



Regular Council Meeting Agenda

May 3, 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 May 3, 2021**

Moved by _____

Seconded by _____

That the published agenda for the May 3, 2021 Regular Council Meeting be adopted as presented / amended.

6. **Adoption of Minutes**

6.1. **Regular Council Meeting Minutes for April 19, 2021**

1

Moved by _____

Seconded by _____

That the minutes of the Regular Council Meeting held April 19, 2021 be adopted as circulated.

7. **Public Presentations**

8. **Unfinished Business**

9. **Reports from Administration**

9.1. **Office of the CAO-2021-01**

13

RE: E.L.K. Valuation Request

Moved by _____

Seconded by _____

That Report Office of the CAO-2021-01 entitled E.L.K. Valuation Request prepared by Chris Nepszy, CAO dated May 3rd, 2021 be received, and

That Council requests the Board of E.L.K. Energy Incorporated (E.L.K.) to obtain and fund a valuation of E.L.K. Energy Incorporated.

9.2. Legal and Legislative Services-2021-09 17

RE: Municipal Election Proxy Procedures Policy

Moved by _____

Seconded by _____

That Legal and Legislative Services-2021-09 entitled Municipal Election Proxy Procedures Policy prepared by Robert W Auger, Town Solicitor, Legal and Legislative Services/Clerk dated May 3, 2021, be received; and

That the Town of Essex Municipal Election Proxy Procedures Policy attached hereto to this Report be adopted as presented.

9.3. Communications Report 2021-01 33

Quarterly Update on EssexWorks Platform and Customer Service Improvements

Moved by _____

Seconded by _____

That Communications Report 2021-01, entitled Update on EssexWorks System prepared by Alex Denonville, Manager, Strategic Communications, dated May 3, 2021 be received.

9.4. Finance and Business Services-2021-05 40

RE: COVID-19 Financial Impact as at December 31, 2020

Moved by _____

Seconded by _____

That Finance and Business Services-2021-05 entitled COVID-19 Financial Impact at December 31, 2020 prepared by Katelynn Giurissevich, CPA, CA, Manager, Finance and Business Services dated May 3, 2021 be received.

9.5. Planning-2021-10 57

RE: Heritage Designation for 195 Bagot Street (Colchester South, Ward 3)

- From the March 15, 2021 Regular Council Meeting: Report Planning-2021-06 entitled Notice of Intention to Designate.

Moved by _____

Seconded by _____

That Report Planning-2021-10 entitled Heritage Designation for 195 Bagot Street (Colchester South, Ward 3) prepared by Rita Jabbour, RPP, Manager, Planning Services dated May 3, 2021 be received;

That By-Law 2016 being a By-Law to designate the property known municipally as 195 Bagot Street (Colchester Schoolhouse Property), as being of cultural heritage value or interest under the provisions of the Ontario Heritage Act, R.S.O. 1990, c.O.18 be read a first, a second and a third time and finally passed this May 3, 2021: and

That By-Law 2016 as passed be served on the Ontario Heritage Trust and be registered against the property in the proper land registry office,

and notice of By-Law 2016 be published in a newspaper of general circulation in the Municipality.

9.5.1.	By-Law 2016	75
	RE: By-Law to designate the property known municipally as 195 Bagot Street (Colchester Schoolhouse Property), as being of cultural heritage value or interest under the provisions of the Ontario Heritage Act, R.S.O. 1990, c.O.18	
9.6.	Community Services-2021-04	79
	2021 Essex Fun Fest Update	
	Moved by _____	
	Seconded by _____	
	That Community Services Report 2021-007 entitled 2021 Essex Fun Fest Update be received for Council's consideration; and	
	That Council approve the Essex Fun Fest Committee's recommendation to cancel the 2021 Essex Fun Fest scheduled July 8-11, 2021 due to the Covid-19 pandemic.	
9.7.	Fire and Rescue Services-2021-05	83
	RE: Establishing and Regulating Fire Services Updated By-Law	
	Moved by _____	
	Seconded by _____	
	That Fire and Rescue Services-2021-05 entitled Establishing and Regulating Fire Services Updated By-Law prepared by Rick Arnel and dated May 3, 2021 be received;	
	That By-Law 2012 being a by-law to Establish and Regulate Fire Services be read a first, a second and finally passed on May 3, 2021; and	
	That By-Law 1870 be repealed accordingly.	
9.7.1.	By-Law 2012	88
	RE: By-Law to Establish and Regulate Fire Services	
9.8.	Recreation and Culture-2021-01	115
	RE: Lifesaving Society Affiliate Recognition Awards 2020	
	Moved by _____	
	Seconded by _____	
	That Recreation and Culture-2021-01 entitled Lifesaving Society Affiliate Recognition Awards 2020 prepared by Cynthia Cakebread, Manager Recreation and Culture dated May 3, 2021 be received; and	
	That the Lifesaving Society Annual Report Affiliate Recognition 2020 be received for Council and public information.	
9.9.	Parks and Facilities-2021-01	123
	RE: Results of Request for Proposal – Remove and Replace Surface for Colchester Park Playset	

- Moved by _____
 Seconded by _____
That Community Services Report 2021-001 entitled Results of Request for Proposal – Remove and Replace Surface for Colchester Park Playset be received for Council information; and
- That** Council award the Request for Proposal – Remove and Replace Rubber Surface for Colchester Playset in Colchester Park to Softline Solutions AB Inc.
- 9.10. Parks and Facilities-2021-04** 127
- RE: Results of Request for Proposal – Design, Supply, and Install Playground Equipment for Hunter Park
- Moved by _____
 Seconded by _____
That Community Services Report 2021-04 entitled Results of Request for Proposal – Design, Supply, and Install Playground Equipment for Hunter park be received; and
- That** Council award the Request for Proposal to Design, Supply, and Install Playground Equipment for Hunter Park to New World Park Solutions Inc.
- 9.11. Parks and Facilities-2021-05** 133
- RE: Reallocation of Funds Request for the Automatic Sliding Doors at the Essex Centre Sports Complex
- Moved by _____
 Seconded by _____
That Parks and Facilities-2021-05 entitled Reallocation Request of Funds for the Automatic Sliding Doors at the Essex Centre Sports Complex prepared by Jake Morassut, Manager. Parks and Facilities dated May 3, 2021 be received; and
- That** Council approve the additional budgeted expenditures of \$5,148.79 for the Capital Project: 2021 Automatic Door Replacement at the Essex Centre Sports Complex (CS-21-0035) through a reallocation of budgeted funds from Capital Project: 2011 4-Wheel Tractor (CS-21-0016).
- 9.12. Drainage-2021-02** 136
- RE: Appointment of an Engineer under Section 78 & 76 of the Drainage Act for the 9th Concession Drain
- Moved by _____
 Seconded by _____
That Drainage-2021-02 entitled Appointment of an Engineer under Section 78 & 76 for the 9th Concession Drain prepared by Lindsay Dean, Drainage Superintendent dated May 3, 2021 be received; and
- That** Council appoint Rood Engineering Incorporated under Section 78 & 76 of the Drainage Act to provide an updated report on the 9th Concession Drain.
- 9.13. Drainage-2021-03** 141
- RE: Appointment of an Engineer under Section 78 of the Drainage Act

to install a new culvert in the Bassett Drain

Moved by _____

Seconded by _____

That Drainage-2021-03 entitled Appointment of an Engineer under Section 78 of the Drainage Act to install a new culvert in the Bassett Drain prepared by Lindsay Dean, Drainage Superintendent dated May 3, 2021 be received; and

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

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. Municipality of Chatham-Kent 145

RE: Healthy, Professional News Media

12.1.1.2. Ministry of Municipal Affairs and Housing 147

RE: Enhanced Enforcement and New Order under the *Emergency Management and Civil Protection Act* (EMCPA)

12.1.2. Township of Springwater 161

RE: Clean Fuel Standard

12.1.3. Town of South Bruce Peninsula 163

RE: Lottery Licensing to Assist Small Organizations

12.1.4. Township of Georgian Bay 165

RE: Planning Act Timelines

12.1.5. Union Water Supply System 167

RE: Joint Board of Management March 17, 2021 Minutes

12.1.6. Union Water Supply System 172

RE: April 21, 2021 Agenda and 2020 Financial Report

12.1.7. Ministry of Municipal Affairs and Housing 206

RE: Municipal Code of Conduct Consultation

12.1.8.	Windsor International Airport	208
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RE: NAV Canada Aeronautical Study at Windsor International Airport

12.1.9.	Proposed Telus Cell Tower	
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12.1.9.1.	Residents John and Linda Mayor	209
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12.1.9.2.	Resident Daniel Oriet	211
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12.1.9.3.	Resident James Pernal	213
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12.1.9.4.	Residents Brain and Diana Neels	214
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12.1.9.5.	Resident Melissa Deschamps	215
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12.1.9.6.	Deputy Mayor Meloche	216
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12.1.9.7.	Land Solutions	217
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12.2. Correspondence to be considered for receipt and support

13. Committee Meeting Minutes

Moved by _____

Seconded by _____

That all the Committee Meeting minutes listed in Agenda Item 13.1 and 13.2, together with any recommendations to Council noted therein, be received, approved and adopted as circulated.

13.1.	Essex Accessibility Advisory Committee Minutes - April 14, 2021	243
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13.2.	Essex Fun Fest Committee Meeting Minutes - April 21, 2021	249
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FF21-04-003

Moved by: Councillor Garon

Seconded by: Councillor Verbeek

Recommendation to Council: That due to the ongoing Provincial restrictions, that Council cancel the 2021 Fun Fest.

Carried

13.3.	Striking Committee Minutes - April 26, 2021	252
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SC21-04-004

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Verbeek

That the 2018-2022 Striking Committee receive the Verbal Report regarding the temporary appointment of a Drainage Board member; and

That Janice Dougherty be recommended to Council for appointment to sit as a member of the Drainage Board for the period of May 3, 2021 to March 31, 2022.

Carried

SC21-04-005

Moved by: Councillor Verbeek

Seconded by: Deputy Mayor Meloche

That the 2018-2022 Striking Committee receive the Verbal Report regarding the temporary appointment of a Committee of Adjustment member; and

That Sherry Ducedre be recommended to Council for appointment to sit as a member of the Committee of Adjustment for the period of May 3, 2021 to March 31, 2022.

Carried

SC21-04-006

Moved by: Councillor Verbeek

Seconded by: Deputy Mayor Meloche

That the 2018-2022 Striking Committee receive the Verbal Report regarding the temporary appointment of a Property Standards Committee member; and

That Ray Beneteau be recommended to Council for appointment to sit as a member of the Property Standards Committee for the period of May 3, 2021 to March 31, 2022.

Carried

Council Appointments:

Moved by: _____

Seconded by: _____

That Council receive and adopt as circulated the April 26 2021 Striking Committee minutes and that Council hereby appoints:

_____ to sit as a member of the Drainage Board for the period of May 3, 2021 to March 31, 2022;

_____ to sit as a member of the Committee of Adjustment for the period of May 3, 2021 to March 31, 2022; and

_____ to sit as a member of the Property Standards Committee for the period of May 3, 2021 to March 31, 2022.

14. Financial

14.1. March 2021 Bank Payments Report

255

Moved by _____

Seconded by _____

That the Bank Payment Report, including the March 2021 cheque register, cheque number 52699 to cheque number 52784 and electronic funds transfer (EFT) payment number EFT004212 to EFT004370 inclusive in the amount of \$6,065,771.73; the Preauthorized Payments for the month of March in the amount of

\$353,462.75; and Payroll for the month of March in the amount of \$418,941.68, be ratified as submitted.

15. New Business

16. Notices of Motion

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

16.1.1. Mayor Snively

RE: Recognizing Significant Dates

Moved by _____

Seconded by _____

That the Town of Essex Council recognizes significant dates such as special milestone anniversaries and birthdays for members in our community.

16.1.2. Councillor Verbeek

RE: Fill By-Law

Moved by _____

Seconded by _____

That when permits are issued in accordance with By-Law 1799 referred to as the Fill By-Law that such permits only be extended or renewed once after the initial permit to limit the negative impact the ongoing extensions are having on community residents and roadways.

16.1.3. Councillor Verbeek

RE: Secondary Plan for McGregor

Moved by _____

Seconded by _____

That a secondary plan be created for McGregor (Ward 2) similar to those issued in Essex Centre, Harrow and Colchester South and as indicated in the Strategic Plan for this term of Council.

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 2015

265

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 third time and finally passed May 3, 2021.

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

18.2.1. By-Law 2017 267

Being a by-law for Declaration and Disposition of Surplus Lands by the Corporation of the Town of Essex legally described as First Street, Second Street on Plan 1461 and Erie Drive on Plan 1461 being unopened road allowances within the property municipally known as 225 County Road 50 East, Harrow.

Moved by _____

Seconded by _____

That By-Law 2017 being a by-law for Declaration and Disposition of Surplus Lands by the Corporation of the Town of Essex and providing for such land interest to be released or disposed of by way of direct private transfer to the abutting land owner in accordance with the provisions of By-Law Number 855 be read a first, a second and a third time and finally passed May 3, 2021.

18.2.2. By-Law 2018 269

Being a by-law to deem Registered Plan 1461 in the former Township of Colchester South, now in the Town of Essex, County of Essex as not being a registered plan of subdivision for the purposes of Subsection 50(3) of the Planning Act.

Moved by _____

Seconded by _____

That By-Law 2018 being a by-law to deem Registered Plan 1461 in the former Township of Colchester South, now in the Town of Essex, County of Essex as not being a registered plan of subdivision for the purposes of Subsection 50(3) of the Planning Act be read a first, a second and a third time and finally passed May 3, 2021.

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

18.3.1. By-Law 2019 271

Being a by-law to confirm the proceedings of the May 3, 2021, Regular Meeting of Council of The Corporation of the Town of Essex.

Moved by _____

Seconded by _____

That By-Law 2019 being a by-law to confirm the proceedings of the May 3, 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 May 3, 2021.

19. Adjournment

Moved by _____

Seconded by _____

That the meeting be adjourned at [TIME].

20. Future Meetings

20.1. Monday, May 10, 2021 - 3:00 - 5:00 PM Special Council Meeting

RE: Development Services Roundtable

Location: Electronic Meeting via Zoom

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

20.2. Monday, May 17, 2021 - 4:30 - 6:00 PM Special Council Meeting

RE: Introduction and Walkthrough of the Town's 2021 User Fee Study

Location: Electronic Meeting via Zoom

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

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 19, 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
- Cassandra Roy, Legislative Clerk, Legal and Legislative Services
- Nelson Silveira, Economic Development Officer
- Alex Denonville, Manager, Strategic Communications
- Rita Jabbour, Manager, Planning Services
- Jason Pillon, Deputy Fire Chief
- Rick Arnel, Fire Chief
- Jake Morassut, Manager, Parks and Facilities
- Edua Marczinko, Youth Council Member
- Ehva Hoffman, Youth Council Member

1. Call to Order

Mayor Snively called the meeting to order at 6:03 P.M.

2. National Anthem

3. Closed Meeting Report

Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk, provided a verbal report on the Closed Meeting held on April 19, 2021. He reported that Council met

electronically in Closed Session, on April 19, 2021 at 4:00 PM as permitted to do so by sections 239 (2) (b) and 239 (2) (c) of the Municipal Act.

At the Closed Meeting Council discussed personal matters about an identifiable individual, discussed a proposed acquisition of land by the municipality, and a proposed disposition of land by the municipality.

At this meeting Council gave direction to Administration to disclose in public session this evening that Council wishes Administration to send a letter of acknowledgement to the Essex-County Chinese Canadian Association regarding its recent media release received by the Town dated April 10, 2021.

Further, Council gave direction to Administration to disclose in public session that Council wishes Administration to send an invitation to the Greater Essex County School Board to schedule a meeting to discuss the former Harrow High School Property.

Lastly, Council gave direction to Administration to disclose in public session its intention to declare as surplus to the needs of the Municipality the properties known as First Street, and Second Street on Plan 1461 Colchester and that portion of Erie Street outlined in Plan 1461, and identified as property identification number 751880058, these properties collectively being unopened road allowances within the property commonly known as Caboto Park.

R21-04-144

Moved By Councillor Bjorkman

Seconded By Councillor Bowman

That Council declare the properties known as First Street, Second Street and the portion of Erie Street outlined in Plan 1461 (property identification number 751880058) as being surplus to the needs of the municipality; and

That Administration be directed further to bring to Council at the May 3, 2021 Regular Council Meeting a by-law authorizing the sale of those properties by way of direct sale to the abutting land owners being the current owner of the property commonly known as Caboto Park.

Carried

4. Declarations of Conflict of Interest

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

5. Adoption of Published Agenda

5.1 Regular Council Meeting Agenda for April 19, 2021

R21-04-145

Moved By Councillor Verbeek

Seconded By Councillor Garon

That the published agenda for the April 19, 2021 Regular Council Meeting be adopted with the following additions/amendments:

1. That a verbal report by Doug Sweet, Director, Community Services/Deputy CAO regarding Town of Essex facilities and the recent orders issued by the Province be added to the Agenda as Item 9.1;

- 2. That Agenda Item 12.1.1.3 be moved to Correspondence to be Considered for Receipt and Support and added as Agenda item 12.2.2;
- 3. That two Notices of Motion by Councillor Verbeek be added to the Agenda as Agenda Items 16.2.2 and 16.2.3 for presentment and to be brought back for Council’s consideration at the next Regular Meeting of Council.

Carried

6. Adoption of Minutes

6.1 Regular Council Meeting Minutes for April 6, 2021

R21-04-146

Moved By Deputy Mayor Meloche
Seconded By Councillor Bowman

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

Carried

7. Public Presentations

8. Unfinished Business

9. Reports from Administration

9.1 Director, Community Services/Deputy CAO, Doug Sweet Verbal Report

RE: COVID-19 Facilities

Doug Sweet, Director, Community Services/Deputy CAO, provided a verbal report regarding the recent Stay-at-Home order issued by the Province. Mr. Sweet advised that the Colchester Harbour, Colchester Beach, sports fields, skate parks, picnic areas and pavilions are now closed however outdoor playgrounds, parks, greenspace and washroom facilities remain open. Mr. Sweet further advised that the Town would continue to offer virtual programs while the recreational facilities are closed.

R21-04-147

Moved By Councillor Garon
Seconded By Councillor Bjorkman

That the verbal report by Doug Sweet, Community Services/Deputy CAO, be received.

Carried

9.2 Economic Development-2021-05

RE: Agritourism Development Strategy

In conjunction with this report, Trevor Jonas Benson, Vice President and Caroline Morrow, Senior Destination Development Officer from the Culinary Tourism Alliance provided Council with a high-level presentation/summary of the Agritourism Development Strategy detailing the immediate and short-term actions recommended in the report

R21-04-148

Moved By Councillor Bowman
Seconded By Councillor Bjorkman

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

That the presentation from Mr. Benson and Ms. Morrow of the Culinary Tourism Alliance be received; and

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

Carried

9.3 Economic Development-2021-03

RE: Building Report and Development Overview March 2021

R21-04-149

Moved By Councillor Bowman
Seconded By Deputy Mayor Meloche

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.

Carried

9.4 Economic Development-2021-04

RE: Community Improvement Plan Update (Quarter 1 2021)

R21-04-150

Moved By Councillor Bondy
Seconded By Councillor Garon

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.

Carried

9.5 Parks and Facilities-2021-02

RE: Free Menstrual Products at Two Recreational Facilities

R21-04-151

Moved By Councillor Verbeek
Seconded By Councillor Bjorkman

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.

Carried

9.6 Parks and Facilities-2021-03

RE: Refrigeration System at the Essex Centre Sports Complex

R21-04-152

Moved By Councillor Bowman
Seconded By Councillor Verbeek

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.

Carried

9.7 Planning-2021-08

RE: Site Plan Control Approval - 3900 North Malden Road

R21-04-153

Moved By Deputy Mayor Meloche
Seconded By Councillor Bowman

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

Carried

9.7.1 By-Law 2009

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

9.8 Planning-2021-09

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

Ms. Jabbour gave a detailed summary of her Report and answered the questions of Council in regards to same.

