Carried

5. Adoption of Minutes

5.1 Essex Police Service Board Regular Meeting Minutes February 4, 2021

EPSB 21-03-12

Moved by Katie McGuire-Blais

Moved by Richard Tapping

That the minutes of the February 4, 2021 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 January 2021.

January

- 8.1.1** Police Services Board Report for Essex
- 8.1.2** Police Services Board Monthly Overview January 2021
- 8.1.3** O.P.P. Detachment Board Report
- 8.1.4** Windsor and Essex County Crime Stoppers Report

Inspector Glenn Miller advised members that catalytic converters are being taken out of vehicles in the Windsor Essex region, with a few thefts within the Town of Essex. He advised members of the public with personal surveillance systems to have them pointed at their personal vehicles.

He advised that there were 22 Mental Health calls in January with 13 Domestic calls. He advised that 10 ambulance calls were received with 5 of them being from community group homes.

Ontario Provincial Police Essex dispatch received a call with regards to drugs being sold at the Optimist Park also known as Big Hill Park.

Councillor Verbeek thanked Inspector Glenn Miller and the Ontario Provincial Police for the prompt response and presence at the park.

Councillor Bowman encourages the community to continue to call the Ontario Provincial Police to report any strange activity within the Town and the parks.

Inspector Glenn Miller stated that within the Province of Ontario 32 Ontario Provincial Police Officers used Naloxone and saved 27 lives including local residents.

Staff Sergeant Mike Bradley advised that top calls for service for the Town of Essex is for Traffic Enforcement.

Councillor Verbeek stated that she would like Essex OPP to host more RIDE programs as the weather is becoming nicer and COVID-19 restrictions are being lifted.

EPSB 21-03-13)

Moved by: Karen Robertson

Seconded by: Katie McGuire-Blais

That the Reports listed in Agenda Item 8.1 be received.

Carried

9. Correspondence

9.1 Information Purposes Only

9.1.1 - 21-0005-All Chiefs Memo Reporting Enforcement Data under the Emergency Management Civil Protection Act and Re Opening Act

9.1.1.1 **21-0005**-All Chiefs Memo Reporting Enforcement-

9.1.2 21-0009-All Chiefs Memo Operation of Off Road Vehicles on Municipal-Highways

9.1.2.1 **21-0009**-Attachment 1 Memo from Eric Doidge

9.1.2.2 **21-0009**-Attachment 2 Municipal Guidance Document

9.1.3 21-0010-All Chiefs Memo Publication Bans in Sexual Violence Cases

9.1.3.1 **21-0010**-Attachment 1 Memo from Susan-Kyle

9.1.4 21-0011-All Chiefs Memo Extension of Provincial Emergency under the Emergency Management and Civil Protection Act

9.1.5 21-0012-All Chiefs Memo Ministry Organizational Changes Regarding Municipal Police Services Advisors

9.1.6 21-0013-All Chiefs Memo Section 25 Annual Reporting

9.1.7 21-0014-All Chiefs Memo Amendment under the EMCPA

9.1.8 21-0015-All Chiefs Memo Missing Persons Act Annual Report Forms and Training

9.1.9 21-0017 All Chiefs Memo Protocol for Specialized Searches of Ministry of Transportation Data

9.1.9.1 **21-0017**-Attachment 1 Memo from Karen Meyer

9.1.10 21-0018-All Chiefs Memo Termination of Declared Emergency and Amendments to Orders under the EMCPA and ROA

9.1.11 21-0019-All Chiefs Memo Use of Force and Firearms Training Order

**9.1.12 21-0020-All Chiefs Memo Amendments to Orders under the Emergency
Management Civil Protection Act and Re Opening Act**

EPSB 21-03-14

Moved by Richard Tapping

Seconded by Katie McGuire-Blais

That the Correspondence listed in Agenda Item 9.1 be received

Carried

10. New Business

1. OAPSB Spring Conference – May 27 to 29, 2021

Kim Verbeek advised the members that should they wish to attend the Ontario Association of Police Service Board Conference to contact Sarah Aubin, the recording secretary to do so.

2. Community Safety and Well Being Virtual Meeting

Kim Verbeek advised the members that virtual meeting Essex will be hosting a virtual event that is being held on Monday, March 8, 2021 at 6:30 p.m. She advised that should anyone have interest to sign up at the provided link.

<https://www.eventbrite.ca/e/virtual-public-meeting-town-of-essex-tickets-140913220235?aff=ebdsoporgprofile>

11. Announcements

12. Notices of Motion

13. Adjournment

EPSB-21-03-15

Moved by: Katie McGuire Blais

Seconded by: Richard Tapping

That the meeting be adjourned at 5:16 p.m.

Carried

14. Future Meeting Date

April 1, 2021 at 4:30 PM

Location: Electronic meeting

Chair

Recording Secretary



Arts, Culture and Tourism Committee Meeting Minutes

March 10, 2021, 4:30 PM

Location: Electronic Meeting

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

Present: Anthony Paniccia, Chair
Patti Oshar, Vice Chair (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

The Chair called the meeting to order at 4:33 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 Arts, Culture and Tourism Committee Meeting Agenda for March 10, 2021

ACT21-03-001

Moved by Diane Quinn-Ouellette
Seconded by Tracy Armstrong

That the published agenda for the March 10, 2021 Arts, Culture and Tourism Committee Meeting be adopted as presented.

[Carried]

4. Adoption of Minutes

4.1 Arts, Culture and Tourism Committee Meeting Minutes for February 10, 2021

ACT21-03 -002

Moved by Councillor Steve Bjorkman
Seconded by Diane Quinn-Ouellette

That the minutes of the Arts, Culture and Tourism Committee Meeting held February 10, 2021 be adopted as circulated.

5. Unfinished Business

5.1 Tune Up the Parks 2021

The Committee briefly discussed and decided to await any further discussions regarding event dates or any format changes until the April meeting due to ongoing COVID-19 restrictions.

5.2 12 Days of Christmas

The Committee decided no further discussion was needed until later in 2021.

5.3 Downtown Tea 2021

The Committee discussed and agreed to cancel the event for 2021 due to COVID-19 restrictions in place and the associated uncertainty. The Committee agreed to discuss offering a 2022 event later this year.

6. New Business

6.1 Windsor Symphony Orchestra

Cynthia Cakebread stated that in the past Windsor Symphony Orchestra (WSO) has offered two outdoor performances in the summer to be hosted by the Town of Essex and that it was cancelled last year due to COVID-19. She asked for support from the Committee to engage with WSO should they offer performances for the summer of 2021.

ACT21-03 -003

Moved by Patti Oshar

Seconded by Jeannette Kervoelen

That the Committee support Cynthia Cakebread engaging with Windsor Symphony Orchestra to schedule performances in 2021 if offered.

[Carried]

6.2 Art Installation

Councillor Steve Bjorkman put forth a question about available funding for art installations. Cynthia Cakebread confirmed that funds are allotted annually and funding is available. Cynthia highlighted ideas discussed by the Committee already which include options for Colchester or Maedel Community Centre and that she had met with the Heritage Committee to discuss a mural project and has an upcoming meeting with the Maedel to collect some artifacts.

Councillor Bjorkman mentioned Harrow Streetscaping is happening this year and the Committee may want to consider that as another potential option for an art installation.

The Committee discussed further and agreed to brainstorm ideas for projects to take place in 2021 and 2022 which will be further deliberated at the April meeting.

7. Adjournment

ACT21-03 -004

Moved by Patti Oshar

Seconded by Jeannette Kervoelen

That the meeting be adjourned at 5:00 PM

[Carried]

Chair

Recording Secretary



Committee of Adjustment Meeting Minutes

March 16, 2021, 4:00 PM

Location: Electronic Meeting

Accessible formats or communication supports are available upon request. Please contact the Planning Department at essexplanning@essex.ca or 519-776-7336 extension 1128

Present: Percy Dufour, Chair
Brain Gray, Co-Chair
Phil Pocock, Committee Member
Ray Beneteau, Committee Member

Also Present: Corinne Chiasson, Secretary Treasurer / Assistant Planner
Sarah Aubin, Recording Secretary / Planning Assistant
Rita Jabbour, Manager Planning Services
Lori Chadwick, Director Development Services

Regrets: Dan Boudreau, Committee Member

Absent: None

1. Call to Order

The Chair called the meeting to order at 4:00 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 Committee of Adjustment Meeting Agenda for March 16 ,2021

COA21-03-08

Moved by Ray Beneteau

Seconded by Phil Pocock

Item 6.4 application B-04-21 and 6.5 application A-03-21 Susie Gagnon 3441 North Malden Road (Colchester south, Ward 2) be moved up to item 6.1 on the agenda as the applicant is present in person at the Town Hall.

That the published agenda for the March 16, 2021 Committee of Adjustment Meeting be adopted as amended.

Carried

4. Adoption of Minutes

4.1 Committee of Adjustment Meeting Minutes for January 19, 2021

COA21-03-09

Moved by Brian Gray

Seconded by Phil Pocock

That the minutes of the Committee of Adjustment Meeting held January 19, 2021 be adopted as circulated.

Carried

5. Unfinished Business

6. Reports from Administration

6.1 Corinne Chiasson, Assistant Planner RE:

Application B-04-21 Susie Gagnon 3441 North Malden Rd (Colchester North, Ward 2)

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 3441 North Malden Road in the former township of Colchester North. The applicant is proposing to sever a ± 1.0 ha (2.47 acre) parcel from the existing ± 41.37 ha (102.23 acre) farm lot. The applicant is proposing this consent because the residence is surplus to the needs of the farming operation.

Note: An application for minor variance has also been received for the subject lands (**File Number: A-03-21**). The public notice for the minor variance application has been included with this notice.

6.1.1 Public Presentations (if any)

Official Plan Designation: "Agricultural"

Zoning: Agricultural District 1.1 (A1.1) – general agriculture and farm production support activities

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 3441 North Malden Road in the former township of Colchester North (Ward 2). The applicant is proposing to sever a 1.0 ha (2.47 acre) parcel from the existing ± 41.37 Ha (102.23 acre) farm lot. The retained agricultural lot will be reduced to ± 40.37 ha. The applicant wishes to sever this lot as it is considered surplus to the needs of the farming operation.

The subject property is designated "Agricultural" under the Town's Official Plan and zoned Agricultural District 1.1 (A1.1) for general agriculture and farm production support activities under the Town of Essex Zoning Bylaw, Bylaw 1037.

The severed parcel contains an existing single detached dwelling, and several farm outbuildings. Access to the severed lot will continue to be by way of North Malden

Road, and access to the retained farm lot will continue to be over an existing culvert at the corner of North Malden Road and Brush Road.

Proposal Conformity with Provincial and Town of Essex Policies

The Provincial Policy Statement (PPS) defines a residence surplus to a farming operation as an existing habitable farm residence that is rendered surplus as a result of farm consolidation. Farm consolidation is defined as the acquisition of additional farm parcels to be operated as one (1) farm operation. The applicant owns another agricultural operation located at 3361 North Malden Rd. Therefore this application for consent is consistent with the PPS policies for farm consolidation and severance of a surplus dwelling.

In accordance with Town of Essex Official Plan policies relating to consents in areas designated "Agricultural", one (1) lot creating consent will be permitted for a surplus dwelling on the condition that:

a) *No new dwelling will be permitted on the retained farm parcel:* A restricted development layer will be applied to the property upon provisional consent approval on the Town's Geographic Information System (GIS);

b) *the size of the surplus dwelling lot should not be greater than one (1) hectare, however, the choice of consolidating outbuildings with the surplus dwelling will also be considered when the size and boundaries of the surplus dwelling lot are determined and approved by consent:*

the size of the proposed surplus dwelling lot will not exceed one (1) hectare and the accessory structures will be kept with the main use dwelling;

c) *the lot to be created has provision for sewage disposal, a potable water supply and stormwater management systems satisfactory to the Town and other statutory approval authority having jurisdiction:* the surplus dwelling lot has access to municipal water and road side swales. A condition of this consent will be that the owner confirms with the Building Department that the septic system satisfies Part 8 of the Ontario Building Code (OBC);

d) *the severed dwelling lot will satisfy Minimum Distance Separation 1 (MDS 1) provisions of the Official Plan:* the lot to be severed contains an existing dwelling. No additional dwellings will be permitted on this lot. No livestock facilities will be impacted by the proposed development;

e) *the severed dwelling lot has frontage on a public road:* the severed dwelling lot has frontage on North Malden Road, a public road which is owned and assumed by the Town of Essex.

f) *the surplus dwelling is in habitable condition, as determined by the Town or certified by a qualified building inspector:* no objections to the application were received from the Building Department.

Requirement for Minor Variance A-03-21

The minimum lot area for lots within Agricultural District 1.1 (A1.1) is 40 hectares (100 acres) or as existing. As a result of the proposed severance, the lot area for the retained parcel will decrease in size from 41.37 hectares to 40.37 hectares as a result of the severed parcel being 1.0 hectares. Relief is required to recognise the 1.0 ha severed parcel.

As per section 9.8 of the Town of Essex Official Plan, when reviewing applications for minor variance to the Zoning Bylaw, the Committee of Adjustment should be satisfied that:

- a) *The general intent of this Plan and the Zoning Bylaw are maintained:* The Town of Essex Official Plan (OP) permits the creation of surplus dwelling lots when in accordance with the provisions of the Provincial Policy Statement (PPS). In accordance with the Town OP, the proposed surplus dwelling lot is of a size sufficient to accommodate septic services acceptable to the Town. This application meets the criteria for being considered surplus to the needs of the farming operation.
- b) *The variance(s) is minor and desirable for the appropriate use of the land:* Lots in the A1.1 zoning district vary greatly in lot area. No new development is proposed on the severed or retained parcel;
- c) *The variance is compatible with the established character of the neighbourhood, traffic and parking patterns:* The dwelling and accompanying infrastructure are existing and there will be a prohibition against the construction of any new dwelling on the retained agricultural land.
- d) *The variance deals with circumstances particular to the site and development:* The variance is necessary in order to accommodate a surplus dwelling application.

Agency and Public Comments

As a result of the giving of public notice, no phone calls or written correspondence have been received from members of the public as of March 11, 2021.

Comments were received from the Essex Region Conservation Authority (ERCA). They had no objections.

Comments were received from the County of Essex stating they have no objections.

No comments were received from circulated internal agencies as of March 11, 2021.

Actions:

1. Should the Committee choose to approve this application, approval should be subject to satisfying the following conditions:

- a) That at the time the conveyance is prepared for certification, three hard copies and one digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;
- b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;
- c) That at the time the conveyance is presented for certification, a tax certificate from the Treasurer of the Town or evidence showing all taxes for the current year have been paid in full to the date of consent approval, as well as any and all arrears owing on the total parcel, shall be submitted to the Town;
- d) That an apportionment of assessment pursuant to Section 65 of The Drainage Act, R.S.O. 1990, and amendments thereto, be provided to the satisfaction of the Drainage Superintendent for the Town of Essex, if deemed necessary by the Town;
- e) That, prior to the granting of this consent, the requested variance should be granted by the Committee of Adjustment to accommodate the reduction in minimum lot area for the retained and severed parcel.
- f) That a septic test report be completed and filed with the municipality by a Certified Septic System Installer confirming that the septic system(s) meet Part 8 of the Ontario Building Code (OBC) regulations prior to the stamping of the Deeds and/or the issuance of the certificate;
- g) That all of the above conditions be fulfilled on or before March 16, 2022.

**Essex Region Conservation Authority Comments from Vitra Vimalananthan,
Resource Manager**

The following is provided as a result of our review of Application for Consent B-04-21 and Minor Variance A-03-21. The applicant is proposing to sever a 2.47 acre parcel from the existing 102.23 acre farm lot. The applicant is proposing this consent because the residence is surplus to the needs of the farming operation. In accordance with Zoning By-law 1037, the minimum lot area within the Agricultural District 1.1 (A1.1) is 100 acres or as existing. As a result of a proposed severance for surplus dwelling, the lot area for the severed parcel is proposed to be 2.47 acres, and the retained lot will be 99.75 acres.

**DELEGATED RESPONSIBILITY TO REPRESENT THE PROVINCIAL INTEREST IN
NATURAL HAZARDS (PPS) AND REGULATORY RESPONSIBILITIES OF THE
CONSERVATION AUTHORITIES ACT**

The following comments reflect our role as representing the provincial interest in natural hazards as outlined by Section 3.1 of the Provincial Policy Statement of the

Planning Act as well as our regulatory role as defined by Section 28 of the Conservation Authorities Act.

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservation Authorities Act (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Lepain Drain, Mckenize Drain and North Rear Road Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act.

WATERSHED BASED RESOURCE MANAGEMENT AGENCY

The following comments are provided in an advisory capacity as a public commenting body on matters related to watershed management.

SECTION 1.6.6.7 Stormwater Management (PPS, 2020)

Our office has reviewed the proposal and has no concerns relating to stormwater management.

PLANNING ADVISORY SERVICE TO PLANNING AUTHORITIES - NATURAL HERITAGE POLICIES OF THE PPS, 2020

The following comments are provided from our perspective as an advisory service provider to the Planning Authority on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the Provincial Policy Statement of the Planning Act. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Planning Authority.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance as defined by the PPS. Based on our review, we have no objection to the application with respect to the natural heritage policies of the PPS.

FINAL RECOMMENDATION

With the review of background information and aerial photograph, ERCA has no objection to these applications for Minor Variance and Consent.

Discussion

Corinne Chiasson, Assistant Planner, explains the application

COA21-03-10

Moved by Ray Beneteau

Seconded by Phil Pocock

That application B-04-21 be **granted** to sever a \pm 1.0 ha (2.47 acre) parcel from the existing \pm 41.37 ha (102.23 acre) farm lot. The residence is surplus to the needs of the farming operation

Reason for Decision: The Application **is** in keeping with subsection 6.4 of the Town of Essex Official Plan respecting consents and subsection 6.5 Consents in Areas Designated "Agricultural".

Actions:

- a) That at the time the conveyance is prepared for certification, three hard copies and one digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;
- b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;
- c) That at the time the conveyance is presented for certification, a tax certificate from the Treasurer of the Town or evidence showing all taxes for the current year have been paid in full to the date of consent approval, as well as any and all arrears owing on the total parcel, shall be submitted to the Town;
- d) That an apportionment of assessment pursuant to Section 65 of The Drainage Act, R.S.O. 1990, and amendments thereto, be provided to the satisfaction of the Drainage Superintendent for the Town of Essex, if deemed necessary by the Town;
- e) That, prior to the granting of this consent, the requested variance should be granted by the Committee of Adjustment to accommodate the reduction in minimum lot area for the retained and severed parcel.
- f) That a septic test report be completed and filed with the municipality by a Certified Septic System Installer confirming that the septic system(s) meet Part 8 of the Ontario Building Code (OBC) regulations prior to the stamping of the Deeds and/or the issuance of the certificate;
- g) That all of the above conditions be fulfilled on or before March 16, 2022.

6.2 Corinne Chiasson, Assistant Planner RE:

Application A-03-21 Susie Gagnon 3441 North Malden Rd (Colchester North, Ward 2)

An application for minor variance has been received by the Town of Essex Committee of Adjustment for the lands located at 3441 North Malden Road in the former township of Colchester North. In accordance with Zoning By-law 1037, the minimum lot area within the Agricultural District 1.1 (A1.1) is 40 ha (100 acres) or as existing. As a result of a proposed severance for surplus dwelling, the lot area for the severed parcel is proposed to be 1.0 ha (± 2.47 acres), and the retained lot will be 40.37 ha (99.75 acres).