R21-04-154

Moved By Councillor Bowman

Seconded By Councillor Vander Doelen

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

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

Carried

10. Reports from Youth Members

Both Ms. Hoffman and Ms. Marczinko had nothing to report this evening

11. County Council Update

12. Correspondence

12.1 Correspondence to be received

R21-04-155

Moved By Deputy Mayor Meloche

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 Municipal Affairs and Housing

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

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

- 12.1.2 The Corporation of The Town of Amherstburg
RE: Amendments to the *Agricultural Tile Drainage Installation Act*
- 12.1.3 City of Kitchener
RE: Planning Act Timelines
- 12.1.4 Township of Essa
RE: Support - Bill 257, Schedule C
- 12.1.5 The Corporation of the Township of Hudson
RE: Support for Fire Departments
- 12.1.6 Harrow Early Immigrant Research Society
RE: Letter of thanks for Essex Community Partnership Fund donation
- 12.1.7 Canadian Transportation Museum and Heritage Village
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
RE: Paramedic Recognition Banners

R21-04-156

Moved By Councillor Bjorkman

Seconded By Councillor Bowman

That the correspondence from the County of Essex, Essex-Windsor Emergency Medical Services requesting that temporary banners be hung in Essex Centre and Harrow 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.

Carried

- 12.2.2 The Corporation of the Town of Amherstburg
RE: Universal Paid Sick Days in Ontario

R21-04-157

Moved By Councillor Verbeek

Seconded By Councillor Bondy

That the correspondence from The Town of Amherstburg and St. Catharines regarding universal paid sick days be received and supported, and

That a letter of support be sent to the Province of Ontario, The Town of Amherstburg and the City of St. Catharines.

A recorded vote was requested by Councilor Bondy.

	Support	Opposed
Mayor Snively		X
Deputy Mayor Meloche		X
Councillor Garon		X
Councillor Bowman		X
Councillor Verbeek	X	
Councillor Bjorkman	X	
Councillor Vander Doelen		X
Councillor Bondy	X	
Results	3	5

Defeated (3 to 5)

13. Committee Meeting Minutes

R21-04-158

Moved By Councillor Bowman

Seconded By Councillor Garon

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

Carried

13.1 Essex Municipal Heritage Committee - February 25, 2021

13.2 Essex Police Services Board - March 4, 2021

13.3 Arts, Culture and Tourism Committee - March 10, 2021

13.4 Committee of Adjustment - March 16, 2021

13.5 Court of Revision - March 17, 2021

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

R21-04-159

Moved By Mayor Snively
Seconded By Councillor Verbeek

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.

Carried

16.1.2 Councillor Bondy

RE: Safe and Reliable Supply of Electricity from Hydro One

R21-04-160

Moved By Councillor Bondy
Seconded By Councillor Garon

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.

A recorded vote was requested by Councilor Bondy:

	Support	Opposed
Mayor Snively	X	
Deputy Mayor Meloche	X	
Councillor Garon	X	
Councillor Bowman	X	
Councillor Verbeek	X	
Councillor Bjorkman	X	
Councillor Vander Doelen	X	
Councillor Bondy	X	
Results	8	0
Carried (8 to 0)		

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

That the Town of Essex Council recognizes significant dates such as special milestone anniversaries and birthdays for members in our community.

16.2.2 Councillor Verbeek

RE: Fill By-Law

Moved By Councillor Verbeek

That when permits are issued in accordance with By-Law 1799 referred to as the Fill By-Law that such permits only be extended or renewed once after the initial permit to limit the negative impact the ongoing extensions are having on community residents and roadways.

16.2.3 Councillor Verbeek

RE: Secondary Plan for McGregor

Moved By Councillor Verbeek

That a secondary plan be created for McGregor (Ward 2) similar to those issued in Essex Centre, Harrow and Colchester South and as indicated in the Strategic Plan for this term of Council.

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

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

R21-04-160

Moved By Deputy Mayor Meloche

Seconded By Councillor Bowman

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.

Carried

18.1.2 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

R21-04-161

Moved By Councillor Bjorkman

Seconded By Councillor Garon

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.

Carried

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

18.2.1 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.

R21-04-162

Moved By Councillor Bowman

Seconded By Councillor Bjorkman

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.

Carried

18.2.2 By-Law 2010

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

R21-04-163

Moved By Councillor Garon

Seconded By Councillor Bowman

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.

Carried

18.2.3 By-Law 2014

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

R21-04-164

Moved By Councillor Bondy

Seconded By Councillor Vander Doelen

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.

Carried

18.3 By-Laws that require a first and second reading

18.3.1 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

R21-04-165

Moved By Councillor Bjorkman

Seconded By Councillor Garon

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.

Carried

19. Adjournment

R21-04-166

Moved By Deputy Mayor Meloche

Seconded By Councillor Verbeek

That the meeting be adjourned at 8:15 P.M.

Carried

Mayor

Clerk



Report to Council

Department: Office of the CAO
Division: Office of the CAO
Date: May 3, 2021
Prepared by: Chris Nepszy, CAO
Report Number: Office of the CAO-2021-01
Subject: E.L.K. Valuation Request
Number of Pages: 4

Recommendation(s)

That Report Office of the CAO-2021-01 entitled "E.L.K. Valuation Request prepared by Chris Nepszy, CAO dated May 3rd, 2021 be received, and

That Council requests the Board of E.L.K. Energy Incorporated (E.L.K.) to obtain and fund a valuation of E.L.K. Energy Incorporated.

Purpose

Council direction is required in order to request the Board of E.L.K. to obtain and fund a valuation of E.L.K..

Background and Discussion

In 2009, the Town of Essex bought out the respective shareholder interests of its former municipal partners, Town of Lakeshore and Town of Kingsville thus becoming the sole shareholder of E.L.K. **Energy Inc. (hereinafter "E.L.K.").**

As a separate corporate legal entity it is important to note that E.L.K. operates completely autonomous from the Town of Essex. The Town of Essex role in comparison with the operations of E.L.K. is limited to that of a shareholder of a corporation. This means that all operations of E.L.K. are overseen not by its Shareholder, but by its appointed board of directors and further the day to day operations/management are carried out by the officers of the Corporation hired by the Board. As such, while the members of Essex Town Council have been elected to serve their residents, the members of Essex Town Council who are appointed to the E.L.K. Board may also at times have to act independently from their Councillor role. This is because such members have a duty to act in the best interests of the E.L.K. Corporation when serving on the Board.

During the past term of Council, questions arose regarding the differences/intricacies and ultimate responsibilities of Council, as the collective body that represents the Town of Essex as the shareholders of E.L.K. versus the individual Councillors who are also appointed E.L.K. Directors functioning to serve the board and the best interests of the E.L.K Corporation.

As a result Administration recently held a successful joint information session with both the Town of Essex and E.L.K. administration providing a complete overview regarding these functions and their relationship.

In a separate discussion at the regular meeting of July 8th, 2020, Council acknowledged E.L.K. as a town asset and further noted that knowing its value is important to the Town, and thus Council passed a resolution that provided direction to Town Administration to investigate the obtaining of a valuation of E.L.K.

The valuation of a business is the process of determining the current worth of a business, using objective measures, and evaluating all aspects of the business.

A business valuation might include an analysis of the company's management, its capital structure, its future earnings prospects or the market value of its assets. The tools used for valuation can vary among evaluators, businesses, and industries. Common approaches to business valuation include a review of financial statements, discounting cash flow models and similar company comparisons.

As noted above, E.L.K. legally operates autonomously from the Town of Essex. Council in its role as Shareholder would have to request the duly appointed E.L.K. board to obtain a valuation of E.L.K.

Financial Impact

As sole stakeholder wanting to understand the valuation of E.L.K., Council is able to request the board to finance the valuation, and as a result there would be no direct financial impact to the Town. In our preliminary investigation the cost of a valuation would be in the range of \$20,000.

Consultations

Jeffrey R. Morrison, Director, Corporate Services / Treasurer

Doug Sweet, Deputy CAO

Rob Auger, Town Solicitor/Clerk

Link to Strategic Priorities

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



Report to Council

Department: Office of the CAO
Division: Legal and Legislative Services
Date: May 3, 2021
Prepared by: Robert W Auger, Town Solicitor, Legal and Legislative Services/Clerk
Report Number: Legal and Legislative Services-2021-09
Subject: Municipal Election Proxy Procedures Policy
Number of Pages: 4

Recommendation(s)

That Legal and Legislative Services-2021-09 entitled "Municipal Election Proxy Procedures Policy" prepared by Robert W Auger dated May 3, 2021, be received and

That the Town of Essex Proxy Procedures Policy attached hereto to this Report be adopted as presented.

Purpose

After a Municipal Election and as part of the preparation process for the following general municipal election it is standard practice to conduct a review of election related by-laws, policies and procedures currently in place. This review is normally conducted with a view towards determining if amendments should be made either in response to current or updated legislative requirements or as a result of necessary or recommended changes identified by the Clerk as part of his legislative role under the Municipal Elections Act (MEA).

Council at its September 3, 2019 meeting, further directed Administration (via Resolution R19-09-376) to review and report back on said election policies, procedures and by-laws.

This Report makes a recommendation for a new Policy to be adopted as it relates to Proxy Vote Procedures in a Municipal election or By-election. Section 44 of the Municipal Elections Act sets out the legislative requirements for the appointment of a voting proxy.

This Policy as proposed recommends additional voting proxy requirements that will apply to a Town of Essex Municipal Election or By-Election.

Background and Discussion

Proxy voting is the procedure by which a qualified elector may appoint another person who is a qualified elector in the same Municipality to vote on their behalf in a Municipal election. The rules and qualifications surrounding “Proxy Voting “ are set out in Section 44 of the Municipal Elections Act and the prescribed or required form to legally appoint someone to be their voting proxy is *Form 3: Appointment for Voting Proxy*, which is a form mandated by the Ministry of Municipal Affairs. Any proposed changes to the Provincial requirements surrounding Proxy Voting or its mandated forms must be made at the Provincial level and cannot unilaterally be made by the Clerk of the Town of Essex. However while the Clerk cannot change the provincially mandated requirements , the Clerk does have the authority to implement additional procedures for Town of Essex elections surrounding the proxy vote process which additional procedures would still be in keeping with the Section 44 voting proxy rules and Form 3 as established and mandated by the Province .

Attached to this Report is the proposed Town of Essex Proxy Procedures Policy. The main highlights to this proposed policy are the following:

- **The Clerk’s Office will only** issue the required Form 3 directly to qualified electors who make a request (directly to the Clerk’s Office) that they wish to appoint another person to vote on their behalf;

- Only Proxy Application Forms that have been issued directly with serial number stamp by the Clerk's Office will be accepted for certification;
- The person appointed as a Proxy will additionally be required to bring with them when they apply for certification, proof of identification of the elector who appointed them. This is now in addition to the declaration and oath that they are already required to provide; and
- Proxy Form Applications will no longer be received, processed and certified at the voting location itself. If a person wishes to be certified as a Proxy they will first need to go to Town Hall during designated hours for certification directly at the Clerk's office.

The overall result of the new proposed Policy and its implementation should be better controls in place with respect to the Proxy Vote process, a process which remains vitally important for in person voting and ensuring access to the democratic process.

The implementation process associated with this proposed policy will also include extensive public education messaging about the process and its legal requirements.

Financial Impact

At this time there is no financial impact associated with this Report as it is being provided for adoption and information purposes only. Budgetary impacts associated with any revised or new policies that are to be implemented in connection with or as a result of this report will be assessed in accordance with the 2022 Budget.

Consultations

N/A

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.



Policy Manual

Section:	Office of the Chief Administrative Officer
Subject:	Municipal Election Proxy Procedures Policy
Policy Number:	043
Approval Date:	May 3 2021
Approved By:	Resolution No. R21-xx-xxx
Prepared By:	Town Solicitor, Legal and Legislative Services/Clerk

1.0 Objective

To establish, over and above the legislative requirements of Section 44 of the Municipal Elections Act, enhanced Town of Essex procedures for issuing and certifying voting proxy applications in a municipal election or by-election. The objective is also to ensure that the election services provided by the Town of Essex respond to and meet the needs of the community.

2.0 Application and Purpose

This Policy is to create a framework of responsibilities and will apply where applicable to all election officials, members of the public, candidates, registered third party advertisers and electors during Town of Essex municipal elections or by-elections conducted by the Clerk.

Legislative Reference and Authority

Proxy voting is the procedure by which a elector qualified to vote may appoint another person who is a elector qualified to vote in the same Municipality to vote on their behalf in a Municipal election. The rules and qualifications surrounding "Proxy Voting " are set out in Section 44 of the Municipal Elections Act, S.O. 1996, c. 32

(hereafter: “the Act” or “MEA”) . For reference purposes this section has been excerpted from the Act and is set out in Schedule A to this Policy. The current prescribed form to legally appoint someone to be their voting proxy is *Form 3: Appointment for Voting Proxy (hereinafter “Proxy Application Form”)*, which is a form mandated by the Province (Ministry of Municipal Affairs). For reference purposes, a current copy of this Form 3 is attached as Schedule B to this Policy.

Section 44 of the Act and Proxy Application Form set out the minimum requirements for the appointment of a voting proxy.

This Policy prescribes additional voting proxy requirements that will apply to a Town of Essex Municipal Election or By-Election. The authority for the ability to prescribe additional requirements is set out in Section 12 of the MEA as follows:

Powers of clerk

12 (1) A clerk who is responsible for conducting an election may provide for any matter or procedure that,

(a) is not otherwise provided for in an Act or regulation; and

(b) in the clerk’s opinion, is necessary or desirable for conducting the election. 1996, c. 32, Sched., s. 12 (1).

3.0 Definitions

Clerk-means the Clerk of the Municipality as defined under the Municipal Act and may include their designates thereof, who is responsible for conducting municipal elections under authority of the MEA.

Election Official-means the Clerk or other person(s) appointed by the Clerk to carry out election duties under the authority of the MEA.

Elector qualified to vote- means a person who, on the day of the election, is 18 years of age or older, a Canadian citizen; and either a resident of the municipality or a

property owner or tenant or the spouse or same sex partner of an owner or tenant in the municipality during a specified time just before the election.

Relative- mean the parent, grandparent, child, grandchild, sibling or spouse of the elector appointed.

Voters List-means the Preliminary List of Electors eligible to vote, as corrected by the Clerk under the provisions of Section 22 of the MEA.

Voting Day-means the final day on which the final vote is to be in an election such date being established by the MEA and its regulations.

Voting Place/Location-means the locations designated by the Clerk to accommodate Voting by electors qualified to vote during the voting period (s).

Proof of identification- means proof of identification and residence as prescribed in O. Reg. 304/13 of the Act.

Essex Municipal Building/Clerks Office – means the Town of Essex Town Hall location at 33 Talbot Street South, Essex Ontario, N8M 1A8

4.0 General

- (1) Any elector qualified to vote in the Town of Essex may appoint another elector qualified to vote as their voting proxy.
- (2) The appointment of a voting proxy can only be made after the later of the final date for withdrawal of candidate nominations and the date all candidate nominations have been certified by the Town Clerk, such dates being set by the MEA and its regulations (the “Appointment Commencement Date”).
- (3) An elector may act as a proxy for:
 - (a) one other elector qualified to vote who is not a relative; or
 - (b) one or more electors qualified to vote who are relatives, using separate

proxy Application Forms for each. Relatives are currently defined under the MEA to mean the parent, grandparent, child, grandchild, sibling or spouse of the elector appointed.

- (4) Only an elector qualified to vote who wishes to appoint a voting proxy may request and obtain a Proxy Application Form that is to be marked as being issued from the Town of Essex Clerks office or from such other designated election officials appointed by the Clerk (hereinafter collectively the "Clerks Office").
- (5) Only Proxy Application Forms marked and issued by the Clerks Office will be eligible for certification by the Clerk. Any Proxy Applications forms submitted for certification that have not been requested through the Clerks Office and not marked as issued by the Clerks Office will not be accepted for certification.
- (6) Candidates will be instructed to refer any Proxy Application Form requests to the Clerks Office. Proxy Application Forms marked and issued by the Clerks Office will not be provided to candidates, although candidates may request a proxy or act as a proxy in their own right.
- (7) On the date (s) of any Advance Vote (s) Proxy Application Forms can only be presented for certification at the Essex Municipal Building Clerks Office which will be open for such purposes between the hours of 12 p.m. to 5 p.m. Proxy Application Forms that are presented for certification at the Voting Place location will not be accepted. Only certified Proxy Application Form forms will be received by election officials at the Voting Place location(s).
- (8) Copies of the Proxy Application Forms are public documents, which may be inspected by any person upon request to the Clerks Office.

5.0 Issuing a Proxy Application

- (1) An elector who wishes to appoint a voting proxy may upon or after the Appointment Commencement Date:
 - (a) Contact the Town of Essex Clerks office to request a Proxy Application Form 3 to be marked and issued by the Clerks Office and mailed/emailed; or
 - (b) Request a Proxy Application Form be marked and issued in person at the Essex Municipal Building Clerks Office or at such other location that may be designated by the Clerks Office (other than the Voting Place location) during the following times:
 - i. 8:30 a.m. to 4:30 p.m., Monday to Friday, excluding statutory holidays up to but not including Voting Day, or
 - ii. 12:00 p.m. to 5:00 p.m. on the day of an Advance Vote.
- (2) Prior to issuing a Form 3 proxy application, the Clerk or designated election official shall:
 - (a) check the voters' list to determine whether the elector making the appointment is on the list. If the voter is not on this list, an amendment application to be added to the Voters list if applicable must first be made and completed;
 - (b) Complete Box A on the Form 3 proxy application;
 - (c) Assign, record and mark a Town of Essex serial number for the proxy application. This serial number will be entered into Town of Essex *Register of Proxy Appointments*;
 - (d) give or mail/email to the elector the marked and issued proxy application and any applicable forms.

- (e) Please note that for any Proxy Application Form requests, the Clerks Office reserves the sole discretion and right to require any such further information as it may reasonably require in order to confirm the Proxy Application Form Request by the elector making appointment.

6.0 Completing a Proxy Application

- (1) The elector making the appointment shall then complete in full Box B and Box C of the marked and issued Proxy Application Form. The electors must identify themselves, identify the appointed voting proxy and attest to their relationship, if any.
- (2) The name of the voting proxy to be appointed must be completed at the time the elector making the appointment signs the statement in Box C of the Proxy Application Form . It is unlawful to sign a proxy application without first completing Box B to indicate the Elector to be appointed as the voting proxy.
- (3) The elector making the appointment shall then provide the completed proxy application and an original or photocopy of Proof of their identification to the appointed voting proxy who shall bring the same in person to the Clerk's Office for Certification.

7.0 Certifying a Proxy Application

- (1) The elector who has been appointed as voting proxy shall then present the completed proxy application, an original or photocopy of the identification of the elector who appointed them and an original of their own identification, in person, to the Clerks Office at the Essex Municipal Building or at a location that may be designated by the Clerks Office (other than a Voting Place location (s)) and appear before the Clerk or designated election official for certification during the following times:
 - (a) 8:30 a.m. to 4:30 p.m., Monday to Friday, excluding statutory holidays up to

but not including Voting Day, or

- (b) 12 noon to 5:00 p.m. on any day of an advance vote.
- (c) Under no circumstances can a Proxy Form 3 Application be presented for certification at the Voting Place location (s).

(2) The Clerk or designated election official then shall:

- (a) check the identification of both the elector making the appointment and the voting proxy to verify their names and qualifying addresses and that the identification matches the names and addresses on the proxy application;
- (b) check the voters' list to verify that both the elector making the appointment and the voting proxy are on the list,
- (c) if the elector making the appointment or the appointed voting proxy is not on the voters' list, they will need to firstly be added to the voters' list by completing the application to be added to the voters list.
- (d) complete the ward and voting subdivision numbers for both the elector making the appointment and the voting proxy, where required on the Proxy Form Application;
- (e) have the appointed voting proxy read and sign the declaration on the proxy application;
- (f) date and sign the declaration and stamp it with Commissioner stamp if applicable and/or apply a Town of Essex stamp/seal; and
- (g) give the voting proxy the certified proxy application and instruct them to take the form to the voting place location of the elector making the appointment.

Please note that for any Proxy Application Form certifications, the Clerks Office reserves the sole discretion and right to require any such further information as it

may reasonably require in order to confirm the Proxy Application Form Certification.