Note: An application for consent has also been received for the subject lands (**File Number: B-04-21**). The public notice for the consent application has been included with this notice.

6.2.1 Public Presentations (if any)

Official Plan Designation: "Agricultural"

Zoning: Agricultural District 1.1 (A1.1) – general agriculture and farm production support activities

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 3441 North Malden Road in the former township of Colchester North (Ward 2). The applicant is proposing to sever a 1.0 ha (2.47 acre) parcel from the existing ± 41.37 Ha (102.23 acre) farm lot. The retained agricultural lot will be reduced to ± 40.37 ha. The applicant wishes to sever this lot as it is considered surplus to the needs of the farming operation.

The subject property is designated "Agricultural" under the Town's Official Plan and zoned Agricultural District 1.1 (A1.1) for general agriculture and farm production support activities under the Town of Essex Zoning Bylaw, Bylaw 1037.

The severed parcel contains an existing single detached dwelling, and several farm outbuildings. Access to the severed lot will continue to be by way of North Malden Road, and access to the retained farm lot will continue to be over an existing culvert at the corner of North Malden Road and Brush Road.

Proposal Conformity with Provincial and Town of Essex Policies

The Provincial Policy Statement (PPS) defines a residence surplus to a farming operation as an existing habitable farm residence that is rendered surplus as a result of farm consolidation. Farm consolidation is defined as the acquisition of additional farm parcels to be operated as one (1) farm operation. The applicant owns another agricultural operation located at 3361 North Malden Rd. Therefore this application for consent is consistent with the PPS policies for farm consolidation and severance of a surplus dwelling.

In accordance with Town of Essex Official Plan policies relating to consents in areas designated "Agricultural", one (1) lot creating consent will be permitted for a surplus dwelling on the condition that:

- a) *No new dwelling will be permitted on the retained farm parcel:* A restricted development layer will be applied to the property upon provisional consent approval on the Town's Geographic Information System (GIS);
- b) *the size of the surplus dwelling lot should not be greater than one (1) hectare, however, the choice of consolidating outbuildings with the surplus dwelling will also be*

considered when the size and boundaries of the surplus dwelling lot are determined and approved by consent:

the size of the proposed surplus dwelling lot will not exceed one (1) hectare and the accessory structures will be kept with the main use dwelling;

c) the lot to be created has provision for sewage disposal, a potable water supply and stormwater management systems satisfactory to the Town and other statutory approval authority having jurisdiction: the surplus dwelling lot has access to municipal water and road side swales. A condition of this consent will be that the owner confirms with the Building Department that the septic system satisfies Part 8 of the Ontario Building Code (OBC);

d) the severed dwelling lot will satisfy Minimum Distance Separation 1 (MDS 1) provisions of the Official Plan: the lot to be severed contains an existing dwelling. No additional dwellings will be permitted on this lot. No livestock facilities will be impacted by the proposed development;

e) the severed dwelling lot has frontage on a public road: the severed dwelling lot has frontage on North Malden Road, a public road which is owned and assumed by the Town of Essex.

f) the surplus dwelling is in habitable condition, as determined by the Town or certified by a qualified building inspector: no objections to the application were received from the Building Department.

Requirement for Minor Variance A-03-21

The minimum lot area for lots within Agricultural District 1.1 (A1.1) is 40 hectares (100 acres) or as existing. As a result of the proposed severance, the lot area for the retained parcel will decrease in size from 41.37 hectares to 40.37 hectares as a result of the severed parcel being 1.0 hectares. Relief is required to recognise the 1.0 ha severed parcel.

As per section 9.8 of the Town of Essex Official Plan, when reviewing applications for minor variance to the Zoning Bylaw, the Committee of Adjustment should be satisfied that:

a) The general intent of this Plan and the Zoning Bylaw are maintained: The Town of Essex Official Plan (OP) permits the creation of surplus dwelling lots when in accordance with the provisions of the Provincial Policy Statement (PPS). In accordance with the Town OP, the proposed surplus dwelling lot is of a size sufficient to accommodate septic services acceptable to the Town. This application meets the criteria for being considered surplus to the needs of the farming operation.

b) *The variance(s) is minor and desirable for the appropriate use of the land:* Lots in the A1.1 zoning district vary greatly in lot area. No new development is proposed on the severed or retained parcel;

c) *The variance is compatible with the established character of the neighbourhood, traffic and parking patterns:* The dwelling and accompanying infrastructure are existing and there will be a prohibition against the construction of any new dwelling on the retained agricultural land.

d) *The variance deals with circumstances particular to the site and development:* The variance is necessary in order to accommodate a surplus dwelling application.

Agency and Public Comments

As a result of the giving of public notice, no phone calls or written correspondence have been received from members of the public as of March 11, 2021.

Comments were received from the Essex Region Conservation Authority (ERCA). They had no objections.

Comments were received from the County of Essex stating they have no objections.

No comments were received from circulated internal agencies as of March 11, 2021.

Actions:

1. Should the Committee choose to approve this application, approval should be subject to satisfying the following conditions:

a) That at the time the conveyance is prepared for certification, three hard copies and one digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;

b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;

c) That at the time the conveyance is presented for certification, a tax certificate from the Treasurer of the Town or evidence showing all taxes for the current year have been paid in full to the date of consent approval, as well as any and all arrears owing on the total parcel, shall be submitted to the Town;

d) That an apportionment of assessment pursuant to Section 65 of The Drainage Act, R.S.O. 1990, and amendments thereto, be provided to the satisfaction of the Drainage Superintendent for the Town of Essex, if deemed necessary by the Town;

- e) That, prior to the granting of this consent, the requested variance should be granted by the Committee of Adjustment to accommodate the reduction in minimum lot area for the retained and severed parcel.
- f) That a septic test report be completed and filed with the municipality by a Certified Septic System Installer confirming that the septic system(s) meet Part 8 of the Ontario Building Code (OBC) regulations prior to the stamping of the Deeds and/or the issuance of the certificate;
- g) That all of the above conditions be fulfilled on or before March 16, 2022.

Essex Region Conservation Authority Comments from Vitra Vimalananthan, Resource Manager

The following is provided as a result of our review of Application for Consent B-04-21 and Minor Variance A-03-21. The applicant is proposing to sever a 2.47 acre parcel from the existing 102.23 acre farm lot. The applicant is proposing this consent because the residence is surplus to the needs of the farming operation. In accordance with Zoning By-law 1037, the minimum lot area within the Agricultural District 1.1 (A1.1) is 100 acres or as existing. As a result of a proposed severance for surplus dwelling, the lot area for the severed parcel is proposed to be 2.47 acres, and the retained lot will be 99.75 acres.

DELEGATED RESPONSIBILITY TO REPRESENT THE PROVINCIAL INTEREST IN NATURAL HAZARDS (PPS) AND REGULATORY RESPONSIBILITIES OF THE CONSERVATION AUTHORITIES ACT

The following comments reflect our role as representing the provincial interest in natural hazards as outlined by Section 3.1 of the Provincial Policy Statement of the Planning Act as well as our regulatory role as defined by Section 28 of the Conservation Authorities Act.

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservation Authorities Act (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Lepain Drain, Mckenize Drain and North Rear Road Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act.

WATERSHED BASED RESOURCE MANAGEMENT AGENCY

The following comments are provided in an advisory capacity as a public commenting body on matters related to watershed management.

SECTION 1.6.6.7 Stormwater Management (PPS, 2020)

Our office has reviewed the proposal and has no concerns relating to stormwater management.

PLANNING ADVISORY SERVICE TO PLANNING AUTHORITIES - NATURAL HERITAGE POLICIES OF THE PPS, 2020

The following comments are provided from our perspective as an advisory service provider to the Planning Authority on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the Provincial Policy Statement of the Planning Act. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Planning Authority.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance as defined by the PPS. Based on our review, we have no objection to the application with respect to the natural heritage policies of the PPS.

FINAL RECOMMENDATION

With the review of background information and aerial photograph, ERCA has no objection to these applications for Minor Variance and Consent.

Discussion

Corinne Chiasson, Assistant Planner, explains the application

COA21-03-11

Moved by Brian Gray

Seconded by Phil Pocock

That application A-04-21 be **granted** relief from the minimum lot area requirement for an Agricultural District A1.1 (40 ha) lot, to permit the severance of a surplus dwelling 1 ha in size.

Carried

Reason for Decision: The Application **is** in keeping with the general intent and purpose of the Town of Essex Zoning Bylaw and the prescribed criteria for Minor Variances under subsection 9.8 of the Town of Essex Official Plan:

- a) the general intent of this Plan and the Zoning By-law are maintained;
- b) the variance(s) is minor and desirable for the appropriate use of the land;
- c) the variance is compatible with the established character of the neighbourhood, traffic and parking patterns;
- d) the variance deals with circumstances particular to the site and development

6.3 Corinne Chiasson, Assistant Planner RE:

Application A-01-21 Kennedy Funeral Home Ltd. (Agent: Tony DeRyk) 128 Talbot Street North (Essex Centre, Ward 1)

An application for minor variance has been received by the Town of Essex Committee of Adjustment for 128 Talbot Street North, in Essex Centre (Ward 1). The applicants are proposing to construct an addition to the front of the existing Kennedy Funeral Home. As a result, the applicants are requesting a variance from the following Zoning By-law, Bylaw 1037, Commercial District C2.2 provision

- For a building on a lot within a Parking Exception Area, the front wall of the building shall be setback from the front lot line a distance no greater than the average setback of the main buildings flanking either side of the lot.