8.0 Process at the Voting Place

- (1) The voting proxy will take the certified proxy application to the voting place of the elector making the appointment.
- (2) The designated election official shall ask the voting proxy to present the certified proxy application, along with acceptable identification. The voting proxy is not required to present the identification of the elector making the appointment.
- (3) To be valid, the certified proxy application must be completed, signed by the designated election official and have the Commissioner stamp and Election Services' seal.
- (4) The designated election official shall verify that the voting proxy's identification matches the information on the certified proxy application. If the voting proxy's identification matches, they will be asked to give an oral oath on the proxy application affirming they are the appointed voting proxy, they have been instructed by the elector to vote on their behalf and they are doing so in good faith. They will then be given a ballot and can proceed to vote.
- (5) If the voting proxy's identification does not match or the appointed voting proxy does not present acceptable identification, they will not be issued a ballot.
- (6) If the voting proxy is an eligible elector entitled to vote in their own right at the same voting place as the elector making the appointment, the designated election official will ask the voting proxy to firstly vote in their own right.

SCHEDULE A

Taken from Section 44 of the *Municipal Elections Act*, S.O. 1996, c. 32:

Appointment of voting proxy

44 (1) A person who is entitled to be an elector in a local municipality may appoint another person who is also so entitled as his or her voting proxy, using the prescribed form. 1996, c. 32, Sched., s. 44 (1).

Restrictions

(2) A person shall not,

(a) appoint more than one voting proxy;

(b) act as a voting proxy for more than one other person. 1996, c. 32, Sched., s. 44 (2).

Spouses, etc.

(3) The restriction in clause (2) (b) does not apply if the proxy and the other person are spouses or siblings of each other, parent and child, or grandparent and grandchild. 1996, c. 32, Sched., s. 44 (3); 1999, c. 6, s. 43 (3); 2005, c. 5, s. 46 (3).

Timing

(4) A person shall not appoint a voting proxy for an election until the later of,

(a) the time for the withdrawal of nominations under section 36 has expired for all offices for which the election is being conducted; and

(b) the time when the clerk has certified all persons qualified to be nominated under subsection 35 (2). 2016, c. 15, s. 33.

Same

(4.1) An appointment under subsection (4) does not remain in effect after voting day of the election. 2016, c. 15, s. 33.

Application for clerk's certificate

(5) A person who has been appointed a voting proxy shall,

(a) complete an application in the prescribed form, including a statutory declaration that he or she is the person appointed as a voting proxy; and

(b) present the application and the appointing document to the clerk at the clerk's office, or any place designated by the clerk, in person. 1996, c. 32, Sched., s. 44 (5); 2002, c. 17, Sched. D, s. 15 (2).

Time and place

(6) The application may be presented at any time when the clerk's office or other place designated by the clerk is open; on the day of an advance vote held under section 43, the clerk's office and any other place designated by the clerk shall be open for this purpose from noon to 5 p.m. 2002, c. 17, Sched. D, s. 15 (3).

Certificate

(7) If satisfied, after considering the application, that the person who appointed the voting proxy is entitled to do so and that the person appointed is entitled to act as the other's voting proxy, the clerk shall apply a certificate in the prescribed form to the appointing document. 1996, c. 32, Sched., s. 44 (7).

Production of certified appointing document

(8) A person may vote as a voting proxy only if he or she,

(a) produces to the deputy returning officer the appointing document with the clerk's certificate; and

(b) takes the prescribed oath. 1996, c. 32, Sched., s. 44 (8).

Voting in own right

(9) A person who votes as a voting proxy is also entitled to vote in his or her own right. 1996, c. 32, Sched., s. 44 (9).

Instructions

- Prepare the completed form in duplicate.
- Who may use this form

Any qualified elector may use this form to appoint another person who is a qualified elector in the same municipality to vote on their behalf. The appointment of the voting proxy can only be made after the final opportunity for withdrawal of nominations and after all nominations have been certified.

Under section 44 of the *Municipal Elections Act, 1996*, an elector may act on behalf of one other qualified elector who is not a relative or on behalf of one or more qualified electors who are relatives. In the case where an elector is acting on behalf of a number of qualified electors who are relatives, separate proxy forms are required. A relative means the parent, grandparent, child, grandchild, sibling or spouse of the elector appointed.

Even if an elector is eligible to vote in more than one municipality the elector can only vote as a proxy for one non-relative.

This form is a public record and the copy on file with the clerk may be inspected by any person.

- This form should be completed in the following manner:

STEP 1: Complete Boxes A, B and C

Boxes A, B and C require the elector making the appointment to identify themselves and the individual being appointed to vote on the elector's behalf and to attest to their relationship.

The name of the elector appointed must be filled in at the time the elector making the appointment signs the statement. It is unlawful to sign this proxy form unless Box B is completed.

STEP 2: Present duplicate copies to the clerk or designate

The elector appointed must present both copies of this form in person to the clerk at the clerk's office, (or other location designated by the clerk) during normal office hours, or during the hours of noon to 5 p.m. on any day of an advance vote.

The clerk may require proof of identity of the elector appointed (including citizenship), before certifying the proxy.

STEP 3: Take original form to voting place

After certification, the clerk will return the original copy of the form to the elector appointed to be taken to the voting place to receive the proxy ballot.

STEP 4: Oral Oath

Once at the voting place you will be required to take an oral oath attesting that you are in fact the appointed elector. Once complete you will vote on behalf of the elector whom you were appointed by.

Box A: Elector Making Appointment

Municipality		For office use (initial after voters' list has been checked)	
Ward name or no. (if any)		Voting subdivision number (if known)	
Elector Making Appointment Last Name or Single Name		Given Name(s)	
Full address within this municipality			
Suite/Unit No.	Street No.	Street Name	
Municipality	Province	Postal Code	

Box B: Elector Appointed

Municipality		For office use (initial after voters' list has been checked)	
Ward name or no. (if any)		Voting subdivision number (if known)	
Elector Appointed Last Name or Single Name		Given Name(s)	
Full address within this municipality			
Suite/Unit No.	Street No.	Street Name	
Municipality	Province	Postal Code	
Relationship of Elector Appointed to Elector Making the Appointment (check one only)			
<input type="checkbox"/> Related (parent, grandparent, child, grandchild, sibling or spouse)			
<input type="checkbox"/> Not related			

Box C: Statement of Elector Making Appointment

I, the undersigned, a qualified elector in the above municipality, do hereby appoint _____
(person named in Box B), to vote on my behalf and, if related, do attest to their relationship to me.

Signature of the Elector Making Appointment _____ Date (yyyy/mm/dd) _____

Note: It is unlawful to sign this proxy form until Box B is completed.

The name of the elector appointed **must** be filled in at the time the elector making the appointment signs the statement.

Box D: Declaration By Elector Appointed (to be completed in the presence of the clerk or designate at the clerk's office or other designated location)

I, the undersigned, a qualified elector in the above municipality, affirm that I have been appointed to vote in good faith and have been instructed to do so on behalf of the elector who made the appointment and, that I have not been previously appointed to vote on behalf of any other non-related person.

Declared before Clerk or Commissioner

in the _____
on (yyyy/mm/dd) _____

Signature of Clerk or Commissioner, etc.

Signature of Elector Appointed

Box E: Certification by Clerk

I hereby certify that the elector making the appointment is qualified to vote in this municipality and that the elector appointed is a qualified elector in this municipality and is authorized to vote on behalf of the elector making the appointment.

Signature of Clerk or Designate _____

Date of Certification (yyyy/mm/dd)

Note: Clerk may require proof of identity of elector appointed before certifying proxy. This form is a public record and the copy on file with the clerk may be inspected by any person.

Box F: Oral Oath

I swear or solemnly affirm:

- that I am the elector appointed; and
- that I am voting in good faith on behalf of the elector who made the appointment; and
- I have not been previously appointed to vote on behalf of any other non-related person.



Report to Council

Department: Office of the CAO
Division: Communications
Date: May 3, 2021
Prepared by: Alex Denonville, Manager, Strategic Communications
Report Number: Communications Report 2021-01
Subject: Quarterly Update on EssexWorks Platform and Customer Service Improvements
Number of Pages: 6

Recommendation(s)

That Communications Report 2021-01, entitled Update on EssexWorks System prepared by Alex Denonville, Manager, Strategic Communications, dated May 3, 2021 **be received**.

Purpose

To update Council on the usage of the Essex Works Report a Problem System, provide a summary of problems reported, methods of reporting, as well as an update on process improvements and analysis of response times.

Background and Discussion

At the May 6, 2019 Regular Meeting, Council approved a \$6,000 expenditure, utilizing funds from the March 2019 Municipal Modernization Grant, for the implementation of an Online Service Request System in the Town of Essex.

In March of 2020, the Town launched the product of that grant application, the EssexWorks Online Report a Problem platform. The platform utilizes a digital **form on the Town's** website and integrates citizen service requests directly into the CityWorks work order software. Since its launch, citizens have been able to submit information using their home computers or smart mobile devices. Council also received an update on the usage of the system at their October 19, 2020 Regular Meeting.

Since the launch of the system, and as part of a broader effort to improve customer service and identify opportunities for tracking and analyzing operations, administration has continued to seek to improve EssexWorks. With feedback provided by members of the public and Council, a number of improvements have been made.

First, two new problem categories have been created to reflect common submissions:

"Damaged Mailbox" and "Hazard Trees."

Next, prior to November 2020 Town staff were utilizing two parallel work order tracking domains in CityWorks, with one derived from online submissions made through the EssexWorks portal, and the other derived from resident phone calls received by frontline staff. In order to simplify the process, work orders are now tracked under a single domain, which has a number of benefits, including:

- Citizens who call in issues are now able to receive follow-up notices via email, if requested. Follow-up notifications were not consistently conducted prior to this process update and citizens would often call back to request additional information.
- Divisional managers no longer need to track work orders in two domains, which has reduced administrative time.
- Capturing all submissions under one system **improves administration's ability to** monitor and analyze issues over time. Looking ahead for instance, managers may use prior year submissions to inform budget and operational planning for future years. This single domain also improves reporting to both Members of Council and the general public.

The final process improvement is specific to submissions made which are related to public infrastructure maintained by E.L.K. Energy Inc (ELK). Previously, problem submissions, such as burnt out streetlights, would be forwarded to ELK Energy and closed by Town of Essex staff. After feedback from submitters who identified that even though their submission had been **“closed” the work had not yet been** completed, administration met with ELK representatives and amended the internal process to treat ELK like other contractors who conduct work on behalf of the Town of Essex. Under the new process, Town staff receive and assess the request then forward the information to ELK. The original submission is only closed once a response from ELK is received. Frontline staff in the relevant departments have also been added to the contact list for ELK’s responses to ensure submissions can be closed as quickly as possible. While the overall process may increase average response times, it better reflects how the Town is responsible for the submissions made. It is also consistent with how other work involving contractors is treated.

Summary of Submissions and Response Times

The following section provides a summary of the submissions and average response and notification times. The three month period of January 1 to March 31 was chosen to align Council reporting to the calendar year and capture the period in which the above noted process improvements had been implemented. For reference, the Town received 117 submissions between September and December of 2020, with an average notification time of 28 days.

In the three month period between January 1, 2021 and March 30, 2021, Town staff received a total of 155 submissions, with 48 submitted via the online EssexWorks portal and 107 submitted over the phone. The attached pie chart breaks down these submissions by category.

On average, it took Town staff six days to complete work and 19 days to close a submission. Of all submissions, 18 per cent were closed within three days or less and 54 per cent were closed within two weeks or less. At the time of reporting, 16 submissions remained open.

It should be noted that there are some limitations to the data. Some submissions, for instance, may be closed quickly if they are not related to the Town of Essex (eg. problem with a County of Essex roadway.) Other statistics do not capture some of the operational details which contribute to responding to submissions and conducting work. Some work, tree trimming or **hydrant painting for example, is only conducted seasonally and “in bulk,”** so submissions related to those issues may not be closed for an extended period of time. Property standards submissions also require significant staff time to investigate properties and follow through with subject property owners. That said, administration and staff members who utilize the EssexWorks system are continuously seeking opportunities to improve internal processes and provide better service to customers and citizens.

Moving forward, administration will provide similar quarterly summaries as well as an annual report on EssexWorks submissions and other customer service improvements.

Financial Impact

N/A

Consultations

N/A

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:	Update on Essex Works System.docx
Attachments:	- Essex Works Summary Jan 1 to March 30 2021.pdf
Final Approval Date:	Apr 28, 2021

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

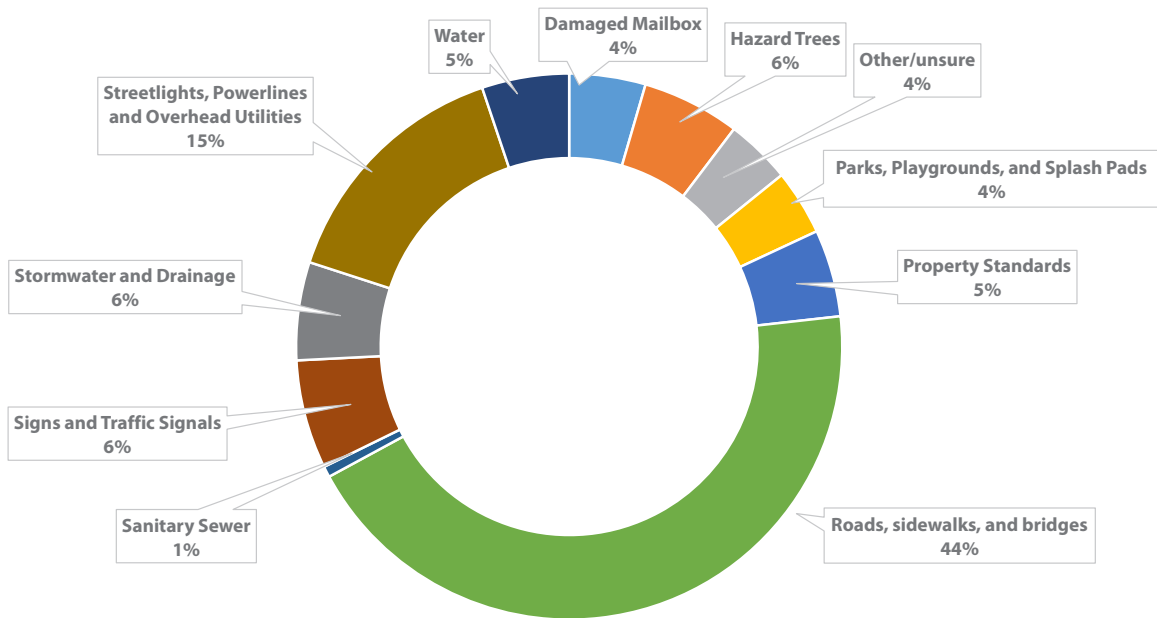
A handwritten signature in black ink, appearing to read "Chris Nepszy".

Chris Nepszy, Chief Administrative Officer - Apr 28, 2021 - 9:19 AM

Submission Overview

January 1 to March 31, 2021
155 total submissions

Submission Breakdown by Category



Action Metrics

Average Time to Action

6 days

This is the average number of days from when the problem is submitted to when the work is completed by Town staff.

Action in Three Days or Less

50%

This is the percentage of submissions where work is completed within three days or less from the time of submission.

Notice Metrics

Average Time to Notice

19 days

This is the number of days from when the problem is submitted to when the work order is closed and the citizen is notified.

Notice in Two Weeks or Less

54%

This is the percentage of submissions where the citizen is notified of completed action within two weeks or less.



Report to Council

Department: Corporate Services
Division: Finance and Business Services
Date: May 3, 2021
Prepared by: Katelynn Giurissevich, CPA, CA, Manager, Finance and Business Services
Report Number: Finance and Business Services-2021-05
Subject: COVID-19 Financial Impact at December 31, 2020
Number of Pages: 18 (including attachment)

Recommendation(s)

That Finance and Business Services- 2021-05 entitled COVID-19 Financial Impact at December 31, 2020 prepared by Katelynn Giurissevich, CPA, CA, Manager, Finance and Business Services dated May 3, 2021 be received.

Purpose

To provide Council with the estimated financial impact of the COVID-19 pandemic as of December 31, 2020.

Background and Discussion

The extraordinary nature of the COVID-19 pandemic has and will continue to impact the **Town's financial position for the foreseeable future, the degree is uncertain.**

Council and administration have monitored and continue to monitor the COVID-19 environment and the impacts as a result of COVID-19. Measures were introduced throughout

the onset of the pandemic, throughout 2020, and have continued into 2021 to ensure the health and safety of staff and residents. Additional measures attempted to provide economic relief where possible.

Timeline of Events

On March 11th, 2020 COVID-19 was declared a pandemic by the World Health Organization.

Immediately following the emergency declaration, Administration put into place processes to track the financial impact that may be experienced due to the pandemic. This included the creation of an Emergency Event cost centre which would allow the Town to quantify additional and non-budgeted expenditures, and or costs associated with the COVID-19 pandemic.

On March 16th, at a special meeting of Council, Council approved the waiver of penalty and interest on property tax and interest on water and sanitary accounts, to provide financial relief to residents.

On March 17th, the Government of Ontario declared a state of emergency which included the closure of indoor recreational programs, indoor dining, public libraries, schools, and daycares. It also introduced a gathering limit to help reduce the transmission of the disease.

On March 18th, following the emergency order, all Town facilities were closed to the public. **Staff at Town offices were redeployed to multiple facilities or used a temporary “work-from-home” model to ensure the proper social distancing guidelines were being followed.** As a result of the closures, all Town recreational programming and rentals were cancelled until further notice.

On March 22nd, the County of Essex and all lower-tier municipalities, including the Town of Essex, declared a state of emergency. Administration worked with neighboring municipalities to ensure a consistent approach in the fight against COVID-19.

On March 25th, more orders were introduced including the closure of all “non-essential businesses” as well as outdoor recreational programs or facilities.

On April 27th, the Government of Ontario unveiled its “Framework for Reopening our Province”. The framework laid out three stages of reopening, which required assessments at the provincial level before a region was permitted to move into the next stage.

On May 4th, Council approved the recommendation of the Essex Fun Fest Committee to cancel the 2020 Essex Funfest.

On May 19th the province, including the Town of Essex, entered Stage 1 of the framework.

Effective June 1st, the Town began reopening administrative buildings to the public with several new protocols, following the guidance of the local Health Unit. All non-sport field parks and beaches, as well as the Harbor, were reopened for passive use only.

Throughout June, business owners were encouraged to apply for reimbursement of patio or outdoor expansion through the Town’s “Community Improvement Plan”. On June 15th, Council approved the creation of the “Digital Grant Program” to assist local business in digital marketing and online sale expansion.

On June 25th, the Town of Essex entered Stage 2, which permitted the reopening of certain businesses including hair and beauty, personal services, as well as restaurants and bars for outdoor dining.

On July 6th, the “Business Relaunch Fund” was approved by Council to assist eligible business owners in their safe reopening. This program was the first of its kind in Essex County and neighboring municipalities have since launched their own concept.

On July 27th, the Government of Ontario announced funding of up to \$4 billion in emergency assistance for municipalities through the Safe Restart Agreement.

Although the reporting period for this report is for month ending July 31, 2020, it is important to note the following events since this date, which include:

On August 12th, the Town of Essex was moved into Stage 3 by the Government of Ontario. This meant that non-essential businesses and other previously closed facilities, were able to re-open with increased social distancing measures and health and safety protocols, as **recommended by the local Health Unit. Some “larger scale” or higher risk venues are still not permitted for reopening.**

On August 12th, the Town received further details on the funding investment through the federal-provincial Safe Restart Agreement. For the municipal operating stream, \$1.39 billion will be available to address pressures and local needs arising from COVID-19. The funding will be allocated in two phases: 50% in Phase 1 for all municipalities based on household count, and 50% in Phase 2 for municipalities that require additional funding.

On September 28th, **Premier Doug Ford states that the province has entered the “second phase” of the coronavirus pandemic.**

On October 9th, under Phase 1 of the Safe Restart Agreement, the Town received \$543,800. Excess funding is required to be placed into reserves for future costs or pressures as a result of the pandemic. Reporting will also be required with details on the 2020 COVID-19 operating costs and pressures as well as the overall 2020 financial position. To date, the required reporting and submission thereof has not been received by the Town for completion.

On November 3rd, the province releases a five-tiered colour system for determining the regulations in place of geographic zones dependent on their current pandemic state. Green (standard measures) **being “prevent”, Yellow (strengthened measures) being “protect”, Orange (intermediate measures) being “restrict”, Red (stringent measures) being “control”, and Grey (maximum measures) being “lockdown”.**

On December 11th, Windsor-Essex moves into lockdown under this new system.

On December 21st, a province wide shutdown is announced to commence Boxing Day and end 4 weeks after that date for certain Southern Ontario zones and 2 weeks after that date for Northern Ontario zones.

December 28th, an announcement is made detailing that vaccinations are in the beginning stages with 13,200 being administered at that date.

This report captures the estimated financial impact to the Town of Essex as a result of COVID-19 up to December 31, 2020. The following events have occurred outside of the reporting period captured within this report:

On January 8th, 2021, under Phase 2 of the Safe Restart Agreement, the Town received \$230,000 to assist with 2021 COVID-related operating pressures.

On February 1st, 2021, a variant case is announced in Mississauga.

On February 16th, 2021, a large portion of Ontario moves out of **shutdown** and into **“red zone”** lockdown.

On March 4, 2021 it was announced the Town would receive \$441,468, in two equal installments on or before May 1, 2021 and November 1, 2021. These funds were approved under the COVID-19 Recovery Funding for Municipalities program.

On April 1st, 2021, **Ontario activates the “emergency brake” for a four week period, Ontario-wide.**

April 16th, 2021, Ontario enhances restrictions and extends the **“emergency brake”** to last until at least May 20, 2021.

COVID-19 Financial Impact Analysis

Administration identified revenue or expense groupings that were at higher risk of impact as a result of the COVID-19 pandemic. For relevancy, administration identified, analyzed and

removed all groupings that were identified as having a low risk of being affected by COVID-19. Summarized below are the account groupings that have been and will likely continue to be affected during the COVID-19 pandemic. Due to the instability of the events and measures surrounding the pandemic, it is extremely difficult to forecast the pandemic's annual impact. Therefore, it is important to note that this report is compiled at a point in time, utilizing the best available information at that point. What has been stated below is the total actual impact as of December 31st, not including user rate supported services such as water and sanitary sewer. The estimated impact on these divisions has been identified as low risk and impacted minimally by the COVID-19 pandemic.

Revenue Impacts

The total impact to revenue for period ending December 31, 2020 versus period ending December 31, 2019 is a decrease in revenue of \$2,204,764. This decrease is further broken out by department and impacted revenue groupings as summarized below.

Revenue by Department	Year to date: December 31			
	2019	2020	Actual 2020 vs 2019	
Grouping	Actual	Actual	\$ Change	% Change
Community Services	2,582,323	1,299,839	(1,282,484)	-50%
General Government	584,914	336,764	(248,150)	-42%
Infrastructure Services	519,341	448,518	(70,823)	-14%
Development Services	94,631	72,061	(22,570)	-24%
Other (Animal Control, Conservation, Health Services)	13,109	73,861	60,752	464%
Reserve Revenue (not within divisions)	1,240,212	598,723	(641,489)	-52%
Total	5,034,530	2,829,766	(2,204,764)	-44%

Revenue by Grouping	Year to date: December 31			
	2019	2020	Actual 2020 vs 2019	
Grouping	Actual	Actual	\$ Change	% Change
User Fees and Service Charges	3,254,854	1,981,908	(1,272,946)	-39%
Fines and Penalties	303,090	130,541	(172,549)	-57%
Investment Income - operating	236,374	118,594	(117,780)	-50%
Investment Income - reserves	1,240,212	598,723	(641,489)	-52%
Total	5,034,530	2,829,766	(2,204,764)	-44%

The most significant impact(s) to each revenue grouping are summarized below.

User Fees and Service Charges

As part of the government orders introduced, the Town saw the immediate closure of all recreational facilities including the Essex Recreation Complex, all four community centers, and both arenas. This meant that user fee revenue from programming and rentals during the closure period were significantly impacted.

The majority of the decline in User Fees for period ending December 31, 2020 versus the same period for 2019 was experienced within the Community Services Department, and is from the cancellation of recreational programming, harbor rentals, ice rentals and other various facility rentals. It should be noted that these impacts will continue until operations return to where they were pre-COVID-19.

Listed below is a summary of the top 10 decreases found within the Community Services Department. These decreases amount to nearly 80% of the total decline in User Fees and Service Charges Revenue.

Revenue Account	Decrease from Revenue 2019 to 2020
Ice Rental	431,954
Youth Recreation Programs	138,538
Youth Swim Lessons	128,366
Sign Advertising	81,349

Preschool Swim Lessons	59,673
Building Leases and Rentals	51,657
Recreation Equipment Sales	37,292
Preschool Recreation Programs	34,670
Entertainment Gate	32,200
Auditorium and Gym Rental	23,447
Total	1,019,146

Fines and Penalties

The main contributor to the decline in Fines and Penalties revenue grouping was a direct result of the waiver of penalties and interest on property tax accounts. In March, the Essex **County Treasurer's group met and developed a recommendation for the waiver of penalties** and interest on property tax accounts as a way to provide flexibility to residents as they work through the financial hardships of the pandemic. Council approved this waiver to provide relief and align with neighboring lower-tier municipalities. The waiver of interest expired on October 1, 2020. Below is a summary of the monthly financial impact resulting from the waiver:

Penalty and Interest Waived on Property Tax	
Month	2020
April	16,353
May	33,828
June	29,192
July	23,893
August	36,699
September	28,937
Total	168,902

Investment Income

At December 31, the Town experienced a decline in investment revenue, compared to 2019 figures, of over \$720,000 as summarized in the table below. This decrease can be directly attributed to interest earned. Losses due to the March 4, 2020 decrease in the Bank of Canada's overnight rate will have one of the largest impacts on the municipality. Much of the

impact to interest earned is not directly captured within the Town's Budget; with 89% falling within the Town's Reserve and Reserve Funds.

The interest rate earned on Town investments dropped from 2.42% to 0.92% during the pandemic. The Town was projected to earn an approximate \$1.5 million (balance of \$60 million) on Reserve and Reserve Funds and \$145,000 (balance of \$6 million) on the Town's general fund which is captured within the 2020 Budget.

	Operating Funds			Reserve Funds			Total Operating and Reserve Interest Loss
	2019	2020	Loss	2019	2020	Loss	
March	8,852	5,895	2,957	130,360	130,003	357	3,314
April	11,283	6,759	4,523	126,635	89,237	37,398	41,921
May	11,602	3,484	8,118	131,774	49,959	81,815	89,933
June	16,916	7,314	9,602	128,709	48,797	79,912	89,514
July	10,877	6,705	4,172	133,454	50,596	82,858	87,030
August	8,806	6,359	2,447	139,364	52,836	86,528	88,975
September	21,810	9,802	12,008	110,434	48,236	62,198	74,206
October	21,739	8,264	13,475	113,722	43,233	70,489	83,964
November	15,049	5,721	9,328	111,836	42,516	69,320	78,648
December	20,334	7,730	12,604	113,924	43,310	70,614	83,218
Total	147,268	68,033	79,235	1,240,212	598,723	641,489	720,724

Expense Impacts

The total impact to expenses for period ending December 31, 2020 versus period ending December 31, 2019 is a decrease in expenses of \$1,148,519. This decrease is further broken out by department and impacted expense groupings as summarized below.

Expense by Department	Year to date: December 31			
	2019	2020	Actual 2020 vs 2019	
	Actual	Actual	\$ Change	% Change
Community Services	6,550,531	5,280,684	(1,269,847)	-19%
General Government	3,133,624	2,807,559	(326,065)	-10%
Infrastructure Services	4,022,094	4,441,086	418,992	10%
Development Services	1,413,494	1,523,688	110,194	8%
Other (Animal Control, Health Services, etc.)	713,042	631,249	(81,793)	-11%
Total	15,832,785	14,684,266	(1,148,519)	-7%

Expense by Grouping	Year to date: December 31			
	2019	2020	Actual 2020 vs 2019	
	Actual	Actual	\$ Change	% Change
Contracted Services	1,029,268	1,175,708	146,440	14%
External Transfers	568,908	538,556	(30,352)	-5%
Materials and Supplies	2,344,576	2,164,124	(180,452)	-8%
Miscellaneous Services	526,560	352,865	(173,694)	-33%
Repairs and Maintenance	558,132	456,454	(101,677)	-18%
Salaries, Wages, and Benefits	9,670,705	9,159,230	(511,475)	-5%
Utilities	1,134,638	837,329	(297,309)	-26%
Total	15,832,785	14,684,266	(1,148,519)	-7%

Cost Mitigation

Due to the timing of the COVID-19 pandemic and the state of emergency, the Town, and in particular Community Services were able to act quickly to identify and implement cost containment measures. Due to this the Town has been able to reduce operational expenses related to facilities and programing. Summarized below are the most significant areas of cost savings.

Contracted Services

Contracted services noted an increase overall. This is largely due to increases in Municipal Drainage works of \$36,000 and Paved Roads works increase of \$85,000, which is work known to fluctuate annually depending on need. While facilities may have been shut down, most planned work was continued thus explaining the similar usage of expense when compared to 2019, in absence of the anomalies mentioned above.

Materials and Supplies. Repairs and Maintenance and Utilities

The decline in the cost of Materials and Supplies includes the internal equipment charge and costs associate with programming and rentals.¹ As programs were no longer running and facilities were closed, the need for supplies for programs were eliminated. Additionally, the Town realized a slight decrease in the cost of repairs and maintenance and utilities associated with facilities that offer programming and rentals.

Salaries and Wages

Administration immediately **reduced the Town's** workforce wherever possible and appropriate. Upon the provincial mandated closure of recreational facilities, contract and casual aquatic and programming staff were not offered hours as the programming was cancelled. Additionally, after the emergency orders came into effect the Town entered into an agreement with CUPE to allow employees to accept a voluntary layoff and/or leave of absence. This provided staff options as it related to their own person situation and organically reduced staff levels, providing cost savings to the Town, which contributed to the overall decrease in Salaries and Wages of \$511,000, noted above. The start of the Summer Student Program which normally begins the first week of May was postponed to July 4, 2020 for most positions. The number of summer students hired was significantly reduced. In 2019, the Town employed 29 summer students, and in 2020 the Town employed 15 summer students in total.

Included in Salaries and Wages is the cost of employee training. A significant reduction in the utilization of training expense was realized. As a result of the emergency orders, administration cancelled any out-of-town training and significantly reduced the amount of approved training throughout the course of the pandemic resulting in a cost savings of approximately \$68,000 or 50% over 2019. These cost savings are expected to continue into

¹ The internal equipment charge is a charge to divisions for their use of Town Equipment.

the future, until the health and safety of staff can be ensured when attending training or conferences.

COVID-19 Pandemic Related Expenses

Immediately following the emergency declaration, Administration put into place processes to track the financial impact that may be experienced due to the pandemic. This included the creation of an Emergency Event cost centre which would allow the Town to quantify additional and non-budgeted expenditures, and or costs associated with the COVID-19 pandemic.

Through the specialized cost center, the financial data on certain accounts was easily obtainable. These individual accounts have been separated below, with a brief explanation on each.

	Year to date: December 31		
	2019	2020	Actual 2020 vs 2019
Cost Centre: Emergency Event	Actual	Actual	\$ Change
Materials, Janitorial Supplies	0	100,151	100,151
Donation and Grants	0	49,327	49,327
Computer Hardware	0	21,672	21,672
Security	0	16,872	16,872

Materials and Janitorial Supplies Account

At the onset of the pandemic and based on local Health unit guidelines, administration implemented health and safety controls which included the enhanced cleaning of Town facilities, as well as the requirement of increased signage. There were also increased expenditures in sanitizers, cleaning products and Personal Protective Equipment. These enhancements resulted in an increase to the Materials and Janitorial Supplies expense, of over \$100,000, as summarized above.

Donation and Grants Account

Council recognized the need to provide support to businesses in these unprecedented times and approved the creation of two unique grant programs.

- **Business Relaunch Grant:** On July 6th 2020, eligible business owners were able to receive up to \$500 for their efforts in enhancing health and safety protocols within their place of business. Council approved up to \$100,000 to be allocated to eligible applicants. At December 31, 2020 approximately \$49,327 had been disbursed to local businesses from the designated fund.
- **Digital Growth Grant:** Council approved a \$15,000 contribution from the Tourism and Events budget to this program, to assist local business in the expansion and improvement of their digital presence. At December 31, 2020, the fund had been disbursed in full to local businesses.

Computer Hardware and Software

With mandated shutdowns there was an **eminent need to transition staff to a “virtual setting”** where possible. Council meetings also transitioned to an electronic format being held in the renovated Council Chambers. These updates include new carpeting, blinds and separation partitions. New technological equipment was added which includes a large screen TV, microphones and a booking I-pad at entrance. These enhancements have allowed Council and Staff Meetings to be held in an environment that minimizes connectivity issues.

Security

Security enforcements were hired to patrol the Colchester Beach / Harbour area, to ensure resident safety and adherence to enacted government measurements.

Total Impact

As demonstrated above, the events surrounding COVID-19 have had a significant financial impact on the organization.

Revenues such as property taxes, local improvements, and confirmed grant funding were identified as low risk and highly collectible. However, the waiver of penalties and interest may impact the timing of collection. At December 31st, the collection rates compared with prior year remains relatively stable (2020 - 97% vs 2019 - 96%).

Expenses such as debt servicing and rents also remain a low risk as they would exist regardless of the pandemic.

For the Operating Summary of COVID-19 pandemic related groupings as outlined in this report please refer to Table A (attached). As identified in Table A, the total loss to date, for COVID-19 impacted revenue and expense groupings, is approximately **\$1,056,245**, when comparing period ending December 31, 2020 to 2019. However, it should be noted that the **total “operating” loss (removing the reserve interest impact as it falls outside of budget)** equates to approximately **\$414,755**.

Additional Considerations - 2021 Financial Concerns

Outlined below are some of the major expected impacts to 2021 and potentially into the forecast years of 2022-2025.

- Continued revenue declines
 - Postponement of 2021 MPAC Assessment Adjustment

As a cost relieving measure for residents, the Municipal Property Assessment Corporation (MPAC)², has deferred the introduction of new assessment values from 2021 to 2023.

² The Municipal Property Assessment Corporation provides the Town of Essex with property assessment values which are used to calculate annual property taxation.

Previous communication with MPAC had predicted a significant increase to the **Town's assessment base for the next upcoming assessment cycle, which was** scheduled to take effect at the beginning of 2021.

- Fluctuation of User Fees and Service Charges

While different “zones” have allowed for the reopening of Town facilities, it comes with the requirement for continued social distancing and enhanced health and safety recommendations. This may mean the Town could see a reduction in rental revenues as events may be cancelled, or programming reduced, to ensure adherence to guidelines.

- Continued expenses

- Materials and Janitorial Supplies and Salaries Expense

In order to protect the health and safety of the public, the local Health Unit has released some extensive guidelines. These guidelines mean that the Town will incur ongoing costs towards the acquisition of various items of Materials and Janitorial Supplies (hand sanitizer, facility modifications, cleaning supplies, etc.) as well as an anticipated increase in expenses for enhanced cleaning at all Town facilities. This ongoing cost as well as potential increases will need to be considered in the upcoming budget and forecast development.

Consultations

Alex Denonville, Manager, Communications

Nelson Silveira, Economic Development Officer

Lori Chadwick, Director, Development Services

Kevin Girard, Director, Infrastructure Services

Doug Sweet, Deputy CAO, Director

Jeffrey Morrison, Director, Corporate Services/Treasurer

Chris Nepszy, Chief Administrative Officer

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.

Table A
2020 Operating Budget Summary Including only COVID-19 Related Groupings

Budget Utilization and Change 2020 vs. 2019

Grouping	2019			2020			Actual 2020 vs 2019	
	Budget	Actual	% Utilized	Budget	Actual	% Utilized	\$ Change	% Change
Operating Revenues⁶								
Special Levies	2,547,343	1,209,840	47%	2,567,574	1,250,578	49%	40,738	3%
Grants	6,600,949	5,880,512	89%	6,410,904	6,048,788	94%	168,276	3%
Contributions from Developers	434,443	1,221,284	281%	758,836	1,808,691	238%	587,407	48%
Fines and Penalties	352,200	303,090	86%	312,200	130,541	42%	(172,549)	-57%
Interfund Transfers - Revenue	4,313,479	1,301,929	30%	3,638,077	1,041,168	29%	(260,760)	-20%
Internal Allocations - Revenue	490,659	440,341	90%	526,774	573,444	109%	133,104	0%
Investment and Other Income ¹	260,044	236,373	91%	294,675	118,595	40%	(117,778)	-50%
License and Permit Fees ⁶	355,794	63,370	18%	430,737	652,577	152%	589,206	930%
Payments in Lieu of Taxation	62,570	156,796	251%	157,126	164,694	105%	7,898	0%
Property Taxation	14,867,301	14,933,056	100%	15,537,059	15,534,325	100%	601,269	4%
Prior Years' Surplus	434,474	-	0%	879,854	-	0%	-	0%
Supplementary Taxation	153,544	234,392	153%	242,000	318,161	131%	83,769	0%
User Fees and Service Charges	12,063,260	3,254,854	27%	12,187,396	1,981,907	16%	(1,272,947)	-39%
Total Operating Revenues	12,675,504	3,794,317	30%	12,794,271	2,231,043	17%	(1,563,275)	-41%
Reserve Interest Revenue	-	1,240,212	0%	-	598,723	0%	(641,489)	-52%
Total Revenues	12,675,504	5,034,530	40%	12,794,271	2,829,766	22%	(2,204,763)	-44%
Operating Expenses⁶								
Amortization Expense	90,982	-	0%	90,982	90,982	100%	90,982	0%
Contracted Services ²	7,899,339	1,029,267	13%	8,106,465	1,175,708	15%	146,441	14%
Debt Servicing	3,141,921	1,245,351	40%	3,089,085	1,930,244	62%	684,893	55%
External Transfers	706,238	568,908	81%	644,849	538,556	84%	(30,352)	-5%
Interfund Transfers - Expense	12,011,965	5,551,130	46%	12,044,824	6,883,425	57%	1,332,295	24%
Internal Allocations - Expense	561,385	440,341	78%	597,501	418,193	70%	(22,148)	-5%
Materials and Supplies	2,428,398	2,344,576	97%	2,459,226	2,164,124	88%	(180,452)	-8%
Miscellaneous Services ³	909,818	526,560	58%	1,250,418	352,865	28%	(173,694)	-33%
Professional Fees	464,674	335,425	72%	377,845	244,892	65%	(90,533)	-27%
Rents and Financial Services	306,988	333,594	109%	326,918	208,949	64%	(124,645)	-37%
Repairs and Maintenance	923,563	558,132	60%	906,532	456,454	50%	(101,677)	-18%
Salaries, Wages, Benefits and Personnel Expenses ⁴	10,761,849	9,670,705	90%	10,819,961	9,159,230	85%	(511,475)	-5%
Taxation Adjustments	172,000	178,097	104%	167,000	128,562	77%	(49,534)	-28%
Accounts Receivable	12,775	3,420	27%	12,775	4,133	32%	713	21%
Utilities, Insurance and Property Taxes ⁵	2,139,143	1,134,638	53%	2,343,305	837,329	36%	(297,309)	-26%
Total Operating Expenses	25,062,110	15,832,785	63%	25,885,907	14,684,266	57%	(1,148,519)	-7%
Operating Surplus/(Deficit)	(12,386,606)	(10,798,256)	87%	(13,091,637)	(11,854,500)	91%	(1,056,245)	10%

Notes:

1 Removed miscellaneous revenue

2 Police contract removed

3 Remove amount for Tile/Shoreline Loan amounts under 2020 Actuals, and health and safety training

4 Removed climate position salary and offsetting grant amount. Removed Non-union and Union Salary Review Retroactive Payments and New 2020 positions and 53rd pay.

5 Removed insurance and communications telephone/internet

6 Any revenue or expense impact from the Environmental Services Department has been removed from the above figures.



Report to Council

Department: Development Services
Division: Planning
Date: May 3, 2021
Prepared by: Rita Jabbour, RPP, Manager, Planning Services
Report Number: Planning-2021-10
Subject: Heritage Designation for 195 Bagot Street (Colchester South, Ward 3)
Number of Pages: 5 including attachments

Recommendation(s)

That report Planning-2021-10 entitled Heritage Designation for 195 Bagot Street (Colchester South, Ward 3) prepared by Rita Jabbour, RPP, Manager, Planning Services dated May 3, 2021 be received, and

That Bylaw 2016, being a Bylaw to designate the property municipally known as the Colchester Schoolhouse (195 Bagot Street) as being of cultural heritage value or interest under the provisions of the Ontario Heritage Act, be adopted, and

That Bylaw 2016 be served on the Ontario Heritage Trust and be registered against the property in the proper land registry office, and notice of Bylaw 2016 be published in a newspaper of general circulation in the Municipality.