The flanking property identified as 120 Talbot St N, Grace Baptist Church, is setback 3.7 metres from the property line. Therefore the amount of relief being requested by the applicant is 3.7 metres from the road right of way (sidewalk)

6.3.1 Public Presentations (if any)

Official Plan Designation: Central Commercial-Essex (and within the Parking exemption area)

Zoning: Commercial C2.2 – General Commercial Uses

An application for minor variance has been received by the Town of Essex Committee of Adjustment for the property identified as 128 Talbot Street North, in Essex Centre (Ward 1).

The applicants are proposing to construct an addition to the front of the existing Kennedy Funeral Home. As a result, the applicants are requesting a variance from the following Zoning By-law, Bylaw 1037, Commercial District C2.2 provision:

For a building on a lot within a Parking Exemption Area, the front wall of the building shall be setback from the front lot line a distance no greater than the average setback of the main buildings flanking either side of the lot.

The “parking exemption area” noted above refers to the areas identified in the Centre Commercial District that may be exempt from the parking requirements identified in the Zoning By-law. These areas have access to shared municipal parking lots, and on street parking.

The subject property is located on a corner lot, at Talbot and Medora Ave, therefore the only flanking property is the Grace Baptist Church located at 120 Talbot St N. The neighbouring church structure, is setback 2.7 metres from the front property line or 3.7 metres from the edge of the road right of way (sidewalk). The applicant is therefore requesting 2.7 metres of relief from the zoning provision to permit the structure to abut the front property line. If permitted, this zero front yard setback would be comparable to nearby businesses along Talbot St N, which also have a zero front lot line setback (eg.

Short Cuts Hair Salon, Little House of Cupcakes, Vangs Restaurant, Red Apple, and Royal Canadian Legion).

Proposal Conformity with Town of Essex Official Plan Policies

As per section 9.8 of the Town of Essex Official Plan, when reviewing applications for minor variance to the Zoning Bylaw, the Committee of Adjustment should be satisfied that:

a) *The general intent of the Official Plan and the Zoning Bylaw are maintained:*

Official Plan: The existing funeral home business/commercial structure is a permitted use under the Central Commercial designation. Businesses are permitted to be placed at a zero front yard setback distance along the main street in the Town Centre designation under the Town of Essex Official Plan. The Official Plan promotes a continuous linear street frontage of mixed-use commercial/residential development, with compact form in the downtown core areas. These policies promote pedestrian movement, and enhances the esthetically and functional character of the main street. The property is zoned C2.2 which permits the existing use, and the addition to the funeral reception area. Relief from this specific zoning provision is due to the Grace Church being slightly setback from the road right of way than other buildings along the main street. This proposal will satisfy all other zoning provisions. The intent of the zoning provision is to ensure buildings are consistently placed along the main street in a linear alignment.

b) *The variance(s) is minor and desirable for the appropriate use of the land:*

The Kennedy Funeral Home has been a long established business at this site. Relief is being requested to accommodate a small extension of the existing reception area, to accommodate additional patrons and spacing, and update the façade of the reception area. This proposal is considered minor as all other zoning provisions will be met. Due to the existing wide sidewalk area fronting this property, there will only be a small visual impact to the adjacent property.

c) *The variance is compatible with the established character of the neighbourhood, traffic and parking patterns:*

The subject property, being located on a corner lot is only flanked by the Grace Baptist Church. The Church being slightly setback from the street, is the reason why this variance is necessary. All the commercial businesses located down the street from this property, on both sides of Talbot Street and Medora Ave, contain a zero front yard setback distance.

The proposed addition will be located outside of the line of site and daylight corners of the adjacent intersection with Medora Ave. This addition will not impact the entrances or parking patterns associated with the Grace Church, because of the ample sidewalk width and additional width area of the on-street parking.

The proposal will enhance the established character of the neighbourhood through architectural design. The proposed expanded reception area design will complement

the historic façade of the 1880's main building, add further curb appeal at the street level, and incorporate further accessibility for patrons.

d) The variance deals with circumstances particular to the site and development.

Due to the Grace Baptist Church being the only building slightly setback from the road right of way on main street, a variance of 2.7 metres (8.8 feet) is needed. The owner wishes to compliment the historic character of existing building by improving the existing flat roof style façade with a gable roof and new porch entrance.

Public and Agency Comments

Upon circulation of the public notice we did not receive any comment as of March 11th, 2021 from the public.

Internal departments were circulated, and we did not receive any objections as of March 11th, 2021.

Comments were received from the Essex Region Conservation Authority (ERCA). They had no objections.

Actions:

To be determined by the Committee.

Essex Region Conservation Authority Comments from Vitra Vimalananthan, Resource Manager

The following is provided as a result of our review of Application for Minor Variance A-01-21. The applicant is proposing to construct an addition to the front of the existing Kennedy Funeral Home. As a result, the applicants are requesting a variance from the following Zoning By-law, Bylaw 1037, Commercial District C2.2 provision

For a building on lot within a Parking Exception Area, the front wall of the building shall be setback from the front lot line a distance no greater than the average setback of the main buildings flanking either side of the lot.

The flanking property identified as 120 Talbot St N, Grace Baptist Church, is setback 3.7 meters from the property line. Therefore the amount of relief being requested by the applicant is 3.7 meters from the road right of way.

DELEGATED RESPONSIBILITY TO REPRESENT THE PROVINCIAL INTEREST IN NATURAL HAZARDS (PPS) AND REGULATORY RESPONSIBILITIES OF THE CONSERVATION AUTHORITIES ACT

The following comments reflect our role as representing the provincial interest in natural hazards as outlined by Section 3.1 of the Provincial Policy Statement of the Planning Act as well as our regulatory role as defined by Section 28 of the Conservation Authorities Act.

We have reviewed our floodline mapping for this area and it has been determined this site is not located within a regulated area that is under the jurisdiction of the ERCA (Section 28 of the Conservation Authorities Act). As a result, a permit is not required from ERCA for issues related to Section 28 of the Conservation Authorities Act, Development, Interference with

Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservations Authorities Act, (Ontario Regulation No. 158/06).

WATERSHED BASED RESOURCE MANAGEMENT AGENCY

The following comments are provided in an advisory capacity as a public commenting body on matters related to watershed management.

SECTION 1.6.6.7 Stormwater Management (PPS, 2020)

Our office has reviewed the proposal and has no concerns relating to stormwater management.

PLANNING ADVISORY SERVICE TO PLANNING AUTHORITIES - NATURAL HERITAGE POLICIES OF THE PPS, 2020

The following comments are provided from our perspective as an advisory service provider to the Planning Authority on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the Provincial Policy Statement of the Planning Act. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Planning Authority.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance as defined by the PPS. Based on our review, we have no objection to the application with respect to the natural heritage policies of the PPS.

FINAL RECOMMENDATION

With the review of background information and aerial photograph, ERCA has no objection to these applications for Minor Variance.

Discussion

Corinne Chiasson, Assistant Planner, explains the application

COA21-03-12

Moved by Phil Pocock

Seconded by Ray Beneteau

That application A-01-21 be **granted** relief in the front yard setback requirement for a lot within a Parking Exception Area. The relief requested is to permit a zero setback distance from the road right of way.

Carried

Reason for Decision: The Application **is** in keeping with the general intent and purpose of the Town of Essex Zoning Bylaw and the prescribed criteria for Minor Variances under subsection 9.8 of the Town of Essex Official Plan:

- a) the general intent of this Plan and the Zoning By-law are maintained;
- b) the variance(s) is minor and desirable for the appropriate use of the land;
- c) the variance is compatible with the established character of the neighbourhood, traffic and parking patterns;
- d) the variance deals with circumstances particular to the site and development

6.4 Corinne Chiasson, Assistant Planner RE:

Application A-02-21 Essex Town Centre Ltd. (Agent: Remo Valente) Vacant Lot on Lane Street, South of Maidstone Ave (Essex Centre, Ward 1)

An application for minor variance has been received by the Town of Essex Committee of Adjustment for a vacant lot located South of Maidstone Ave, on Lane Street (which is yet to be completed as part of the Essex Town Centre Subdivision – located directly behind the Canadian Tire Store) in Essex Centre (Ward 1). The applicants are proposing to construct a 4 unit townhouse residential structure. As a result, the applicants are requesting the following variances from the Zoning By-law, Bylaw 1037:

- Relief from the required 7.5 metre rear yard setback distance, to the following: 5.06 m, 7.10 m, 7.08 m, and 5.49 m because of the irregular shaped lot. (Note: By-law 1037 permits porches to encroach into the required rear yard).
- Relief from the maximum 50 percent lot coverage provision. Due to the irregular shaped lot, the proposed structure would result in a 51 percent lot coverage. Therefore, the relief being requested is 1 percent.

6.4.2 Public Presentations (if any)

Property: Vacant Lot on Lane Street, South of Maidstone Ave (Essex Centre, Ward 1)

An application for minor variance has been received by the Town of Essex Committee of Adjustment for a vacant lot located South of Maidstone Ave, on Lane Street (which is yet to be completed as part of the Essex Town Centre Subdivision located directly behind the Canadian Tire Store) in Essex Centre (Ward 1). The applicants are proposing to construct a 4 unit townhouse residential structure. As a result, the applicants are requesting the following variances from the Zoning By-law, Bylaw 1037:

- Relief from the required 7.5 metre rear yard setback distance, to the following: 5.06 m, 7.10 m, 7.08 m, and 5.49 m because of the irregular shaped lot. (Note: Bylaw 1037 permits porches to encroach into the required rear yard).

- Relief from the maximum 50 percent lot coverage provision. Due to the irregular shaped lot, the proposed structure would result in a 51 percent lot coverage. Therefore, the relief being requested is 1 percent

Deferral Request Received: February 26, 2021

As per our conversation this morning we would like to defer our application for Minor Variance until next month, we will be revising the minor variance to be for the garage width and not for the lot coverage and set back as previously applied.

I will be sending you the new sketch and site specific zoning as requested in a separate email.

Thank you

Corey St-Onge

Project Manager

Valente Development

**Essex Region Conservation Authority Comments from Vitra Vimalanathan,
Resource Manager**

The following is provided as a result of our review of Application for Minor Variance A-02-21. The applicant is proposing to construct a 4 unit townhouse residential structure.

As a result, the applicants are requesting the following variances from the Zoning By-law Bylaw 1037:

Relief from the required 7.5 meter rear yard setback distance, to the following: 5.06m, 7.10m, 7.08m and 5.49 m because of the irregular shaped lot.

Relief from the maximum 50% lot coverage provision. Due to the irregular shaped lot, the proposed structure would result in 51 percentage lot coverage. Therefore, the relief being requested is 1%.

**DELEGATED RESPONSIBILITY TO REPRESENT THE PROVINCIAL INTEREST IN
NATURAL HAZARDS (PPS) AND REGULATORY RESPONSIBILITIES OF THE
CONSERVATION AUTHORITIES ACT**

The following comments reflect our role as representing the provincial interest in natural hazards as outlined by Section 3.1 of the Provincial Policy Statement of the Planning Act as well as our regulatory role as defined by Section 28 of the Conservation Authorities Act.

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservation Authorities Act (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Rush Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act.

WATERSHED BASED RESOURCE MANAGEMENT AGENCY

The following comments are provided in an advisory capacity as a public commenting body on matters related to watershed management.

SECTION 1.6.6.7 Stormwater Management (PPS, 2020)

This office previously reviewed the Stormwater Management Report and related plans associated with the development of this site, and our concerns with respect to stormwater management were adequately addressed. However, if any changes to the previously reviewed development are proposed, the property owner's consultant will be required to review and reassess those changes with respect to their potential impacts on stormwater management. If it is determined that additional stormwater management measures and/or modifications to the original report are required, it may be necessary for the owner to obtain a revision to our original approval.

PLANNING ADVISORY SERVICE TO PLANNING AUTHORITIES - NATURAL HERITAGE POLICIES OF THE PPS, 2020

The following comments are provided from our perspective as an advisory service provider to the Planning Authority on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the Provincial Policy Statement of the Planning Act. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Planning Authority.

The subject property is not within or adjacent to any natural heritage feature that may meet the criteria for significance as defined by the PPS. Based on our review, we have no objection to the application with respect to the natural heritage policies of the PPS.

FINAL RECOMMENDATION

With the review of background information and aerial photograph, ERCA has no objection to these applications for Minor Variance.

Discussion

Corinne Chiasson, Assistant Planner, explains the application

COA21-03-13

Moved by Brian Gray

Seconded by Phil Pocock

That application A-02-21 be **deferred**

Carried

Reason for Decision: The Applicant requested deferral

6.5 Corinne Chiasson, Assistant Planner RE:

Application B-03-21 Brian Curtis, Jessy Bale, Danny Bale 118 Levergood Drive (Colchester South, Ward 3)

A consent application has been received by the Town of Essex Committee of Adjustment for the lands located at 118 Levergood Drive, in former Colchester South. The applicants are proposing to sever a ± 9591.05 square metre parcel from the existing $\pm 22,854$ square metre residential lot for the purposes of lot creation. The retained parcel would result in an area of ± 13262.95 square metres.

6.5.1 Public Presentations (if any)

Official Plan Designation: "Lakeshore Residential"

Zoning Category: Residential District 1.1 (HR1.1) – Low density on urban lots

An application for consent has been received by the Town of Essex Committee of Adjustment for the lands located at 118 Levergood Drive in former Colchester South. The applicants are proposing to sever a ± 9591 square metre parcel from the existing $\pm 22,854$ square metre residential lot for the purposes of creating a new residential lot. The proposed dividing property line will follow the natural severance of the Bondy Drain No. 1, which runs diagonally through the centre of the subject site.

Proposal Conformity with Town of Essex Official Plan Policies

In accordance with section 6.4 of the Town of Essex Official Plan, in considering an application for consent, the Committee of Adjustment should also have regard to:

a) the proposal's consistency with Provincial legislation, policies and guidelines:

This proposal does not conflict with the policies of the PPS.

b) The requirements and policies of the Official Plan for the Town of Essex and the comments of other public authorities and agencies:

The Town of Essex Official Plan encourages infilling within the existing areas designated "Residential". Single detached dwellings are permitted uses in areas designated "Lakeshore Residential".

We received comments from the Essex Region Conservation Authority (ERCA). They had no objections to the application for consent or accompanying application for minor variance. No further comments were received from other public authorities or agencies as of March 11, 2021.

c) The continuation of an orderly development pattern:

Lots located along Levergood Drive are a mixture of large estate size lots and smaller cottage size lots. This lot will be comparable with the retained portion as well as two large lots located just south of the subject site.

d) The adequate provision of potable water supply, sanitary sewage treatment and disposal and stormwater management in accordance with the Official Plan and to the satisfaction of the Town and the statutory approval authority having jurisdiction:

The proposed lot has access to municipal water, and will be serviced by a private tertiary septic system, and a roadside drainage swale.

Public Comment

As a result of the giving of public notice, no phone calls or written correspondence have been received from members of the public as of March 11, 2021.

Comments were received from the Essex Region Conservation Authority (ERCA). They had no objections.

Comments were received from the County of Essex stating they have no objections.

No comments were received from circulated internal agencies as of March 11, 2021.

Actions:

1. Should the Committee choose to approve this application, approval should be subject to satisfying the following conditions:

- a) That at the time the conveyance is prepared for certification, three hard copies and one digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;
- b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;
- c) That at the time the conveyance is presented for certification, a tax certificate from the Treasurer of the Town or evidence showing all taxes for the current year have been paid in full to the date of consent approval, as well as any and all arrears owing on the total parcel, shall be submitted to the Town;
- d) That an apportionment of assessment pursuant to Section 65 of The Drainage Act, R.S.O. 1990, and amendments thereto, be provided to the satisfaction of the Drainage Superintendent for the Town of Essex, if deemed necessary by the Town;
- e) That all of the above conditions be fulfilled on or before March 16, 2022.

**Essex Region Conservation Authority Comments from Vitra Vimalanathan,
Resource Manager**

The following is provided as a result of our review of Application for Consent B-03-21.

The applicant is proposing to sever a 9591.05 square meter parcel from the existing 22,854 square meter residential lot located at 118 Levergood Drive for the purpose of lot creation. The retained parcel would result in an area of 13262.95 square meters.

**DELEGATED RESPONSIBILITY TO REPRESENT THE PROVINCIAL INTEREST IN
NATURAL HAZARDS (PPS) AND REGULATORY RESPONSIBILITIES OF THE
CONSERVATION AUTHORITIES ACT**

The following comments reflect our role as representing the provincial interest in natural hazards as outlined by Section 3.1 of the Provincial Policy Statement of the Planning Act as well as our regulatory role as defined by Section 28 of the Conservation Authorities Act.

The above noted lands are subject to our Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Regulation under the Conservation Authorities Act (Ontario Regulation No. 158/06). The parcel falls within the regulated area of the Bondy Drain. The property owner will be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority prior to any future construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act.

WATERSHED BASED RESOURCE MANAGEMENT AGENCY

The following comments are provided in an advisory capacity as a public commenting body on matters related to watershed management.

SECTION 1.6.6.7 Stormwater Management (PPS, 2020)

Our office has reviewed the proposal and has no concerns relating to stormwater management.

PLANNING ADVISORY SERVICE TO PLANNING AUTHORITIES - NATURAL HERITAGE POLICIES OF THE PPS, 2020

The following comments are provided from our perspective as an advisory service provider to the Planning Authority on matters related to natural heritage and natural heritage systems as outlined in Section 2.1 of the Provincial Policy Statement of the Planning Act. The comments in this section do not necessarily represent the provincial position and are advisory in nature for the consideration of the Planning Authority.

Notwithstanding the above noted references to the PPS policies, based on our review of the subject application, it is our recommendation to the Municipality that an Environmental Impact Assessment is not required because residential uses already exist in this area and any future construction on the severed lot will not alter the vegetation associated with the existing drain. In our opinion based on these circumstances, a demonstration of no negative impact is not necessary in this case.

FINAL RECOMMENDATION

With the review of background information and aerial photograph, ERCA has no objection to the applications for Consent.

Discussion

Corinne Chiasson, Assistant Planner, explains the application

COA21-03-14

Moved by Phil Pocock

Seconded by Brian Gray

That application B-03-21 be **granted** to sever a \pm 9591.05 square metre parcel from the existing \pm 22,854 square metre residential lot for the purposes of lot creation.

Carried

Reason for Decision: The Application **is** in keeping with subsection 6.4 of the Town of Essex Official Plan respecting consents.

Actions:

- a) That at the time the conveyance is prepared for certification, three hard copies and one digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;
- b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;
- c) That at the time the conveyance is presented for certification, a tax certificate from the Treasurer of the Town or evidence showing all taxes for the current year have been paid in full to the date of consent approval, as well as any and all arrears owing on the total parcel, shall be submitted to the Town;
- d) That an apportionment of assessment pursuant to Section 65 of The Drainage Act, R.S.O. 1990, and amendments thereto, be provided to the satisfaction of the Drainage Superintendent for the Town of Essex, if deemed necessary by the Town;
- e) That all of the above conditions be fulfilled on or before March 16, 2022.

7 Correspondence

8 New Business

8.1 Update on Committee Member

COA-03-15

Moved by Brian Gray

Seconded by Phil Pocock

That the committee move into a closed session to discuss or receive an update on a personal matter as permitted by Section 239 (2) (b) of the Municipal Act, S.O. 2001, c.25,

Carried

COA-03-16

Moved by Ray Beneteau
Seconded by Brian Gray

That Council make a decision with regards to a committee members request for leave of absence and that Council determine how they would like to proceed with the position and filling the seat in his absence.