Purpose

To recommend Council designate the property municipally known as the Colchester Schoolhouse (195 Bagot Street) under Part IV of the Ontario Heritage Act. Notice of intention

to designate as required under section 29 of the Ontario Heritage Act has been served in the local papers and no objection has been received within the 30 day period. If no notice is served within the 30 day period, Council shall pass a bylaw designating the property or withdraw the notice of intention to designate the property by causing a notice of withdrawal.

Background and Discussion

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

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

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

Statement of Cultural Heritage Value or Interest

As explained in Bylaw 2016 and within the **attached** report of March 15, 2021, the property at 195 Bagot Street obtains its cultural heritage value and interest from the Colchester Schoolhouse structure and is a candidate for designation for the following reasons:

- The Schoolhouse has **design and physical value** because it is a rare, unique and representative example of a style, type and construction method; and
- The Schoolhouse has **historical value** because it yields, or has the potential to yield, information that contributes to an understanding of the community and culture; and

- The location of the Schoolhouse at 195 Bagot Street has **contextual value** because it is important in defining the character of the area, is historically linked to its surroundings and is a local landmark.

Bylaw 2016 further describes those key heritage attributes of the Schoolhouse and property which contribute to its cultural heritage value. Those attributes must be retained in order to **conserve the property's cultural heritage value**. A picture of the Colchester Schoolhouse is included under **Figure 1**.

Designation Process

On Monday March 15, 2021, Council directed administration to authorize a Notice of Intention to Designate through Council resolution (**R21-03-098**). The Notice was published in both the Essex Free Press and Harrow News and the Notice was also served on the Ontario Heritage Trust. A period of 30 days was observed from the date of publication to receive any objections. No objections were received within the 30 day period.

In accordance with subsection 29 (6) of the Ontario Heritage Act, if no objection is served within the 30-day period, Council shall pass a Bylaw designating the property and cause a copy of the Bylaw be served on the Ontario Heritage Trust, registered against the property and published in a newspaper of general circulation in the Municipality. The Council may also elect to withdraw the notice of intention to designate by causing a notice of withdrawal.

Due to its cultural heritage value, it is recommended that 195 Bagot Street be designated. **Any alteration to the property that is likely to affect the property's heritage attributes as set out in Bylaw 2016 is not permitted unless consent to the alteration is granted by Council.**



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

Financial Impact

195 Bagot Street is a Town owned property. If designated, all costs associated with the registration of the Bylaw and the publication of the Bylaw adoption in the local newspapers will be borne by the Municipality. The estimated cost of registration and publication is approximately \$700.

Consultations

Doug Sweet, Director of Community Services/Deputy CAO

Jeffrey R. Morrison, Director, Corporate Services

Essex Municipal Heritage Committee (EMHC)

Link to Strategic Priorities

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

Report Approval Details

Document Title:	Heritage Designation for 195 Bagot Street (Colchester South, Ward 3).docx
Attachments:	<ul style="list-style-type: none">- Notice of Intention to Designate (195 Bagot Street, Colchester Schoolhouse).pdf- Bylaw 2016.docx
Final Approval Date:	Apr 27, 2021

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



Lori Chadwick, Director, Development Services - Apr 27, 2021 - 10:14 AM



Chris Nepszy, Chief Administrative Officer - Apr 27, 2021 - 11:31 AM



Report to Council

Department: Development Services

Division: Planning

Date: March 15, 2021

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

Report Number: PLANNING2021-06

Subject: Notice of Intention to Designate (195 Bagot Street, Colchester Schoolhouse)

Number of Pages: 11 including attachments

Recommendation(s)

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

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

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

Purpose

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

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

Background and Discussion

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

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

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

Statement of Cultural Heritage Value or Interest

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

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

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



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



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



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

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

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



Figure 4. Photo of Schoolhouse and cohort from 1888.



Figure 5. Photo of Schoolhouse and cohort from 1928.

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



Figure 6. Location Map of 195 Bagot Street

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



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



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

Designation Process

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

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

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

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

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

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

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

Financial Impact

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

Consultations

Doug Sweet, Director of Community Services/Deputy CAO

Jeffrey R. Morrison, Director, Corporate Services/Treasurer

Essex Municipal Heritage Committee (EMHC)

Link to Strategic Priorities

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

Report Approval Details

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

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



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



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

The Corporation of the Town of Essex

By-Law Number 2016

Being a By-Law to designate the property known municipally as 195 Bagot Street (Colchester Schoolhouse Property), as being of cultural heritage value or interest under the provisions of the Ontario Heritage Act, R.S.O. 1990, c.O.18.

Whereas Section 29 of the Ontario Heritage Act authorizes the council of a municipality to enact bylaws to designate real property, including all the buildings and structures located thereon, to be of cultural heritage value or interest;

And Whereas the Council of the Corporation of the Town of Essex has consulted with the Essex Municipal Heritage Committee with respect to the designation of the property known municipally as 195 Bagot Street (Colchester Schoolhouse Property) as being of cultural heritage value or interest;

And Whereas authority was granted by Council to designate said property;

And Whereas the Council for the Corporation of the Town of Essex has caused to be served upon the owner of the lands known as 195 Bagot Street (the Corporation of the Town of Essex) and upon the Ontario Heritage Trust, notice of intention to designate the property and has caused the Notice of Intention to be published in newspapers having general circulation in the municipality as required by the Ontario Heritage Act;

And Whereas the reasons for designation are set out in the Schedule A;

And Whereas no notice of objection to the proposed designations has been served on the Clerk for the Corporation of the Town of Essex;

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

1. That the property known municipally as 195 Bagot Street (Colchester Schoolhouse Property), and more particularly described in Schedule "A" attached to this bylaw, is hereby designated as being of cultural heritage value or interest under Part IV of the Ontario Heritage Act, R.S.O. 1990, c.O.18, as amended;
2. **That the municipality's solicitor is hereby** authorized to cause a copy of the bylaw to be registered against the properties described in Schedule "A" to this bylaw in the proper Land Registry Office;
3. That the Clerk of the Corporation of the Town of Essex is hereby authorized to cause a copy of this bylaw to be served upon the owners of the aforesaid properties and upon the Ontario Heritage Trust, and to cause notice of this bylaw to be published in a newspaper(s) having general circulation in the Corporation of the Town of Essex as required by the Ontario Heritage Act;
4. That Schedule "A" forms an integral part of this bylaw.

Read a first, a second and a third time and finally passed the 3rd day of May, 2021.

Mayor

Clerk

APPENDIX A

Description of Property – 195 Bagot Street, Colchester Schoolhouse

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

Statement of Cultural Heritage Value and Interest

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

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

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

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

Description of Heritage Attributes

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

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



Report to Council

Department: Community Services
Division: Community Services
Date: May 3, 2021
Prepared by: Doug Sweet, Dir. Community Services/Deputy CAO
Report Number: Community Services-2021-04
Subject: 2021 Essex Fun Fest Update
Number of Pages: 4

Recommendation(s)

The following recommendation is provided for the Council's consideration:

1. That Community Services Report 2021-007 entitled "2021 Essex Fun Fest Update" be **received** for council information; and
2. That Council **approve the Essex Fun Fest Committee's recommendation to cancel** the 2021 Essex Fun Fest scheduled July 8-11, 2021 due to the Covid-19 pandemic.

Purpose

To update Council on the recommendation by the Essex Fun Fest Committee to cancel the 2021 Essex Fun Fest scheduled from July 8-11, 2021 due to the Covid-19 pandemic.

Background and Discussion

The 33rd annual Essex Fun Fest was scheduled to take place July 8-11, 2021 at the Essex Centre Sports Complex grounds. The 2020 Essex Fun Fest was cancelled due to the Covid-19 pandemic and the limits set on outdoor social gatherings. To address the pandemic and protect the health and safety of people in Ontario, the Ontario government established a

response framework based on 5 colour categories that have different levels of restrictions to limit the transmission of the virus. Currently the province is in the Grey Lockdown category until at least May 6, 2021 and based on past practice on moving out of a colour zone, regions usually only move to the next colour level. All of the zones have restrictions on outdoor social gatherings but under the current provincial model **even the least restrictive zone of “Green Prevent”, has a maximum limit of 100 people for outdoor public events. Although** vaccinations are occurring for the virus, it is predicted for the province of Ontario the majority of people will not be vaccinated until late summer or early fall. Due to the current restrictions and limits on social gatherings a number of surrounding municipalities have officially cancelled their annual festivals scheduled for 2021. In addition, Festival and Events Ontario has provided an update that most festivals in Ontario have been cancelled until the end of June and they are now being notified of festival cancellations for July and August. It is uncertain whether the current restrictions and social gathering limits would be lifted by July 8th when the Essex Fun Fest is scheduled to start however, festival planning would need to be completed in the very near future in order to ensure the successful delivery of the event. Much of this pre-planning involves confirming particulars of the festival that require deposits that may not be refunded if the festival is cancelled at a later date. Typically, at this point in time, the following would be in progress:

- Confirming of all site logistics such as tents, fencing, stage/sound, porta-johns, lights and electrical;
- Reserving security personnel;
- Booking all entertainment including the main stage, and fireworks;
- Parade arrangements and recruiting participants;
- Securing sponsorships and donations;
- Reserving advertising and promotional materials;
- Recruitment of volunteers; and
- Recruiting food and non-food vendors.

The Essex Fun Fest Committee met on April 21, by video conferencing to discuss the current provincial restrictions and the impact it has on holding a community festival. After discussion and concerns on ensuring social distancing, ability to attract sponsorships, vendors, entertainment, volunteers and potential patrons, the Committee unanimously voted to cancel the 2021 Essex Fun Fest scheduled from July 8-11, 2021. The Committee wants to ensure if a festival was to occur that it would be in a safe environment and with the current pandemic and restrictions they felt this could not be accomplished at this time.

Financial Impact

To date there have been no costs or events booked for the 2021 Essex Fun Fest.

Consultations

Essex Fun Fest Committee

Festival and Events Ontario

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: Fire and Rescue Services
Date: May 3, 2021
Prepared by: Rick Arnel, Fire Chief
Report Number: Fire and Rescue Services-2021-05
Subject: Establishing and Regulating Fire Services Updated By-Law
Number of Pages: 31

Recommendation(s)

That report 2021-05 entitled Establishing and Regulating By-Law prepared by Rick Arnel dated May 3, 2021 be received, and

That By-Law 1870 be repealed and be replaced with By-Law 2012 Establish and Regulate Fire Services.

Purpose

All municipalities are responsible to set the level of for Fire Protection Services for their residents. All municipalities must also establish a public education program with respect to fire safety as well as certain components of fire prevention, and provide such other fire protection services as it determines may be necessary in accordance with **each municipality's** needs and circumstances.

Part II

Responsibility for Fire Protection Services

As per the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 the Municipal responsibilities are:

2 (1) Every Municipality shall,

- (a) Establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
- (b) Provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

Background and Discussion

The Establishing and Regulating Fire Services By-Law is a document approved by Council that provides the authority to Essex Fire and Rescue Services to operate and the bylaw sets out how service will be provided within the municipality. This bylaw provides the legal protection for the Essex Fire and Rescue Service to operate. The services to be provided are listed in the By-Law such that Council is aware of what will be provided, and enacting this By-Law provides the authority of the Fire Chief and the Fire Service Department to deliver those services. Services include fire suppression, along with rescue services; fire prevention activities, including code compliance and public education, technical rescue operations, including ice-water rescue; motor vehicle collisions response; hazardous material response; confined space rescue; high angle rescue; emergency medical services; plus the training required for staff to provide this service.

On February 8th, Fire Chief John Quennell (Fire Chief of Kingsville Fire Department) provided Kingsville Council an update on their Establishing and Regulating By-Law. Kingsville Fire has updated their technical rescue capabilities and advised the County via email that they have downgraded their response level regarding High-Angle rope rescue to awareness level, and

will continue to provide low-angle rope rescue service to the County upon request. The reason Kingsville Fire is no longer providing this service to the County is that the ability to retain certified trained personnel has been difficult as the annual commitment is an additional 40 hours of training over and above any other training. Furthermore, it takes approximately 5 years for any member of this team to become fully competent in this technical rescue.

Essex Fire and Rescue personnel are trained to NFPA 1001 Level II which provides awareness level training for this technical rescue. When Essex Fire and Rescue is called to any incident that may be high Risk and/or a low frequency, personnel determine the capabilities, barriers, and challenges of the incident and then determine what capabilities staff have to address this **type of incident. This process will formulate key “trigger points” for activation of additional** staff, or physical assets needed to support the operation. The description of training required for technical Rope rescue is classified by the following definitions:

- 0-15 degree slope is a flat terrain
- 15-29 degrees is considered low angle
- 30-50 degrees is steep angle
- Anything above 50 degrees is high angle

review of over 7,500 incidents in which Essex Fire and Rescue has responded to since 1999 there has never been an incident requiring this technical training. If the Town requires the need of such a service, Essex Fire and Rescue would notify the Provincial Emergency Operation Centre (PEOC) to have a technical team respond for assistance.

The Town of Kingsville Fire Department has amended their Establishing and Regulating Fire Services By-Law and have reduced the service they provide to their community and the County regarding Rope Rescue. Due to Kingsville amending their additional services offered to the County, the Town of Essex must amend its bylaw to reflect that this service previously offered by Kingsville Fire Services to Essex residents will no longer be available.

The revised By-Law 2012 provides the most up to date services that will be provided by Essex Fire and Rescue.

Financial Impact

All costs associated with providing fire services as per By-Law 2012 are incorporated into the annual operating and capital budgets as approved by Council.

Consultations

Kingsville Fire 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:	Establishing and Regulating By-Law - Fire and Rescue Services-2021-05.docx
Attachments:	- Essex Fire E and R By-law.doc
Final Approval Date:	Apr 27, 2021

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

A handwritten signature in black ink, appearing to read "Doug Sweet", with a stylized flourish at the end.

Doug Sweet, Director, Community Services/Deputy CAO - Apr 20, 2021 - 2:40 PM

A handwritten signature in black ink, appearing to read "Chris Nepszy", with a stylized flourish at the end.

Chris Nepszy, Chief Administrative Officer - Apr 27, 2021 - 10:19 AM

The Corporation of the Town of Essex

By-Law Number 2012

Being a by-law to Establish and Regulate Fire Services

WHEREAS Section 2 of the Fire Protection and Prevention Act requires every municipality to establish a program which must include public safety and certain components of fire prevention, and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances;

AND WHEREAS Section 5 of the Fire Protections and Prevention Act authorizes the Council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other fire protection services in the municipality;

AND WHEREAS Sections 8 and 11 of the Municipal Act authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, inter alia, health, safety and wellbeing of persons, protection of persons and property, and services that the municipality is authorized to provide;

AND WHEREAS Section 391 of the Municipal Act authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality;

AND WHEREAS Section 425 of the Municipal Act provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence;

AND WHEREAS Section 446 of the Municipal Act provides that if a municipality has the authority under that or any other act, or under a by-law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done **at the person's expense, and the municipality may recover the costs of doing a matter or** thing from the person directed or required to do it by action or by adding the costs or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

AND WHEREAS the Council of the Town of Essex deems it desirable, necessary and expedient to amend, consolidate, revise and update its by-law to establish and regulate a fire department for the Town of Essex;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWN OF ESSEX HEREBY ENACTS AS FOLLOWS:

DEFINITIONS

1. In this by-law, unless the context otherwise requires:

- a) **“Approved”** means approved by Council.
- b) **“Automatic Aid”** means an Approved agreement under which a municipality that is capable of responding more quickly to an area agrees to provide an initial response to fires, rescues, and emergencies in another municipality, or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.
- c) **“Corporation”** means The Corporation of the Town of Essex;
- d) **“Council”** means the Council of The Corporation of the Town of Essex, comprised of the Mayor, Deputy Mayor and Councilors;
- e) **“Assistant Deputy Fire Chief”** means the person employed in, or appointed to, the Fire Department and assigned to assist the Deputy Fire Chief in the organization and direction of the Fire Department in order to ensure that loss of life, property or injury as a result of fire is prevented and/or minimized.
- f) **“Deputy Fire Chief”** means the person appointed by Council to act on behalf of the Fire Chief of the Fire Department in the case of an absence or a vacancy in the office of Fire Chief.
- g) **“Emergency Management and Civil Protection Act”** means Emergency Management and Civil Protection Act, 1990, S.O. 1990, c. E.9, as amended, and any successor legislation.
- h) **“Fire Chief”** means the person appointed by Council to act as Fire Chief for the Corporation and is ultimately responsible to Council as defined in the Fire Protection and Prevention Act, 1997.
- i) **“Fire Department”** means Essex Fire and Rescue Services.
- j) **“Fire Code”** means Ontario Regulation 213/07, as amended, and any successor regulation.
- k) **“Firefighter”** means the Fire Chief and any other person employed in, or appointed to, the Fire Department and assigned to undertake fire protection services, and includes a Volunteer Firefighter.

- l) **“Fire Protection and Prevention Act” means** the Fire Protection and Prevention Act, 1997, S.O.1997, c.4, as amended, and any successor legislation.
- m) **“Fire Protection Services”** includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communication, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services.
- n) **“Limited Services”** means a variation of services significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- o) **“Municipal Act” means** the Municipal Act, 2001, S.O. 2001,c.25, as amended, and any successor legislation.
- p) **“Mutual Aid”** means a plan established pursuant to section 7 of the Fire Protection and Prevention Act under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- q) **“Officer”** means Fire Chief, Deputy Fire Chief, and Assistant Deputy Fire Chief, District Chief, Chief Training Officer, Captain, Acting Captain, and any person designated by the Fire Chief to supervise Firefighters.
- r) **“Town”** means The Corporation of the Town of Essex.
- s) **“Volunteer Firefighter”** means a firefighter who provides Fire Protection Services voluntarily or for a nominal consideration, honorarium, or training or activity allowance and includes Probationary Firefighters.

ESTABLISHMENT

A fire department for the Town of Essex to be known as Essex Fire and Rescue Services is hereby established and the head of the fire department shall be known as the Fire Chief.

DEPARTMENT STRUCTURE

3. Council shall appoint a Fire Chief who shall be the highest ranking Officer and director of the fire department.
4. In addition to the Fire Chief, Council shall appoint a Deputy Fire Chief who shall report to the Fire Chief as the second highest ranking Officer of the Fire Department and who, in the absence of the Fire Chief, shall have the powers and perform the duties of the Fire Chief.
5. In addition to the Fire Chief and Deputy Fire Chief, the Fire Department shall consist of Assistant Deputy Fire Chief, District Chiefs, Officers, Volunteer Firefighters, and other Members as deemed necessary and appointed by the Fire Chief to provide Fire Protection Services.
6. The Fire Department shall be structured in conformance with the Approved Fire **Department Organizational Chart as set out in Schedule “A” attached hereto and** forming part of this by-law.
7. Working conditions, remuneration, and procedures for termination of employment for Firefighters other than Volunteer Firefighters shall be determined by Council in conformance with the provisions of Part IX of the Fire Protection and Prevention Act.

APPROVED SERVICES AND PROGRAMS

8. The Fire Department shall provide such Fire Protection Services and programs as approved by Council in accordance with Part II of the Fire Protection and Prevention **Act, and set out in Schedule “B” attached hereto and forming part of this by-law.**

LIMITED SERVICES

9. In consideration of the reliance by the Fire Department on the response of Volunteer Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection **Services, any Approved service set out in Schedule “B” may from time to time be** provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, his or her designate, or the highest ranking Officer in charge of a response.
10. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY

11. The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency;

- a) That, in the opinion of the Fire Chief or designate, threatens property in the municipality, or property situated outside the municipality that is owned or occupied by the municipality;
- b) In a municipality with which an Approved agreement has been entered into to provide fire protection services which may include automatic aid;
- c) On property with which an Approved agreement has been entered into with any person or corporation to provide fire protection services;
- d) At the discretion of the Fire Chief or designate, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or
- e) On property beyond the municipal boundary where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief or designate.

FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

12. The Fire Chief shall be ultimately responsible to Council as set out in subsection 6(3) of the Fire Protection and Prevention Act for the proper administration and operation of the Fire Department, including delivery of Approved services and programs.
13. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the Fire Protection and Prevention Act and regulations enacted thereunder, and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof.
14. Without limiting the generality of the forgoing, the Fire Chief shall be authorized and responsible for:
- a) Performing all statutory duties of the Fire Protection and Prevention Act, the Emergency Management and Civil Protection Act and any other legislation applicable to the administration or operation of the Fire Department.
 - b) Reporting to Council as required by the Fire Protection and Prevention Act and in accordance with the provisions established by the Emergency Management Civil Act.