Carried

9 Announcements

Corinne Chiasson, Assistant Planner advised that the annual Ontario Association of Committee of Adjustment and Consent Authority (OACA) will be hosting their annual conference via zoom on June 8, 2021. She invited all members to advise of their interest at their earliest convenience as the deadline to register is April 30, 2021.

10 Notices of Motion

11 Adjournment

COA21-03-17

Moved by Ray Beneteau
Seconded by Phil Pocock

That the meeting be adjourned at 5:02 PM

Carried

Chair

Recording Secretary



Court of Revision Minutes

March 17, 2021, 5 PM

Location: Electronic Meeting

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

This is pursuant to the reconsidered report prepared by Gerard Rood, Professional Engineer, Rood Engineering Inc., dated January 12th, 2021 which was considered and adopted at a Consideration Meeting held February 3, 2021 and pursuant to By-Law No.1988 which received two readings by Council at its regular meeting held February 16, 2021.

This sitting of this Court of Revision was duly appointed by Council on February 16, 2021.

Section 54 (1) of The Drainage Act provides that the decision of the Court of Revision can be appealed to the Drainage Tribunal within twenty-one (21) days from the date of the Court of Revision. The final day for appeal is April 7, 2021. At the first Council meeting after this date the third reading to By-Law No. 1988 will be given.

The Deputy Clerk confirmed that all notices have been sent in accordance with The Drainage Act.

Present: Percy Dufour, Court of Revision Chair
Luke Martin, Court of Revision Member
Kirk Carter, Court of Revision Member

Also Present: Shelley Brown, Deputy Clerk, Legal and Legislative Services
Norm Nussio, Manager, Operations and Drainage
Lindsay Dean, Drainage Superintendent
Tanya Tuzlova, Operations/Drainage Clerk
Gerard Rood, Professional Engineer, Rood Engineering Incorporated

From General Public: None

Regrets: None

Absent: None

1. Call to Order

The Chair called the meeting to order at 5:00 PM

2. Declarations of Conflict of Interest

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

3. Adoption of Published Agenda

3.1 Court of Revision Agenda for March 17, 2021

COR21-03-001

Moved by Luke Martin

Seconded by Percy Dufour

That the published agenda for the March 17, 2021 Court of Revision be adopted as presented.

Carried

4. Adoption of Minutes

4.1 Court of Revision Minutes for February 24, 2021

COR21-03-002

Moved by Luke Martin

Seconded by Kirk Carter

That the minutes of the Court of Revision for Rush Drain Relocation held on February 24, 2021 be adopted as circulated.

Carried

5. List of Written Appeals

The Chair advised that the purpose of the Court of Revision is to hear appeals regarding the schedule of assessment only. The schedule of assessment may be altered, but the total assessment must remain the same. If one assessment is reduced then another must be increased to balance.

Deputy Clerk informed that there were no appeals.

6. Public Presentations

6.1 Gerard Rood, Professional Engineer

Re: Reconsidered Report from Rood Engineering Incorporated dated January 12th, 2021 regarding 13th Concession West Drain New Bridge for Martin, Geographic Township of Colchester North, Project REI2020D027, Town of Essex, County of Essex.

6.2 Court of Revision Decision

COR21-03-003

Moved by Kirk Carter

Seconded by Luke Martin

That the assessments contained in the schedules of assessment Reconsidered Report for the 13th Concession West Drain New Bridge for Martin, Geographic Township of

Colchester North, Project REI2020D027, Town of Essex, County of Essex as prepared by Gerard Rood, Professional Engineer, dated January 12th, 2021 be confirmed as presented.

Carried

7. Adjournment

COR21-003-004

Moved by Kirk Carter
Seconded by Luke Martin

That the meeting be adjourned at 5:07 PM

Carried

Chair

Recording Secretary

The Corporation of the Town of Essex

By-Law Number 2007

Being a by-law to confirm the proceedings of the April 6, 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 April 6, 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 April 6, 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 April 6, 2021.

Mayor

Clerk

Read a third time and finally adopted on April 19, 2021.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1988

Being a by-law to provide for the 13th Concession West Drain Reconsidered Report: New Bridge for Martin, Geographic Township of Colchester North, Project REI2020D027, Town of Essex, County of Essex

Whereas the Town of Essex Drainage Department recommended that Council appoint a Drainage Engineer to prepare a drainage report for the 13th Concession West Drain Reconsidered Report: New Bridge for Martin, Geographic Township of Colchester North, Project REI2020D027, Town of Essex, County of Essex;

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

And Whereas an Engineers Drainage report dated January 12, 2021 and considered by the Drainage Board at its February 3, 2021 Consideration of Report meeting, has been procured and made by Gerard Rood, Professional Engineer, Rood Engineering Inc. and that the said report is attached hereto and forms part of this by-law as Schedule "A" hereto;

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

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

1. That the Engineers Drainage report dated January 12, 2021 and considered by the Drainage Board at its February 3, 2021 Consideration of Report meeting and attached hereto as Schedule A to this By-law is hereby adopted and that the said drainage works and/or improvements as therein indicated and set forth are hereby authorized and shall be completed in accordance therewith.
2. That the Corporation of the Town of Essex may borrow on the credit of the Corporation the amount of \$33,500.00, the amount necessary for the construction of the said drainage works.

3. That the Corporation may issue debentures for the amount borrowed less the total amount of:

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

and such debentures shall be made payable: a) in the case of assessments in value of between \$500.00 and \$9,999.99 within (5) five years from the date of the debenture and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s); or b) in the case of assessments in value of \$10,000.00 and greater, within (10) ten years from the date of the debenture and shall bear interest at a rate not higher than the lending rates published by Infrastructure Ontario for municipalities; or c) upon request and approval from the Town, in the case of assessments of \$1,500.00 and \$9,999.99 within (10) ten years from the date of the debenture and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s)

4. That a special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule, to be collected in the same manner as other taxes collected in each year for (5) five or (10) ten years (as applicable) after the passing of this by-law.
5. For paying the amount assessed upon the lands and roads belonging to or controlled by the Municipality, a special rate sufficient to pay the amount assessed plus interest thereon, shall be levied upon the whole rateable property in the Town of Essex, in each year for five years after the passing of this by-law to be collected in the same manner and at the same time as other taxes are collected.
6. All assessments of \$499.99 or less are payable in the first year in which the assessment is imposed.
7. The by-law comes into force on the passing thereof and may be cited as "13th Concession Drain: New Bridge for Martin".

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

Mayor

Clerk

Read a third time and finally passed on

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 2008

Being a By-Law to amend By-Law Number 1666, 1682, 1698, 1715, 1734, 1793, 1807, 1808, 1824, 1837, 1849, 1859, 1860, 1861, 1871, 1904, 1920, 1964, 1968, 1987, being by-laws to authorize Drainage works pursuant to the Drainage Act, R.S.O. 1990

Whereas the Council of The Corporation of the Town of Essex did pass By-Laws listed in Schedule A, Schedule B and Schedule C;

And whereas the purpose of By-Laws listed in Schedule A is to provide for drainage works pursuant to the Drainage Act, R.S.O. 1990;

And whereas Council of The Corporation of the Town of Essex desires to amend Section 3 of the By-Laws listed in Schedule A, Schedule B and Schedule C;

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

1. That the Section 3 of the by-laws listed in Schedule A be amended to read as follows:

That the Corporation may issue debentures for the amount borrowed less the total amount of:

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

and such debentures shall be made payable: a) in the case of assessments in value of between \$500.00 and \$9,999.99 within (5) five years from the date of the debenture and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s); or b) in the case of assessments in value of \$10,000.00 and greater, within (10) ten years from the date of the debenture and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s).

2. That the Section 3 of the by-law listed in Schedule B be amended to read as follows:

That the Corporation may issue debentures for the amount borrowed less the total amount of:

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

and such debentures shall be made within (5) five years from the date of the debenture and shall bear interest at a rate not higher than 2% more than the lending rates as posted by Infrastructure Ontario for municipalities.

3. That the Section 3 of the by-laws listed in Schedule C be amended to read as follows:

That the Corporation may issue debentures for the amount borrowed less the total amount of:

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

and such debentures shall be made payable: a) in the case of assessments in value of between \$500.00 and \$9,999.99 within (5) five years from the date of the debenture and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s); or b) in the case of assessments in value of \$10,000.00 and greater, within (10) ten years from the date of the debenture and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s); or c) upon request and approval from the Town, in the case of assessments of \$1,500.00 and \$9,999.99 within (10) ten years from the date of the debenture and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debenture(s).

4. That By-Laws listed in Schedule A, B and C be amended.
5. That By-Law Number 2008 takes full effect on the final passing thereof.

Read a first, a second and a third time and finally passed on April 19, 2021.