- c) Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire Department.
- d) Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire Department, and the Fire Chief may establish an advisory committee consisting of such members of the Fire Department and other persons, possibly including members of the general public, as may be necessary from time to time to assist in discharging this duty.
- e) Recommending to Council amendments to this by-law, or any other by-law of the Corporation, that the Fire Chief considers relevant and appropriate.
- f) Developing, establishing, and implementing policies, standard operating procedures and guidelines, general orders, and rules of the Fire Department, and the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
- g) Periodically reviewing, revising, or revoking as required, all policies, standard operating procedures and guidelines, general orders, and rules of the Fire Department, and the Fire Chief may establish an advisory committee from time to time to assist in discharging these duties.
- h) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department.
- i) The proper care and protection of all Fire Department property.
- j) Arranging and implementation of automatic aid, mutual aid and other negotiated and/or Approved fire protection and emergency service agreements between the Town and other Municipalities.
- k) Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all Members of the Fire Department.
- l) Appointment, subject to Approved hiring policies, of any qualified person as a Member of the Fire Department.
- m) The conduct and discipline of all Members of the Fire Department, including disciplinary actions as required which may range from reprimand to dismissal.
- n) Keeping an accurate record of all fires, rescues and emergencies responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required by Council in a manner consistent with applicable records management policies of the Corporation, and for retaining such records for a period prescribed by Approved records retention policies and statutory requirements.

- o) Enforcement of the Fire Code, reporting all fires to the Fire Marshal, and **complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act.**
 - p) Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the Fire Protection and Prevention Act, or other applicable regulation or statute.
 - q) Preparing and presenting annual reports and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by Council.
 - r) Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
15. The Fire Chief shall be responsible for coordinating the Town of Essex Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency Plan pursuant to the Emergency Management and Civil Protection Act.
 16. The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

POWERS

17. The Fire Chief shall exercise all powers and duties prescribed by the Fire Protection and Prevention Act, and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
18. Without limiting the generality of the foregoing, the Fire Chief and his/her designates shall be empowered and authorized to carry out the following:
 - a) Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
 - b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
 - c) Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.

- d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the Municipal Act and the Fire Protection and Prevention Act.
 - e) Taking any and all steps as set out in Parts V, VI and VII of the Fire Protection and Prevention Act.
19. As set out in the Fire Protection and Prevention Act, the Fire Chief may delegate any of his/her powers or duties to the Deputy Fire Chief or any Officer or member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such Officer or Member so delegated shall have all the powers and shall perform all duties as delegated.

RECOVERY OF COSTS

20. If as a result of a Fire Department response to a fire, rescue or other emergency, the Fire Chief, his or her designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation shall recover the costs incurred by the for taking such actions from the owner of the property on which the fire or other emergency occurred.
21. The Corporation may recover cost incurred by such necessary actions in a manner provided by the Municipal Act and the Fire Protection and Prevention Act in accordance with the fees prescribed by the applicable Fees and Charges By-Law of the Corporation from time to time.
22. A fee imposed upon a person under this by-law, including an interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this by-law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Fees and Charges By-law of the Corporation.
23. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the Town of Essex registered in the name of the owner and collect the fee, including penalty and interest, in like manner as a municipal taxes.

VOLUNTEER FIREFIGHTER EMPLOYMENT

24. The Fire Chief may appoint, from time to time, any eligible person as a Volunteer Firefighter in order to maintain a sufficient complement of Firefighters in

accordance with the Approved Fire Department Organizational Chart as set out in **Schedule “A” attached hereto and forming part of this By-law**, and subject to Approved hiring policies.

25. The employment of Volunteer Firefighters shall be governed by the Volunteer Firefighters Terms and Conditions of Employment **as set out in the Schedule “C”** attached hereto and forming part of this by-law

OBSTRUCTION

26. No person shall obstruct, hinder, or interfere with the Fire Chief or any Member of the Fire Department in the performance of his or her duties in accordance with this by-law and the Fire Protection and Prevention Act.

OFFENCES

27. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty established by the Provincial Offences Act, R.S.O. 1990, c.P.33, as may be amended from time to time, and any successor legislation.

SEVERABILITY

28. Should a court of competent jurisdiction find any section or provision, or part thereof, of this by-law to be invalid or to be of no force and effect, such section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this by-law shall be deemed to be separate and independent there from and to be enacted as such.

REPEAL

29. By-law No. 1870, as amended, of the Corporation of the Town of Essex by and is hereby repealed.
30. Notwithstanding Section 39, the appointments of the Fire Chief, the Deputy Fire Chief, and all other Members of the Fire Department who were appointed under the provisions of By-law No. 1870, that existed and were in effect on the day on which the by-law was repealed shall survive and remain in force and effect after the by-law is repealed.

FORCE AND EFFECT

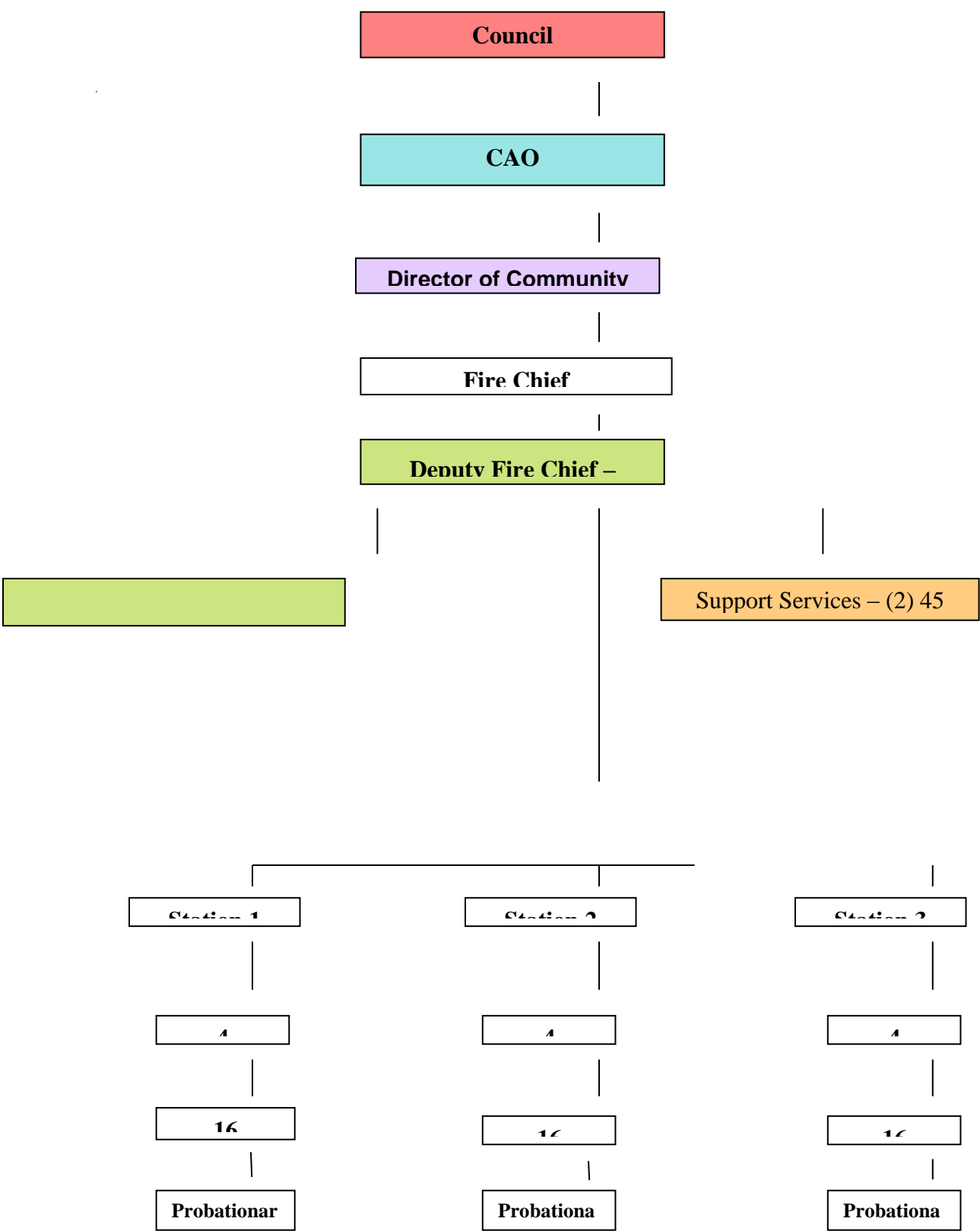
31. This By-law shall come into force and effect on the day on which it is passed.

Read a first, a second and a third time and finally passed on May 3, 2021.

Mayor _____
Larry Snively

Clerk _____
Robert Auger

Essex Fire and Rescue Organizational Chart:



Schedule "B"
By-law No.

ESSEX FIRE AND RESCUE SERVICES
APPROVED SERVICES AND PROGRAM

The Fire Department shall provide the following services and programs:

B.1 Emergency Response

B.1.1 Basic Firefighting Services:

- The Fire Department shall respond to fires, alarms of fire, and per-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (NFPA) 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments as revised from time to time.

B.1.2 Structural Firefighting Services:

- a) **For the purpose of this Schedule, "Structural Firefighting" shall have the same meaning as** Structural Firefighting as defined by NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.
- b) Interior Search and Rescue – Shall be provided when possible and as appropriate in accordance with the following:
 - Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.
 - Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - i. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
 - ii. Building integrity permits entry into the structure;
 - iii. Sufficient Firefighter staffing is deployed at the fire ground;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate fire ground supervision and support is provided.
- c) Interior Fire Suppression (Offensive Operations) – Shall be provided when possible and as appropriate in accordance with the following:
 - Service shall be provided to contain the fire and prevent further loss of property.

- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - i. A scene risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure;
 - ii. Building integrity permits entry into the structure;
 - iii. Sufficient Firefighter staffing is deployed at the fire ground;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate fire ground supervision and support is provided.

d) Exterior Fire Suppression (Defensive Operations) – Shall be provided when possible and as appropriate in the opinion of the Fire Chief or most senior Officer in charge, in accordance with the following:

- There shall be no expected rescue component with this service.
- Service shall be provided to prevent fire spread to adjacent areas.
- Service shall be provided when Interior Fire Suppression is not possible or appropriate.
- Service shall be provided as water supply permits.

B.1.3 Rural Firefighting Operations:

- Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to NFPA 1142, Standard on Water Supplies for Suburban and Rural Fire Fighting.

B.1.4 Vehicle Firefighting Services:

- Service shall be provided to control and extinguish vehicle fires.

NFPA 1001 Level II, Standard for Fire Fighter Professional Qualifications.

B.1.5 Grass, Brush, and Forestry Firefighting Services:

- Service shall be provided and best efforts shall be shall be provided in accordance to NFPA 1001 Level II, Standard for Fire Fighter Professional Qualifications.

B.1.6 Marine Firefighting Services:

- Marine firefighting service shall be limited to shore-based, defensive firefighting operations only.

B.1.7 Automatic Aid Response Services:

- Service shall be provided in accordance with any Automatic Aid agreements approved by Council.

B.1.8. Mutual Aid Response Services:

- Service shall be provided in accordance with the Mutual Aid Plan established in respect to the municipalities within the Region of Essex County pursuant to clause 7(2)(a) of the Fire Protection and Prevention Act.

B.1.9 Tiered Medical Assistance Service

- Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the Region of Essex / Windsor, Emergency Medical Services and the **Town of Essex. As set out in Schedule “E” attached hereto and forming part of this By-law.**
- Service shall be provided in accordance with the local medical direction will review the current International Liaison Committee on Resuscitation guidelines, the current MOH<C Standards of Practice in Resuscitation, the Ontario Base Hospital Group protocols and the direction of the Provincial Medical Advisory Committee.

B.1.10 Ambulance Assistance Services:

- Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients.

B.1.11 Police Assistance Services:

- Service shall be provided to assist Police with emergency and non-emergency situations for with the Fire Department has equipment and/or specialized skills to assist in the mitigation.

B.1.12 Public Assistance Services:

- Service shall be provided to assist the public with emergency and non-emergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident.

B.1.13 Public Hazard Assistance Services:

- a) Carbon Monoxide Incidents – Response shall be provided to carbon monoxide alarms and emergencies.
- b) Public Utility Incidents – Response shall be provided to public utility incidents that pose a public hazard, including:
 - i. Electrical utility emergencies;
 - ii. Natural gas utility emergencies.

B.1.14 Vehicle Accident Services

- The Fire Department shall respond to vehicle accidents to provide the following services:
 - i. Stabilizing the scene of the accident;
 - ii. Stabilizing the vehicles involved in the accident;
 - iii. Providing aid to injured or trapped persons;
 - iv. Mitigating adverse effects to the natural environment.

B.1.15 Vehicle Extrication Services

- Vehicle search and rescue services, including extrication, shall be provided in accordance with NFPA 1001 Level II, Standard for Fire Fighter Professional Qualifications.

B.1.16 Transportation Incidents Involving Vehicles, Trains, Aircraft, Watercraft:

- Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.

B.1.17 Highway Incident Services:

- **Fire Protection Services shall be provided to the King's Highway of Ontario, known as Highway 3.**
- Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

B.1.18 Hazardous Materials Response Services:

- Service shall be provided at the Operations Level in accordance with NFPA 1072, Standard for Competence of Responders to Hazardous Materials Incidents.
- Hazardous materials response services at the NFPA 1072 Technician Level shall not be provided by the Fire Department.
- Notwithstanding the foregoing, the Fire Chief shall be authorized to designate all firefighters to participate in annual Hazmat awareness training with Windsor Fire Department Hazmat Response Team.
- Hazardous Materials response at the NFPA 472 Technician Level shall be provided by Windsor Fire and Rescue - Hazmat Response Team.

B.1.19 Water and Ice Rescue Services

- a) Service shall be provided at the Awareness Level in accordance with NFPA 1670, the Department will provide a ten (10) Firefighter Ice Water Rescue Team which is comprised from all three (3) Stations and administration, and these firefighters shall be trained to Surface Water Rescue, Swift Water Rescue, and Ice Rescue as noted below;
- b) Surface Water Rescue – Service shall be provided at the Technician Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue Incidents, and may include shore based, water entry.
- c) Swift Water Rescue – Service shall be provided at the Technician Level in accordance with the NFPA 1670 standard.
- d) Ice Rescue – Service shall be provided at the Technician Level in accordance with the NFPA 1670 standard.
- e) Dive Rescue – Service shall be provided at the Awareness Level only in accordance with NFPA 1670 standard.
- f) Recovery services to retrieve animals, property, or human remains by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire Department.
- g) Watercraft Search and Rescue – shall be provided by Kingsville or Amherstburg Fire Department's upon request.

B.1.20 Structural Collapse Search and Rescue Services:

- Fire Department response to urban search and rescue incidents shall be limited to providing Structural Collapse Search and Rescue services at the Awareness Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue incidents.
- Urban search and rescue service require structural collapse search and rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.
- Structural Collapse Search and Rescue - Operations and Technical Levels shall be provided by Provincial Heavy Urban Search and Rescue Team (HUSAR) provided upon request through Provincial Emergency Operations Centre (PEOC).

B.1.21 Rope Rescue Services:

- Rope rescue services, such as high-angle and low-angle rescue services, shall be provided at the Awareness Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue incidents.

- Rope rescue service at the Operations or Technical Levels shall not be provided by the Fire Department.

B.1.22 Confined Space Rescue:

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, Standard for Operations and Training for Technical Search and Rescue incidents.
- Confined space rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.
- Confined Space Rescue – shall be provided by contacting the Provincial Emergency Operations Centre upon request.

B.1.23 Trench Rescue Services:

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, Standard for Operations and Training for Technical for Technical Search and Rescue incidents.
- Trench rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.
- Trench Rescue – shall be provided by contacting the Provincial Emergency Operations Centre upon request.

B.1.24 Cave, Mine, and Tunnel Rescue Services:

- Service shall be provided at the Awareness Level in accordance to NFPA 1670, Standard for Operations and Training for Technical Search and Rescue incidents.
- Cave, mine, and tunnel rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

B.1.25 Farm and Silo Rescue Services:

- Fire Department response to farm and silo rescue incidents that involve a rope rescue and/or a confined space rescue component shall be limited to providing such technical rescue services at the Awareness Level in accordance with the NFPA 1670 standard.

- Farm and silo rescue incidents requiring rope rescue and/or confined space rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.
- Rope Rescue Services – shall be limited to providing such technical rescue services at the Awareness Level in accordance with the NFPA 1670 standard, and Operations or Technician Levels shall not be provided by the Fire Department.
- Confined Space Rescue – shall be limited to providing such technical rescue services at the Awareness Level in accordance with the NFPA 1670 standard, and Operations or Technician Levels shall not be provided by the Fire Department.

B.1.26 Industrial and Machinery Rescue Services:

- Service shall be provided at the Awareness Level in accordance with NFPA 1670, Standard for Technical Search and Rescue incidents.

B.1.27 Community Emergency Plan Response Services:

- Service shall be provided in accordance with the Approved Town of Essex Emergency Response Plan.

B.1.28 Assistant to the Fire Marshal Services – Fire Suppression:

- Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the Fire Protection and Prevention Act.

B.2 Fire Prevention and Public Education

B.2.1 Fire Inspection Services:

- (a) Conducting complaints inspections.
- (b) Conducting vulnerable occupancy inspections.
- (c) Conducting requested inspections.

- (d) Conducting routine inspections.
- (e) Conducting licensing inspections.
- (f) Conducting Temporary Farm Workers inspections.
- (g) Systems checking, testing and approval.
- (h) Enforcing code compliance.
- (i) Enforcing municipal by-laws.
- (j) Issuing permits.
- (k) Preparing reports and issuing written responses to requests.
- (l) Fire Safety Plan Reviews

B.2.1 Public Education Services

- (a) Providing fire and life safety public education programs.
- (b) Facilitating smoke alarm and carbon monoxide alarm initiatives.
- (c) Distributing public safety messaging to the media.
- (d) Delivery of specialized programs.

B.2.3 Fire Investigation Services:

- (a) Determining cause and origin of fires and explosions.
- (b) Assessing code compliance.
- (c) Determining effectiveness of built-in suppression features.
- (d) Determining compliance with building standards.
- (e) Interacting with police, fire investigators, and other agencies.
- (f) Supporting criminal prosecutions, including appearances in court.

Schedule “C”
By-law No.

Mission Statement & Goals

The Town of Essex

Essex Fire and Rescue Services

Mandate of Essex Fire and Rescue Services

The mandate of Essex Fire and Rescue Services is to provide fire protection services and emergency response, public fire and life safety education, and fire prevention initiatives to protect the lives and property of the citizens, businesses and visitors to the Town of Essex.

Vision of Essex Fire and Rescue Services

The vision of Essex Fire and Rescue Services is to be a well-planned, well-trained and well-equipped emergency response agency where the safety and well-being of all involved in any emergency response is paramount.

Primary Goals of Essex Fire and Rescue Services

The primary goals of Essex Fire and Rescue Services are

- (1) to provide fire protection and rescue services through a range of programs designed to protect the lives and property of inhabitants from the adverse effects of fire, sudden medical emergencies, or exposure to dangerous conditions created by man or nature;
- (2) to provide fire protection and rescue services to those municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities; and
- (3) to provide fire protection and rescue services to those municipalities provided fire protection by Essex Fire and Rescue Services via authorized agreement.

Primary Objectives of Essex Fire and Rescue Services

In order to achieve the goals of Essex Fire and Rescue Services, necessary funding must be in place and the following objectives met:

- (1) Identify and review the fire and rescue services requirements of the municipality;
- (2) Provide an administrative process consistent with the needs of the department;
- (3) Ensure that firefighting equipment and operating personnel are available within the municipality to **provide adequate response to a citizen’s call within a reasonable** length of time;
- (4) Provide departmental training, to an accepted standard, which will ensure the continuous upgrading of all personnel in the latest techniques of fire prevention, firefighting and control of emergency situations and to co-operate with other municipal departments with respect to management training and other programs;
- (5) Provide a maintenance program to ensure all fire protection apparatus, including all equipment, is ready to respond to emergency calls;
- (6) Provide an effective Fire Prevention Program to:
 - (a) Ensure, through plan examination and inspection, that required fire protective equipment is installed and maintained within buildings;
 - (b) Reduce and/or eliminate fire hazards; and
 - (c) Ensure compliance with applicable municipal, provincial and federal fire prevention legislation, statutes, codes and regulations in respect to fire safety;
- (7) Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs, and commercial, industrial and institutional staff training.

- (8) Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.
- (9) Develop and maintain a good working relationship with all federal, provincial and municipal departments, utilities and agencies, related to the protection of life and property.
- (10) Interact with other Municipal departments respecting the aspects of fire or any given programs.
- (11) Ensure these objectives are not in conflict with any other Municipal department.

MEDICAL TIERED RESPONSE AGREEMENT

BETWEEN:

Essex Windsor EMS
(EWEMS)

-and-

City of Windsor and County of Essex Fire Services
(Fire Services)

The following agreement defines the criteria for EWEMS to initiate a Medical Tiered Response request for Fire Services. It is understood that the Windsor Central Ambulance Communications Centre (W-CACC) is the communication link between EWEMS and local Fire Services. W-CACC is responsible for all Medical Tiered Response communication between the agencies.






It is assumed that Fire Services will be tiered to calls in which their assistance is required as part of their responsibilities identified in the Fire Protection and Prevention Act, 1997 and any other applicable provincial and municipal legislation.

The Medical Tiered Response Agreement is a separate document that encompasses the following Emergency Call Types, Response Criteria Table and associated definitions;

Emergency Call Types

- a) Multi-Casualty Incidents
- b) Industrial Accidents
- c) Entrapment, Extrication and other Rescues
- d) Motor Vehicle Collision requiring EWEMS

Response Criteria Table

Fire Service	Cardiac Respiratory Arrest	Airway Obstruction	Unconscious Unresponsive	Significant delay	When requested by Paramedics
Windsor					
Lakeshore					
LaSalle					
Amherstburg					
Essex					
Kingsville					
Tecumseh					
Leamington					

Definitions:

Fire Services include:

- City of Windsor
- Town of Lakeshore
- Town of LaSalle
- Town of Amherstburg
- Town of Essex
- Town of Kingsville
- Town of Leamington
- Town of Tecumseh

Industrial Accident

An injury at an industrial or construction setting that meets what is defined or perceived as a *critical injury* or involves entrapment.

** Ford Canada, accessed from Henry Ford Boulevard is not included in Windsor Fire & Rescue Response area. Ford Security must be contacted.

Critical Injury

Places life or limb in jeopardy including, but not limited to;

Patient is unconscious **or**

Possibility of substantial loss of blood **or**

Possibility of fracture to leg or arm but not finger or toe **or**

Amputation of leg, arm, hand or foot, but not finger or toe **or**

Consists of burns to major portion of body **or**

Causes loss of sight in an eye

Motor Vehicle Collision (MVC) includes any of the following;

Code 4 EMS response for a MVC including;

Air bag deployment **or**

Entrapment of occupants **or**

Hazards including but not limited to; electrical wires down, vehicle fluids leaking, natural gas leaks and ice or water rescue

Cardiac/ Respiratory Arrest

Cardiac Arrest is the sudden, unexpected loss of heart function (pulse rate), breathing (respiratory rate) and consciousness (awareness of self and surroundings). Respiratory Arrest is the sudden, unexpected loss of breathing (respiratory rate) and consciousness (awareness of self and surroundings) but will still have a palpable pulse rate.

Airway Obstruction

Is the partial or complete blockage of the breathing passages to the lungs. Without intervention, will lead to Cardiac/respiratory Arrest

Unconscious Unresponsive

Is the Interruption of awareness of oneself and one's surroundings, lack of the ability to notice or respond to stimuli in the environment. Without intervention, may lead to Cardiac/Respiratory Arrest.

Significant Delay

When a staffed ambulance that normally services the area in question is not available or if a standby vehicle is not located in that area then it is accepted that an ambulance call in that area would encounter a delay in the normally expected response for a code 4 call.

When Requested by Paramedics

When an EMS resource is on scene and requires the assistance of the Fire Services for the following, but not limited to;

Lift assistance that overwhelms the resources of the EMS Crew **or**

Extrication for a scene that requires the expertise and resources of the Fire Services **or**

Access and egress to the scene utilizing the staff and resources of the Fire Services **or**

MVC that is not identified upon receipt of response or
Hazardous scene

Exceptions

Fire Services shall not be tiered when the following apply;

- Patient is known to have a Do Not Resuscitate Validity Form
- The response id to a Long Term Care facility or Health Care facility where the staff are able to provide the same level of service as the responding Fire Service.

Disclosure

This agreement recognizes that the fire services may not be able to respond when occupied with a fire or for any other reason as determined by the senior on-duty fire officer. Further, Fire Service response is based upon circumstances and resources available at the time of the occurrence. This Medical Tiered Response Agreement will be maintained, reviewed and revised as required by the agencies involved.

Windsor CACC will not be held responsible for any associated financial cost with the application or interpretation of this agreement.

Tiered Medical Response Fire Service Grant

As per the Essex County Council Report 2007-R0005-LA-07-18-BB (attached), Fire Service Annual Grant, Essex Windsor EMS will grant the following Fire Services One Thousand dollars (\$1,000) per defibrillator;

- City of Windsor
- Town of Tecumseh
- Town of LaSalle
- Town of Lakeshore
- Town of Amherstburg
- Town of Essex
- Town of Kingsville

The grant funding is intended for the ongoing preventative maintenance programs of each defibrillator, replacement of defibrillators, ongoing supplies and associated training. At the commencement of each calendar year, each Fire service must submit an inventory list of Tiered Response Defibrillator to determine eligibility for the grant funding.

Expendable Medical Equipment/Supplies

Essex Windsor EMS will supply expendable medical supplies used by the Fire Service partners at medical response incidents. Such items include;

- Medical oxygen cylinders
- Defibrillator Pads
- Oxygen Masks

- Oropharyngeal airways
- Burn gel dressings

Replacement of supplies will be on a one for one basis and must be associated to a medical response. A Windsor CACC Ambulance Run Number must be placed with any orders. In some circumstances Fire Service may replace from the EMS Ambulance, understanding this should not delay transport or reduce stock in the ambulances below Standard.

If expendable supplies are scheduled to expire, EWEMS will exchange such equipment no later than six (6) months prior to the expiry date. Any items expiring within six (6) months or have expired, are the responsibility of the Fire Service to replace.

EWEMS will share vendors' lists and pricing to ensure the Fire Services experience the same pricing template as EWEMS.

Defibrillators

It is understood that the Fire Service defibrillators are the property of the individual Fire Services. Replacement or enhancement of defibrillators is also the responsibility of each Fire Service. EWEMS will provide guidance and consultation on the selection of any defibrillators to ensure compatibility and compliance, with both EMS and Public Access Defibrillation (PAD)

EWEMS will ensure Fire Services are aware of any future EWEMS replacement plans or decisions to ensure compatibility and compliance and to ensure any replacement is fiscally responsible to all parties.

Defibrillator Preventative Inspection Program (PIP)

EWEMS will coordinate a contract to ensure each Fire Service defibrillator is inspected by the manufacturer biometrics department. Preventative Inspection Program (PIP) reports on each defibrillator listed in the Grant Funding Inventory must be submitted annually to EWEMS for verification of Grant Funding responsibilities.

Ongoing maintenance and damage repair is the responsibility of the Fire Service.

Continuing Quality Assurance (CQI)

Training

EWEMS, in collaboration with the Fire Services and local medical direction will review the current International Liaison Committee On Resuscitation (ILCOR) guidelines, the current MOH<C Standards of Practice in Resuscitation, the Ontario Base Hospital Group (OBHG) protocols and the direction of the Provincial Medical Advisory Committee (MAC) to determine the current and future best practice in developing a robust, comprehensive and consistent resuscitation training curriculum to be delivered the respective fire services.

The intent is to deliver comprehensive, seamless and consistent resuscitation to the residents and visitors of Windsor and Essex County.

EWEMS, local medical direction and the fire services agree to train the trainers to allow for the local fire service to schedule, maintain and review the training provided. The medical director has oversight of all training being delivered to the local fire services.

EWEMS and the local fire services agree to utilize and share any resources or equipment to provide the ongoing annual training.

Training shall be completed annually and be comprised of:

- CPR
- AED Operation
- Review of current ILCOR and Provincial Protocols
- Review of local Protocols and equipment

Costs associated for all training is the responsibility of the individual Fire Service.

Call Response Audit

Upon completion of any Medical Assist Response (MAR), the Fire service shall, as soon as operationally feasible;

- Complete a MAR form and submit to EWEMS
- Download the applicable AED data and send to EWEMS, if available
- If Download is not available, Professional Standards Division will arrange for a defibrillator loaner while the download process is complete.
- Submit a expendable supply replacement form to EWEMS

Upon receipt of the above, EWEMS will, as soon as operationally feasible;

- Review the MAR form and attach to the corresponding eACR
- Review the AED download and attach to the corresponding eACR
- Review the AED download and complete a CPR Process report and submit to the applicable Fire Service
- Review and complete a restocking of the resupply order and notify the applicable Fire Service

This agreement shall remain in force until any party provides written notification of their intent to change or discontinue the practices herein referenced. This Agreement shall be reviewed by all parties at the request of any participating agency.

Signed on this _____ day of _____ 2021

Chief Essex Windsor EMS
Bruce Krauter

Mayor



Report to Council

Department: Community Services
Division: Recreation and Culture
Date: May 3, 2021
Prepared by: Cynthia Cakebread Manager, Recreation and Culture
Report Number: Recreation and Culture-2021-01
Subject: Lifesaving Society Affiliate Recognition Awards 2020
Number of Pages: 6

Recommendation(s)

That Recreation and Culture -2021-01 entitled Lifesaving Society Affiliate Recognition Awards 2020 prepared by Cynthia Cakebread, Manager Recreation and Culture dated May 3, 2021 be received, and

That the Lifesaving Society Annual Report Affiliate Recognition 2020 be received for Council and public information.

Purpose

To advise Council of the Community Services Recreation and Culture Division's standing in the Lifesaving Society Affiliate Recognition Award – Ontario Branch categories.

Background and Discussion

The Town of Essex Community Services, as an affiliate of the Lifesaving Society offers a variety of programs including Learn to Swim, Lifesaving Certifications, First Aid, Automatic External Defibrillation and a numbers of specialty certifications. The Lifesaving Society (LSS) is a

national organization whose provincial branch is composed of over 500 affiliated municipalities, private businesses, schools and clubs. The Lifesaving Society is regarded as the leader in the delivery of water safety and leadership throughout Canada and around the world.

Annually, the Lifesaving Society – Ontario Branch awards points to affiliates based on the total number of certifications and awards that are delivered within their community. At the end of the year all points are tabulated and awards are distributed to winners in categories based on population, total number of facilities and further broken down by specific certification with awards distributed to the winners of each category.

Although 2020 was a challenging year, the Town of Essex program was recognized in the top ten of each of the categories that the Town qualified under.

- Scarborough Cup – 1st Place
 - Awarded to the municipal affiliate with the largest lifesaving/leadership program in a community with a population between 10,000 and 50,000.
 - This is the 10th time the Town of Essex has won this cup since 2008.
- R. Bredin Staples Cup – 2nd Place
 - Awarded to the municipal affiliate with the largest leadership training program per capita.
- Arnold H. Morphy Cup – 3rd Place
 - Awarded to the affiliate with a single facility with the largest lifesaving/leadership program.
- John E. McCutcheon Bowl – 3rd Place
 - Awarded to the single-facility affiliate with the largest first aid program.
 - The Town of Essex was the only municipal affiliate to appear in the top 10

The Town of Essex is a Top 20 affiliate in Ontario based on the overall point system.

Financial Impact

There is no financial impact.

Consultations

Life Saving Society

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:	Lifesaving Society Affiliate Recognition Awards 2020.docx
Attachments:	- Affiliate Recognition 2020.pdf
Final Approval Date:	Apr 26, 2021

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

A handwritten signature in black ink, appearing to read "Doug Sweet".

Doug Sweet, Director, Community Services/Deputy CAO - Apr 22, 2021 - 2:36 PM

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

Chris Nepszy, Chief Administrative Officer - Apr 26, 2021 - 9:51 PM



AFFILIATE RECOGNITION AWARDS

The Society recognizes affiliate members who deliver the Society's training programs, promote Water Smart® public education, and raise funds in support of the Society's drowning prevention mission. Most recognition awards are presented on the basis of points earned (see Point system, p. 9). The Water Smart Award and the Jocelyn Palm Cup are awarded from a list of nominees who meet established criteria.

ANTHONY G. S. GRIFFIN CUP: Awarded to the City of Toronto District with the largest lifesaving program. (The City does not participate in the Cochrane Cup category.)

1 st	Etobicoke/York District	17,707
2 nd	Toronto & East York District	17,127
3 rd	Scarborough District	12,255
4 th	North York District	11,177
5 th	West Toronto/York District	5,448
Total		63,714

ARTHUR LEWIS COCHRANE CUP: Awarded to the affiliate member with the largest lifesaving program.

1 st	First Aid 4 Job	71,012
2 nd	Ezgi Guvercin	65,184
3 rd	City of Ottawa	62,950
4 th	Lifeguarding Academy	31,085
5 th	Selma Guvercin	29,924
6 th	City of Mississauga	22,809
7 th	Town of Oakville	22,255
8 th	City of London	17,513
9 th	City of Brampton	14,727
10 th	City of Vaughan	14,668

ARNOLD H. MORPHY CUP: Awarded to the single-facility affiliate with the largest lifesaving program.

1 st	First Aid 4 Job	71,012
2 nd	Shendy's Swim School	10,364
3 rd	Town of Essex	6,374
4 th	Russell Aquatics	6,165
5 th	Dovercourt Recreation Association	5,129
6 th	Brock University	4,667
7 th	B & C Aquatics	4,591
8 th	Elemental First Aid	4,236
9 th	Splashville Inc.	3,736
10 th	Markham YMCA	3,725
	Rudy Bratty Centre	3,725

JOCELYN PALM CUP: Awarded to the affiliate making the most outstanding contribution to the National Lifeguard Service.

City of Ottawa

WATER SMART® AWARD: Awarded to an affiliate for outstanding community service to drowning prevention education.

City of Ottawa

DAVID W. PRETTY CUP: Awarded to the municipal affiliate with the largest lifesaving program in a community with a population between 100,000 and 250,000.

1 st	Town of Oakville	22,255
2 nd	City of Richmond Hill	10,261
3 rd	City of Kitchener	8,834
4 th	City of Waterloo	6,918
5 th	City of Burlington	6,681
6 th	City of Guelph	5,047
7 th	City of Cambridge	4,346
8 th	Town of Milton	4,018
9 th	City of Oshawa	3,832
10 th	City of Brantford	3,592



BURLINGTON CUP: Awarded to the municipal affiliate with the largest lifesaving program in a community with a population between 50,000 and 100,000.

1 st	Town of Halton Hills	4,241
2 nd	Town of Newmarket	3,125
3 rd	Town of Caledon	3,099
4 th	Town of Aurora	2,955
5 th	City of Kawartha Lakes	2,862
6 th	Municipality of Clarington	2,383
7 th	City of Belleville	2,262
8 th	City of Sault Ste. Marie	1,221
9 th	Town of Georgina	982
10 th	City of Pickering	831

SCARBOROUGH CUP: Awarded to the municipal affiliate with the largest lifesaving program in a community with a population between 10,000 and 50,000.

1 st	Town of Essex	6,374
2 nd	Town of Bradford	
	West Gwillimbury	3,633
3 rd	Town of Whitchurch/Stouffville	3,611
4 th	City of Woodstock	3,220
5 th	Municipality of Port Hope	2,739
6 th	City of Orillia	2,616
7 th	Town of Ingersoll	2,132
8 th	City of Elliot Lake	2,005
9 th	Wilmot Township	1,941
10 th	Township of Uxbridge	1,750

M. G. GRIFFITHS CUP: Awarded to the municipal affiliate with the largest lifesaving program in a community with a population under 10,000.

1 st	Town of Minto	1,768
2 nd	Town of Shelburne	1,491
3 rd	City of Temiskaming Shores	1,477
4 th	Town of Hanover	1,462
5 th	Town of Arnprior	1,396
6 th	Township of North Huron	1,145
7 th	Town of Fort Frances	604
8 th	Town of Kirkland Lake	487
9 th	Town of Perth	467
10 th	Town of Deep River	406

PRIVATE AFFILIATE AWARD: Awarded to the private affiliate with the largest lifesaving program.

1 st	First Aid 4 Job	71,012
2 nd	Ezgi Guvercin	65,184
3 rd	Lifeguarding Academy	31,085
4 th	Selma Guvercin	29,924
5 th	Training for Life	10,586
6 th	Shendy's Swim School	10,364
7 th	North York CPR	9,059
8 th	A Second Breath	7,988
9 th	Lifebeats First Aid	7,765
10 th	Code of Confidence	7,006

ERNEST A. CHAPMAN CUP: Awarded to the affiliated camp with the largest lifesaving program.

1 st	Glen Bernard Camp	841
2 nd	Camp Can-Aqua	750
3 rd	Lake Scugog Camp	375
4 th	Winning Techniques Camp	265
5 th	Camp Tamakwa	200
6 th	Camp Wahanowin	121
7 th	Camp Timberlane	107
8 th	Koinonia Inc.	40
9 th	Camp Tanamakoon	20

JOHN H. CROCKER CUP: Awarded to the affiliated "Y" with the largest lifesaving program.

1 st	Markham YMCA	
	Rudy Bratty Centre	3,725
2 nd	Scarborough YMCA	3,014
3 rd	YMCA of Owen Sound	
	Grey Bruce	2,951
4 th	North York YMCA	2,882
5 th	YMCA-YWCA of Guelph	2,688
6 th	YMCA of Niagara	
	(St. Catharines Walker)	2,289
7 th	Mississauga YMCA	2,278
8 th	Brampton YMCA	2,151
9 th	Oshawa Mary Street YMCA	1,930
10 th	Metro Central YMCA	1,902

WILLIAM HENRY MEMORIAL CUP: Awarded to the affiliated school with the largest lifesaving program.

1 st	St. Charles College	1,125
2 nd	Notre Dame Catholic High School	970
3 rd	Dunbarton HS Pool	825
4 th	Appleby College	766
5 th	H.B. Beal Secondary School	583
6 th	Sir Frederick Banting Secondary School	577
7 th	Bishop Alexander Carter Catholic S.S.	300
8 th	Westmount Recreation Centre	148
9 th	Lakehead College School	100
9 th	Bowmore Road Junior and Senior Public School	100

KIRK A. W. WIPPER CUP: Awarded to the affiliated university or college with the largest lifesaving program.

1 st	York University	7,888
2 nd	CTS Canadian Career College	5,134
3 rd	Brock University	4,492
4 th	University of Guelph	2,809
5 th	University of Ottawa	2,336
6 th	Queen's University	1,682
7 th	University of Toronto	1,559
8 th	Western University	1,555
9 th	Trent University	1,445
10 th	University of Waterloo	994

R. BREDIN STAPELLS CUP: Awarded to the affiliate member with the largest leadership training program; and to the municipal affiliate with the largest leadership training program per capita.

Open category

1 st	City of Toronto	10,930
2 nd	Lifeguarding Academy	8,380
3 rd	Town of Oakville	5,785
4 th	City of Mississauga	4,500
5 th	City of Kitchener	4,355
6 th	Shendy's Swim School	4,020
7 th	City of Markham	3,570
8 th	City of Vaughan	3,500
9 th	City of Brampton	3,260
10 th	City of Ottawa	3,205

R. BREDIN STAPELLS CUP (cont'd)

Per capita category

1 st	Wilmot Township	.0570
2 nd	Town of Essex	.0551
3 rd	Township of North Huron	.0527
4 th	Town of Penetanguishene	.0491
5 th	Town of LaSalle	.0416
6 th	Town of Collingwood	.0328
7 th	Town of Oakville	.0298
8 th	Town of Orangeville	.0273
9 th	Haldimand County	.0272
10 th	Town of Ingersoll	.0267

WILLIAM M. BRUMMITT BOWL: Awarded to the affiliate with the largest first aid program.

1 st	First Aid 4 Job	71,012
2 nd	Ezgi Guvercin	65,184
3 rd	Selma Guvercin	29,924
4 th	City of Ottawa	27,835
5 th	City of Toronto	20,834
6 th	Lifeguarding Academy	12,210
7 th	Training for Life	8,781
8 th	City of Mississauga	8,491
9 th	North York CPR	8,209
10 th	City of Brampton	8,132

JOHN E. MCCUTCHEON BOWL: Awarded to the single-facility affiliate with the largest first aid program.