Mayor

Clerk

Schedule A

By-Law Number	Description
1666	Thompson Drain: Kelly Strong Bridge and Bridge for Davin and Karen Kendrick, Part of Lots 31 and 32 N.M.R. Concession, and Updated Maintenance Schedule, Geophraphic Township of Colchester North, Project REI2016D025, Town of Essex County of Essex
1682	Shepley Drain: Bridge for Joseph and Susan Chisholm, Part of Lot 7, Gore Concession and Updated Maintenance Schedule, Geographic Township of Colchester South, Project REI2016D027, Town of Essex, County of Essex
1698	8 th Concession West Drain: Bridge for Walter and Amy Howson, Part of Lot 14, Concession 8) Geographic Township of Colchester North, Project REI2017D025, Town of Essex, County of Essex
1715	White Drain, Bridge for Corporation of the County of Essex and Essex-Windsor Solid Waste Authority, Parcel 360-00300, Part Lot 16, Concession 7, Geographic Township of Colchester North, Project REI2018D006, Town of Essex, County of Essex
1734	Sucker Creek Drain Updated Maintenance Schedule of Assessment Report, Geographic Township of Colchester North, Town of Essex and Geographic Township of Anderdon in the Town of Amherstburg, County of Essex, Project REI2015D017
1793	Bowler/South Malden Road Drain: Bridge for Keith Shepley, Parcel 440-00300, Part of Lot 14, Concession S.M.R. and updated Maintenance Schedule, Geographic Township of Colchester North, Project REI2018D014, Town of Essex, County of Essex
1807	James Shepley Drain: Updated Maintenance Schedule of Assessment and Bridge for Karl Neudorf, Parcel 510-00300, Geographic Township of Colchester North, Project REI2015D015, Town of Essex, County of Essex
1808	8 th Concession West Drain: Bridge for Frank Preston, Parcel 370-05800, Geographic Township of Colchester North, Project REI2018D013, Town of Essex, County of Essex
1824	Sydenham Street Drain (East Side) and Bagot Street Drain (West Side) (Petition for Drainage) Part of Lots 11, 12 and 13, Registered Plan 18, Geographic Township of Colchester South, Project REI2015D036, Town of Essex, County of Essex
1837	West Townline Drain: New Bridge for Union Gas (Part Lot 1, Con. 3 and Updated Maintenance Schedule of Assessment, Geographic Township of Colchester South, Project REI2016D061, Town of Essex, County of Essex
1849	South Malden Road Drain: Replacement Bridge for David and Jamie Kendrick, Part Lot 32, Concession SMR, Geographic Township of Colchester North, Project REI2018D025, Town of Essex, County of Essex

By-Law Number	Description
1859	Thompson Drain: New Bridge for Cindy Brockman, Part of Lot 32, N.M.R. Concession, Geographic Township of Colchester North, Project REI2019D005, Town of Essex, County of Essex
1860	Batten Drain: Replacement Bridge for Abram Harms Holdings, Inc., Part of Lot 27, N.M.R. Concession, Geographic Township of Colchester North, Project REI2019D024, Town of Essex, County of Essex
1861	Philip Ferris Drain: Drain Diversion for Atlas Tube Inc., Geographic Township of Colchester South, Project REI2019D007, Town of Essex, County of Essex
1871	Shepley Drain: Replacement Bridge for Elwood Defour and Garry and Bonny Quick (Part of Lots 6 and 7, Gore Concession), Geographic Township of Colchester South, Project REI2018D024, Town of Essex, County of Essex
1904	Bayliss Drain: Bridge Replacement and Maintenance Schedule, Geographic Township of Colchester South, Project REI2016D024, Town of Essex, County of Essex
1920	Crystal Beach Drain: Repair and Improvement of Covered Drains, Geographic Township of Colchester South, Town of Essex, County of Essex, REI2018D012
1987	Relocation of the Rush Drain, Former Township of Colchester North Now in the Town of Essex, File No. 19-1023

Schedule B

By-Law Number	Description
1666	Thompson Drain: Kelly Strong Bridge and Bridge for Davin and Karen Kendrick, Part of Lots 31 and 32 N.M.R. Concession, and Updated Maintenance Schedule, Geophraphic Township of Colchester North, Project REI2016D025, Town of Essex County of Essex

Schedule C

By-Law Number	Description
1964	North Rear Road Drain South Side (New Bridge for Grondin), Geographic Township of Colchester North, Project REI2020D010, Town of Essex, County of Essex
1968	Szakacs Drain: Repair and Improvement, Geographic Township of Colchester South, Project REI2016D004, Town of Essex, County of Essex

The Corporation of the Town of Essex

By-Law Number 2010

Being a by-law to establish tax rates and additional charges for Municipal, County and Education purposes for the year 2021

Whereas Section 290(1) of the *Municipal Act*, S.O. 2001, Chapter 25 provides that a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality; for services or activities provided or done by or on behalf of it;

And Whereas, by By-Law 1990, as adopted, the Council of The Corporation of the Town of Essex did approve the amount to be raised for general municipal purposes for the taxation year 2021 by a levy upon real property and other assessments contained in the last assessment roll as returned for the taxation year;

And Whereas, the Council of the County of Essex has, by By-Law Number 2021-06 established tax policy and levy property taxes for the year 2021;

And Whereas, the Council of the Corporation of the Town of Essex is required to levy and collect the tax rates prescribed for education purposes on the residential and business property within The Corporation of the Town of Essex;

And Whereas, it is necessary to provide for the payment of local improvement charges by an assessment and levy upon real property assessed under a local improvement by-law to pay the debentures outstanding for such improvements;

And Whereas, it has been deemed expedient to provide for taxes on real property within the municipality shall be levied to be due and payable in two installments of equal amounts on or before the 31st day of October, 2021;

And Whereas, failure to receive a tax notice does not exempt a property owner from payment of taxes or penalty and interest charges.

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

1. That the tax rates by Ward as set out in Schedule "A" attached hereto be applied on the ratable assessment in the municipality for general municipal purposes, county purposes and education purposes.

2. The said tax levy shall become due and payable in two (2) installments as follows:
 - a. Fifty percent (50%) of the levy shall become due and payable on the 30th day of July, 2021; and
 - b. The balance of the fifty percent (50%) shall become due and payable on the 29th day of October, 2021; and
 - c. Non-payment of the amount on the dates stated in accordance with this section shall constitute default.
3. In default of payment of the installment of taxes, a percentage charge of one and one-quarter percent (1-1/4%) shall be imposed as a penalty for nonpayment and shall be added to the tax installment or any part thereof remaining unpaid on the first day following the due date thereafter and an additional charge of one and one-quarter percent (1-1/4%) shall be imposed and added to any part remaining unpaid on the first day of each calendar month in which default continues to and includes December in this year. Penalty is at a rate of fifteen percent (15%) per annum.
4. On all taxes of the final tax levy in default on January 1, 2022 interest will be added at the rate of one and one-quarter percent (1-1/4%) per month for each month or fraction thereof of default. On all other taxes in default on January 1, 2022, interest shall be added at the rate of one and one-quarter percent (1-1/4%) per month or fraction thereof of default, and all by-laws and parts of the by-laws inconsistent with this policy are hereby rescinded.
5. Penalties and interest added on all taxes of the final tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid final tax levy.
6. Taxes shall be payable to The Corporation of the Town of Essex and shall be paid to the Tax Collector.
7. The Treasurer is hereby authorized to accept part payment from time to time on account of any taxes due and to give a receipt for such payment, provided that acceptance of any part payment shall not affect the collection of any percentage charge imposed under Section 5 of this By-Law in respect to nonpayment of taxes or any installment thereof.

Read a first, a second time and a third time and finally passed on April 19, 2021.

Mayor

Clerk

Schedule "A" to By-Law Number 2010								
Town of Essex								
2021 Property Tax Rates by Ward and Property Class								
Ward and Property Class	Town of Essex - Base Municipal Tax Rate	Town of Essex - Urban or Rural Tax Rate	Town of Essex - Garbage Collection and Disposal Tax Rate	Essex Centre Business Improvement Area Tax Rate	Total Town of Essex Municipal Tax Rate	County and Library Board Tax Rate	Education Tax Rate	Total Tax Rate
Ward 1								
Residential (RT)	0.007871	0.000792	0.000769	-	0.009432	0.004894	0.001530	0.015856
Multi-Residential (MT)	0.013707	0.001380	0.001340	-	0.016427	0.008524	0.001530	0.026481
Farmland (FT)	0.001968	0.000198	-	-	0.002166	0.001224	0.000383	0.003772
Farmland Awaiting Development (R1)	0.001968	0.000198	-	-	0.002166	0.001224	0.000383	0.003772
Commercial - Occupied (CT)	0.008516	0.000858	0.000832	0.001709	0.011916	0.005296	0.008800	0.026012
Commercial - Excess Land (CU)	0.005961	0.000601	-	0.001196	0.007758	0.003707	0.008800	0.020266
Commercial - Vacant Land (CX)	0.004585	0.000461	-	0.000898	0.005944	0.002851	0.006335	0.015129
Commercial - Small Scale on Farm (C7)	0.008516	0.000858	-	-	0.009374	0.005296	0.002200	0.016870
Commercial - New Construction (XT)	0.008516	0.000858	0.000832	0.001709	0.011916	0.005296	0.008800	0.026012
Commercial - New Construction - Excess Land (XU)	0.005961	0.000601	-	0.001196	0.007758	0.003707	0.008800	0.020266
Commercial - New Construction - Small Scale on Farm (X7)	0.008516	0.000858	-	-	0.009374	0.005296	0.002220	0.016890
Shopping Centre (ST)	0.008516	0.000858	0.000832	0.001709	0.011916	0.005296	-	0.017212
Shopping Centre - Excess Land (SU)	0.005961	0.000601	-	0.001196	0.007758	0.003707	-	0.011466
Parking Lot (GT)	0.004585	0.000461	-	0.000898	0.005944	0.002851	0.006335	0.015129
Office Building (DT)	0.008516	0.000858	0.000832	0.001709	0.011916	0.005296	0.008800	0.026012
Industrial - Occupied (IT)	0.015289	0.001539	-	0.001709	0.018537	0.009507	0.008800	0.036844
Industrial - Excess Land (IU)	0.009938	0.001000	-	0.001196	0.012134	0.006180	0.008800	0.027113
Industrial - Vacant Land (IX)	0.009938	0.001000	-	0.000898	0.011836	0.006180	0.008800	0.026815
Industrial - Small Scale on Farm (I7)	0.015289	0.001539	-	-	0.016828	0.009507	0.002200	0.028535
Industrial - New Construction (JT)	0.015289	0.001539	-	0.001709	0.018537	0.009507	0.008800	0.036844
Industrial - New Construction - Excess Land (JU)	0.009938	0.001000	-	0.001196	0.012134	0.006180	0.008800	0.027113
Industrial - New Construction - Small Scale on Farm (J7)	0.015289	0.001539	-	-	0.016828	0.009507	0.002200	0.028535
Large Industrial (LT)	0.021141	0.002129	-	-	0.023270	0.013147	0.008800	0.045217
Large Industrial - New Construction (KT)	0.021141	0.002129	-	-	0.023270	0.013147	0.008800	0.045217
Pipeline (PT)	0.010255	0.001033	-	-	0.011288	0.006377	0.008800	0.026466
Managed Forest (TT)	0.001968	0.000198	-	-	0.002166	0.001224	0.000383	0.003772
Landfill (HF)	0.008241	0.000830	-	-	0.009071	0.005125	0.008800	0.022996

Schedule "A" to By-Law Number 2010								
Town of Essex								
2021 Property Tax Rates by Ward and Property Class								
Ward and Property Class	Town of Essex - Base Municipal Tax Rate	Town of Essex - Urban or Rural Tax Rate	Town of Essex - Garbage Collection and Disposal Tax Rate	Essex Centre Business Improvement Area Tax Rate	Total Town of Essex Municipal Tax Rate	County and Library Board Tax Rate	Education Tax Rate	Total Tax Rate
Wards 2 and 3								
Residential (RT)	0.007871	0.000223	0.000769	-	0.008863	0.004894	0.001530	0.015287
Multi-Residential (MT)	0.013707	0.000387	0.001340	-	0.015434	0.008524	0.001530	0.025488
Farmland (FT)	0.001968	0.000055	-	-	0.002023	0.001224	0.000383	0.003629
Farmland Awaiting Development (R1)	0.001968	0.000055	-	-	0.002023	0.001224	0.000383	0.003629
Commercial - Occupied (CT)	0.008516	0.000241	0.000832	-	0.009590	0.005296	0.008800	0.023686
Commercial - Excess Land (CU)	0.005961	0.000169	-	-	0.006130	0.003707	0.008800	0.018638
Commercial - Vacant Land (CX)	0.004585	0.000129	-	-	0.004714	0.002851	0.006335	0.013899
Commercial - Small Scale on Farm (C7)	0.008516	0.000241	-	-	0.008757	0.005296	0.002200	0.016253
Commercial - New Construction (XT)	0.008516	0.000241	0.000832	-	0.009590	0.005296	0.008800	0.023686
Commercial - New Construction - Excess Land (XU)	0.005961	0.000169	-	-	0.006130	0.003707	0.008800	0.018638
Commercial - New Construction - Small Scale on Farm (X7)	0.008516	0.000241	-	-	0.008757	0.005296	0.002220	0.016273
Shopping Centre (ST)	0.008516	0.000241	0.000832	-	0.009590	0.005296	-	0.014886
Shopping Centre - Excess Land (SU)	0.005961	0.000169	-	-	0.006130	0.003707	-	0.009838
Parking Lot (GT)	0.004585	0.000129	-	-	0.004714	0.002851	0.006335	0.013899
Office Building (DT)	0.008516	0.000241	0.000832	-	0.009590	0.005296	0.008800	0.023686
Industrial - Occupied (IT)	0.015289	0.000432	-	-	0.015721	0.009507	0.008800	0.034028
Industrial - Excess Land (IU)	0.009938	0.000281	-	-	0.010219	0.006180	0.008800	0.025198
Industrial - Vacant Land (IX)	0.009938	0.000281	-	-	0.010219	0.006180	0.008800	0.025198
Industrial - Small Scale on Farm (I7)	0.015289	0.000432	-	-	0.015721	0.009507	0.002200	0.027428
Industrial - New Construction (JT)	0.015289	0.000432	-	-	0.015721	0.009507	0.008800	0.034028
Industrial - New Construction - Excess Land (JU)	0.009938	0.000281	-	-	0.010219	0.006180	0.008800	0.025198
Industrial - New Construction - Small Scale on Farm (J7)	0.015289	0.000432	-	-	0.015721	0.009507	0.002200	0.027428
Large Industrial (LT)	0.021141	0.000598	-	-	0.021739	0.013147	0.008800	0.043686
Large Industrial - New Construction (KT)	0.021141	0.000598	-	-	0.021739	0.013147	0.008800	0.043686
Pipeline (PT)	0.010255	0.000290	-	-	0.010545	0.006377	0.008800	0.025723
Managed Forest (TT)	0.001968	0.000055	-	-	0.002023	0.001224	0.000383	0.003629
Landfill (HF)	0.008241	0.000233	-	-	0.008474	0.005125	0.008800	0.022399

Schedule "A" to By-Law Number 2010								
Town of Essex								
2021 Property Tax Rates by Ward and Property Class								
Ward and Property Class	Town of Essex - Base Municipal Tax Rate	Town of Essex - Urban or Rural Tax Rate	Town of Essex - Garbage Collection and Disposal Tax Rate	Essex Centre Business Improvement Area Tax Rate	Total Town of Essex Municipal Tax Rate	County and Library Board Tax Rate	Education Tax Rate	Total Tax Rate
Ward 4								
Residential (RT)	0.007871	0.000792	0.000769	-	0.009432	0.004894	0.001530	0.015856
Multi-Residential (MT)	0.013707	0.001380	0.001340	-	0.016427	0.008524	0.001530	0.026481
Farmland (FT)	0.001968	0.000198	-	-	0.002166	0.001224	0.000383	0.003772
Farmland Awaiting Development (R1)	0.001968	0.000198	-	-	0.002166	0.001224	0.000383	0.003772
Commercial - Occupied (CT)	0.008516	0.000858	0.000832	-	0.010207	0.005296	0.008800	0.024303
Commercial - Excess Land (CU)	0.005961	0.000601	-	-	0.006562	0.003707	0.008800	0.019070
Commercial - Vacant Land (CX)	0.004585	0.000461	-	-	0.005046	0.002851	0.006335	0.014231
Commercial - Small Scale on Farm (C7)	0.008516	0.000858	-	-	0.009374	0.005296	0.002200	0.016870
Commercial - New Construction (XT)	0.008516	0.000858	0.000832	-	0.010207	0.005296	0.008800	0.024303
Commercial - New Construction - Excess Land (XU)	0.005961	0.000601	-	-	0.006562	0.003707	0.008800	0.019070
Commercial - New Construction - Small Scale on Farm (X7)	0.008516	0.000858	-	-	0.009374	0.005296	0.002220	0.016890
Shopping Centre (ST)	0.008516	0.000858	0.000832	-	0.010207	0.005296	-	0.015503
Shopping Centre - Excess Land (SU)	0.005961	0.000601	-	-	0.006562	0.003707	-	0.010270
Parking Lot (GT)	0.004585	0.000461	-	-	0.005046	0.002851	0.006335	0.014231
Office Building (DT)	0.008516	0.000858	0.000832	-	0.010207	0.005296	0.008800	0.024303
Industrial - Occupied (IT)	0.015289	0.001539	-	-	0.016828	0.009507	0.008800	0.035135
Industrial - Excess Land (IU)	0.009938	0.001000	-	-	0.010938	0.006180	0.008800	0.025917
Industrial - Vacant Land (IX)	0.009938	0.001000	-	-	0.010938	0.006180	0.008800	0.025917
Industrial - Small Scale on Farm (I7)	0.015289	0.001539	-	-	0.016828	0.009507	0.002200	0.028535
Industrial - New Construction (JT)	0.015289	0.001539	-	-	0.016828	0.009507	0.008800	0.035135
Industrial - New Construction - Excess Land (JU)	0.009938	0.001000	-	-	0.010938	0.006180	0.008800	0.025917
Industrial - New Construction - Small Scale on Farm (J7)	0.015289	0.001539	-	-	0.016828	0.009507	0.002200	0.028535
Large Industrial (LT)	0.021141	0.002129	-	-	0.023270	0.013147	0.008800	0.045217
Large Industrial - New Construction (KT)	0.021141	0.002129	-	-	0.023270	0.013147	0.008800	0.045217
Pipeline (PT)	0.010255	0.001033	-	-	0.011288	0.006377	0.008800	0.026466
Managed Forest (TT)	0.001968	0.000198	-	-	0.002166	0.001224	0.000383	0.003772
Landfill (HF)	0.008241	0.000830	-	-	0.009071	0.005125	0.008800	0.022996

The Corporation of the Town of Essex

By-Law Number 2014

Being a by-law to appoint a Deputy Fire Chief for the Town of Essex

Whereas Section 224(d) of the *Municipal Act, 2001, S.O. 2001, c.25* and amendments thereto provides that one of the roles of Council is to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;

And whereas, Section 227 of the *Municipal Act, 2001, S.O. 2001, c. 25* and amendments thereto provides that it is the role of the officers and employees of the municipality;

- a) to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b) to undertake research and provide advice to Council on the policies and programs of the municipality; and
- c) to carry out other duties required under this or any Act and other duties assigned by the municipality.

And whereas, the Town of Essex is desirous of appointing a Deputy Fire Chief to carry out and perform the duties assigned therein by the Municipality.

Now therefore be it resolved that the Council of The Corporation of the Town of Essex enacts as follows:

1. That the appointment of Jason Pillon as Deputy Fire Chief for the Corporation of the Town of Essex be endorsed and confirmed; and
2. For the purposes of terms and conditions of employment, the effective date of appointment shall be April 12, 2021; and
3. That this By-Law shall come into full force and effect upon the final passage thereof.

Read a first, a second and a third time and finally passed on April 16, 2021

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 2015

Being a by-law to confirm the proceedings of the April 19, 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 April 19, 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 April 19, 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 April 19, 2021.

Mayor

Clerk

Read a third time and finally adopted on May 3, 2021.

Mayor

Clerk