1 st	First Aid 4 Job	71,012
2 nd	Elemental First Aid	4,236
3 rd	Town of Essex	4,059
4 th	Brock University	3,392
5 th	Shendy's Swim School	3,379
6 th	Forest City First Aid Inc.	3,194
7 th	Markham YMCA	
	Rudy Bratty Centre	3,020
8 th	Sepoy First Aid	2,794
9 th	Rebecca Galan	2,536
10 th	Scarborough YMCA	2,434

DARNELL CHALLENGE CUP: Awarded to affiliate members or institutions that demonstrate a commitment to drowning prevention by mobilizing staff and volunteers to raise funds for Water Smart.

Overall category

PPL Aquatic, Fitness and
Spa Group Inc.

Point system

Affiliate Recognition Awards encourage and recognize the use of the Society's training programs. Point values reward affiliates who offer a full menu of lifesaving programs and reflect the relative degree of difficulty or amount of training and effort required to achieve each level including the programming time commitment. Recertifications are assigned half the point value of original certifications.

Water Rescue Awards

Rookie/Ranger/Star Patrol	7 / 7 / 7 points
Junior Lifeguard Club	10 points
Wading Pool Attendant	10 points
Safeguard	10 points
Patrol Rider	10 points
Bronze Star	10 points
Bronze Medallion	15 points
Bronze Cross	20 points
Distinction	30 points
National Lifeguard	40 points

First Aid Awards

Anaphylaxis Rescuer	2 points
Basic First Aid	4 points
CPR -A / -B / -C	4 / 6 / 8 points
CPR-HCP	8 points
Emergency First Aid	12 points
AED	10 points
Airway Management	15 points
Standard First Aid	25 points

Specialized Training

Lifesaving Fitness Bronze / Silver / Gold	5 / 7 / 9 points
Boat Rescue	10 points
Lifesaving Sport Officials	15 points

Leadership Training

Assistant Instructor	20 points
Swim Instructor	40 points
Lifesaving Instructor	40 points
Examiner Course	15 points
Update Clinics	15 points
Specialized Instructors	30 points
Trainer Course	30 points
Lifesaving Sport Coach	30 points



Report to Council

Department: Community Services
Division: Parks and Facilities
Date: May 3, 2021
Prepared by: Doug Sweet, Director Community Services/Deputy CAO
Report Number: Parks and Facilities-2021-01
Subject: Results of Request for Proposal – Remove and Replace Surface for Colchester Park Playset
Number of Pages: 3

Recommendation(s)

The following recommendation is provided for the Council's consideration:

1. That Community Services Report 2021-001 entitled "Results of Request for Proposal – Remove and Replace Surface for Colchester Park Playset" be received for council information; and
2. That Council award the Request for Proposal – Remove and Replace Rubber Surface for Colchester Playset in Colchester Park to Softline Solutions AB Inc.

Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required for purchases where the total contract price is in excess of \$100,000. This report is to seek **Council's approval to appoint a qualified supplier to remove and replace the rubber surface for the Colchester Playset located in Colchester Park.**

Background and Discussion

A Request for Proposal following the guidelines as set out in the Town's Procurement By-Law Number 1043 for a removal and replacement of the playground rubber surface at Colchester Playset located in Colchester Park was posted both on the Town's website and MERX, and closed on March 24, 2021 at 3:00 PM.

A total of 5 proposals were received and they were evaluated using a scorecard approach, taking into consideration the experience with similar projects, understanding of the proposal scope, project cost and quality of the proposal.

The proposal review process included a team made up of:

- i. Doug Sweet, Director, Community Services/Deputy CAO;
- ii. Jake Morassut, Manager, Parks and Facilities; and
- iii. Jay Affleck, Assistant Manager, Parks and Facilities.

After reviewing each proposal as submitted and totaling the scores, "Softline Solutions AB Inc. - Option 2" scored the highest. Softline Solutions AB Inc. has addressed all areas of the scope as identified in the request for proposal and reference checks have been performed and the Town is satisfied with the feedback received.

Financial Impact

A total of \$140,000 has been set aside in the 2021 Community Services capital budget (Project CS-20-0070 Replace Rubber at Colchester Playground) for this playground project and Softline Solutions AB Inc.'s bid proposal of \$109,034.15 inclusive of harmonized sales tax falls within the allocated budget for the removal and replacement of the playground rubber surface.

Consultations

Jackson Tang, Assistant Manager, Business Services

Link to Strategic Priorities

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

Report Approval Details

Document Title:	RFP Results - Replace Surface for Colchester Playset - Parks and Facilities-2021-01.docx
Attachments:	
Final Approval Date:	Apr 26, 2021

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

Chris Nepszy, Chief Administrative Officer - Apr 26, 2021 - 10:00 PM



Report to Council

Department: Community Services
Division: Parks and Facilities
Date: May 3, 2021
Prepared by: Doug Sweet, Director Community Services/Deputy CAO
Report Number: Parks and Facilities-2021-04
Subject: Results of Request for Proposal – Design, Supply, and Install Playground Equipment for Hunter Park
Number of Pages: 5

Recommendation(s)

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

1. That Community Services Report 2021-04 entitled “Results of Request for Proposal – Design, Supply, and Install Playground Equipment for Hunter park” be received; and
2. That Council **award** the Request for Proposal to Design, Supply, and Install Playground Equipment for Hunter Park to New World Park Solutions Inc.

Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required for purchases where the total contract price is in excess of \$100,000. This report is to seek **Council’s approval to appoint a qualified supplier, to design, supply, and install new playground equipment at Hunter Park in Essex Centre.**

Background and Discussion

A Request for Proposal following the guidelines as set out in the Town's Procurement By-Law Number 1043 for a new Essex playground was posted both on the Town's website and MERX, and closed on March 17, 2021 at 3:00 PM.

The proposals received were evaluated using a scorecard approach, taking into consideration the experience with similar projects, understanding of the proposal scope and quality of the proposal, design, age appropriateness features, accessible features, equipment warranties and public opinion, based on a fixed budget of \$200,000 including all applicable taxes.

The proposal review process included the public opinion and a team made up of:

- i. Doug Sweet, Director, Community Services;
- ii. Jake Morassut, Manager, Parks and Facilities; and
- iii. Jay Affleck, Assistant Manager, Parks and Facilities

In the past for public input on new playground structures, the Town of Essex has held an open house where the public was invited to attend and vote on their favourite playground submission. Due to Covid and the current gathering restrictions, for the Hunter Park playground replacement, a one week virtual open house was held from April 12th to April 19th to have the public review and rank all 6 designs. The public was asked to rank their top three (3) proposals with one (1) being ranked the highest. There were a total of 379 online votes with Option 5 receiving the most 1st place votes with a total of 179 choosing this option as their number one playground choice.

After reviewing each proposal as submitted and totaling all the criteria scores, **"New World Park Solutions Inc.'s - Option 5"** is recommended as the option for the new Hunter Park Playground equipment (see Appendix A). New World Park Solutions Inc. addressed all areas of the scope as identified in the request for proposal and reference checks have been performed and the Town is satisfied with the feedback received.

Financial Impact

A total of \$200,000 was approved in the 2021 Community Services capital budget for this park and playground project as Capital Project CS-21-0065 Hunter Park Replace Playground Equipment. **New World Park Solution's Inc. bid proposal of \$189,920.27 inclusive of** harmonized sales tax falls within the allocated budget for the new playground.

Consultations

Parks and Facilities Division

Finance Division

Appendix 'A' New World Park Solutions Inc. – Option 5 Design



Link to Strategic Priorities

- ☒ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
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- ☐ 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:	RFP-Design, Supply and Install Playground Equipment for Hunter Park - Parks and Facilities-2021-04.docx
Attachments:	
Final Approval Date:	Apr 27, 2021

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

Chris Nepszy, Chief Administrative Officer - Apr 27, 2021 - 11:10 AM



Report to Council

Department: Community Services
Division: Parks and Facilities
Date: May 3, 2021
Prepared by: Jake Morassut, Manager, Parks and Facilities
Report Number: Parks and Facilities-2021-05
Subject: Additional Funds Request for the Automatic Sliding Doors at the Essex Centre Sports Complex
Number of Pages: 3

Recommendation(s)

That Parks and Facilities-2021-05 entitled Additional Funds Request for the Automatic Sliding Doors at the Essex Centre Sports Complex prepared by Jake Morassut, Manager of Parks and Facilities dated May 3, 2021 be received, and

That Council **approve** the additional budgeted expenditures of \$5,148.79 for the Capital Project: 2021 Automatic Door Replacement at the Essex Centre Sports Complex (CS-21-0035) through additional funding from the Asset Management Plan Reserve (AMP Reserve)

Purpose

To obtain Council's approval to increase the 2021 Capital Budget for the Capital Project "Automatic Sliding Doors at the Essex Centre Sports Complex (CS-21-0035)". The total project cost is \$65,148.79. The Approved 2021 Capital Project Budget is \$50,000 and a \$10,000 grant was received leaving a shortfall in funding of \$5,148.79.

Background and Discussion

During the 2021 budget deliberations, Council approved the upgrade of the Essex Centre Sports Complex from the current manual doors to sliding accessible doors. The Town of Essex approved \$50,000.00 in the capital budget and recently received \$10,000.00 in additional funding from the Enabling Accessibility Grant Fund. While the original plan was to replace three doors, the grant funding led to exploring having the remaining five doors completed to ensure consistency and provide accessibility at all entrances/exits at the front of the facility.

The project has been tendered and the lowest tendered price from RC White Ltd. was \$61,641.12 (includes the non-refundable tax). In addition, electrical connection is required with a cost of \$3,507.67 (includes the non-refundable tax).

Financial Impact

The approved capital budget for this project, including grant funding is \$60,000.00 (includes the non-refundable tax) leaving a deficit of \$5,148.79.

Because this project is an “upgrade” in nature, only 50% of the funding can be funded through the Town’s Asset Management Plan Reserve (AMP Reserve). The other 50% must come from other identified sources. Budgeted funds include \$25,000 from the AMP reserve, and \$35,000 from other identified sources (\$25,000 from Community Services Contingency Reserve and \$10,000 from grant funding). Therefore this reallocation still meets the 50% funding from other sources criteria.

Administration is requesting that the \$5,148.79 of additional funds to replace the automatic sliding doors at the Essex Centre Sports Complex (CS-21-0035) come from the Towns Asset Management Lifecycle Reserve.

Consultations

Jeffrey Morrison, Director, Corporate Services/Treasurer

Link to Strategic Priorities

- ☒ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
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- ☒ 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: Infrastructure Services
Division: Drainage
Date: May 3, 2021
Prepared by: Lindsay Dean, Drainage Superintendent
Report Number: Drainage-2021-02
Subject: Appointment of an Engineer under Section 78 & 76 for the 9th Concession Drain
Number of Pages: 4

Recommendation(s)

That Drainage-2021-02 entitled Appointment of an Engineer under Section 78 & 76 for the 9th Concession Drain prepared by Lindsay Dean, Drainage Superintendent dated May 3, 2021 be received, and

That Council appoint Rood Engineering Incorporated under Section 78 & 76 of the Drainage Act to provide an updated report on the 9th Concession Drain.

Purpose

A request for maintenance was received to clean the 9th Concession Drain, however, the report on file for this drain is very outdated and an updated report needs to be prepared to properly complete and assess the ditch cleaning works.

Background and Discussion

The 9th Concession Drain runs along the north side of the 9th Concession Road from Ferris Road to the north side of South Malden Road where it outlets into the South Rear Road and Campbell Sideroad Drain. The current report for the 9th Concession Drain is from 1946 and is a combination report with the Campbell Sideroad Drain. The watershed boundary in that report overlaps several other watershed boundaries that use completely separate outlets and all the properties that use the South Rear Road Drain due to a mutual outlet between both systems. For these reasons, this report will not fairly assess the costs for work completed solely on the 9th Concession Drain. Several newer culvert reports have been completed on the drain since 1946, however, the 1946 report does not include any details on any of the crossings. This means that some of the structures would not be considered to be part of the drain and in addition many would not have any cost sharing provided for future replacement.

Under Section 78 of the Drainage Act, Council may appoint an engineer to make repairs or improvements to existing municipal drains that have been passed under municipal by-law. The 9th Concession Drain is a municipal drain that has been adopted by municipal by-law and a new profile and updated cost sharing for this municipal drain would qualify under this section of the act. In addition, Council can appoint an engineer under Section 76 to alter the schedule of assessment on this drain.

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

The procedures and appeals under Section 78 & 76 are followed in the same manner as Petition Drains, Section 4 of the Drainage Act. The general procedure is as follows:

- Council appointment of an engineer to prepare a report;
- Conduct an on-site meeting with affected landowners;
- Meeting to consider the report and passing of the provisional by-law;

- Court of Revision;
- 3rd and Final Reading of the by-law;
- Construction of drainage works.

Schedule

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

- Council approval and appointment of Engineer –June 2021
- On Site Meeting – June 2021
- Submission of Report and notification period –November 2021
- Consideration of the Report by the Drainage Board –December 2021
- Provisional By-law and Adoption by Council – January 2022
- Court of Revision –February 2022
- 3rd and Final Reading of the By-law – March 2022
- Construction or Drain Maintenance Program (dependent on weather and agency approvals)- Summer 2022

Financial Impact

All lands and roads that use the 9th Concession Drain will be responsible for the costs associated with the engineering, incidental and construction (if applicable).

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:	Appointment of Engineer for 9th Concession Drain Section 78 and 76.docx
Attachments:	
Final Approval Date:	Apr 27, 2021

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

Norm Nussio, Manager Operations and Drainage - Apr 26, 2021 - 4:03 PM

A handwritten signature in black ink, appearing to read 'Norm Nussio', written over a light blue horizontal line.

Kevin Girard, Director, Infrastructure Services - Apr 27, 2021 - 9:42 AM

A handwritten signature in black ink, appearing to read 'Kevin Girard', written over a light blue horizontal line.

Chris Nepszy, Chief Administrative Officer - Apr 27, 2021 - 10:14 AM



Report to Council

Department: Infrastructure Services
Division: Drainage
Date: May 3, 2021
Prepared by: Lindsay Dean, Drainage Superintendent
Report Number: Drainage-2021-03
Subject: Appointment of an Engineer under Section 78 of the Drainage Act to install a new culvert in the Bassett Drain
Number of Pages: 3

Recommendation(s)

That Drainage-2021-03 entitled Appointment of an Engineer under Section 78 of the Drainage Act to install a new culvert in the Bassett Drain prepared by Lindsay Dean, Drainage Superintendent dated May 3, 2021 be received, and

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

Purpose

The Town of Essex has received a request to install a new culvert in the Bassett Drain for the property located at 2430 County Road 20 West as a condition of severance for a new parcel being created.

Background and Discussion

The Bassett Drain runs from Roseborough Road along the north side of County Road 20 westerly to its outlet into the Richmond Drain.

Under Section 78 of the Drainage Act, Council may appoint an engineer to make repairs or improvements to existing municipal drains that have been passed under municipal by-law. The Bassett Drain is a municipal drain that has been adopted by municipal by-law and any changes made to the drain such as the installation of a new culvert would qualify under this section of the act.

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

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

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

Schedule

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

- Council approval and appointment of Engineer –June 2021
- On Site Meeting – June 2021
- Submission of Report and notification period –November 2021

- Consideration of the Report by the Drainage Board –November 2021
- Provisional By-law and Adoption by Council – December 2021
- Court of Revision –January 2022
- 3rd and Final Reading of the By-law – February 2022
- Construction (dependent on weather and agency approvals)- March to Summer 2022

Financial Impact

The landowner receiving the culvert will be responsible for all costs associated with the construction, engineering and incidental costs.

Link to Strategic Priorities

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

Report Approval Details

Document Title:	Appointment of Engineer for Bassett Drain New Culvert.docx
Attachments:	
Final Approval Date:	Apr 27, 2021

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

Norm Nussio, Manager Operations and Drainage - Apr 26, 2021 - 4:03 PM

A handwritten signature in black ink, appearing to read "Norm Nussio". The signature is written in a cursive style with a large, looped initial "N".

Kevin Girard, Director, Infrastructure Services - Apr 27, 2021 - 9:43 AM

A handwritten signature in black ink, appearing to read "Kevin Girard". The signature is written in a cursive style with a large, looped initial "K".

Chris Nepszy, Chief Administrative Officer - Apr 27, 2021 - 10:10 AM

April 13, 2021

Association of Municipalities of Ontario (AMO)
200 University Ave., Suite 801
Toronto, ON M5H 3C6

Re: Healthy, Professional News Media

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on April 12, 2021 passed the following resolution:

Whereas a healthy, professional news media is essential for the proper functioning of civil society and democracy at the local, regional, federal and international levels; and

Whereas residents of 190 Canadian communities — lost 250 established news outlets because of closings or mergers between 2008 and 2018; and

Whereas the federal government allocated nearly \$600 million in aid for Canadian media over five years in its 2019 budget, including a 25-percent tax credit for newsroom salaries; a 15-percent tax credit for digital media subscribers; and charitable tax status for non-profit news outlets; and

Whereas Canadians have lost the essential services provided by nearly 500 journalists due to layoffs in the Canadian media since the COVID-19 pandemic began to mid-April of 2020 — a time it became clearer to the public how important it is for Canadians to receive factual information — and advertising revenues have plunged, prompting an emergency \$30-million advertising-buy by the federal government; and

Whereas the news media in Chatham-Kent have been instrumental during the COVID-19 pandemic, ensuring local citizens have timely and factual local information; and

Whereas periodic misinformation on social media sites hampers the ability to communicate factually with local citizens; and

Whereas a stronger local media would demonstrate the value of accurate information and provide a more balanced perspective for discussion of public issues,

Be it Therefore Resolved that Chatham-Kent Council encourage other Municipal Councils within the province and across Canada

- to acknowledge that a robust news media is essential to the proper functioning of democracy in their jurisdictions,
- to endorse legislation and regulations to support and rejuvenate news outlets across Canada and
- to urge the Federal Government to move quickly to pass legislation to ensure an ecosystem for a healthy news media to serve all Canadians

And Further that this resolution be forwarded to area municipalities, local M.P.s and M.P.P.s, the Federation of Canadian Municipalities and Association of Municipalities of Ontario

And Further that Chatham-Kent Council encourage all residents to support local journalism.

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-kent.ca

Sincerely,



Judy Smith/ CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C.

Lianne Rood, MP
Dave Epp MP
Rick Nicholls, MPP
Monte McNaughton, MPP
Federation of Canadian Municipalities
Local Ontario Municipalities

April 17, 2021

MEMORANDUM TO: Municipal Chief Administrative Officers and Clerks

Cc: Heads of Council

**SUBJECT: Enhanced Enforcement and New Order under the
Emergency Management and Civil Protection Act
(EMCPA)**

As you heard yesterday from the Premier, the Ontario government is taking targeted action to stop the rapid growth in COVID-19 case rates and relieve mounting pressure on the province's health care system.

I am writing today to make sure that you stay informed about the changes to the Stay-at-Home order, new enforcement authority for police and other provincial offences officers, including municipal bylaw officers, and the implementation of additional public health and workplace safety measures. Taken together, these actions are needed to help control the spread of the virus.

Both the provincial declaration of emergency and the Stay-at-Home order (O.Reg 265/21) have been extended for an additional two weeks. The Stay-at-Home order currently in effect requires everyone to remain at home except for specified purposes, such as going to the grocery store or pharmacy, accessing health care services (including getting vaccinated), for outdoor exercise, or for work that cannot be done remotely.

To increase public compliance with the Stay-at-Home order and stop the spread of COVID-19, amendments to an emergency order (O.Reg 8/21 Enforcement of COVID-19 Measures) have been made that provide police officers and other provincial offences officers, including municipal bylaw officers, with enhanced authority to provide an additional tool to support enforcement of O. Reg. 82/20 with respect to prohibited social gatherings, as follows:

Effective immediately new authorities will allow a police officer or other provincial offences officer, including a municipal bylaw officer, to require, in certain circumstances and with limitations, information from an individual for the purpose of determining whether they are in compliance with the prohibitions on certain gatherings set out in Schedule 4 of O.Reg. 82/20.

Additionally, effective Monday, April 19, 2021 at 12:01 a.m., the government is restricting travel into Ontario from the provinces of Manitoba and Quebec, subject to some specific exceptions.

The government has also updated a number of public health and workplace safety measures. Some of these measures are effective April 17, 2021 at 12:01 a.m., while others take effect Monday, April 19, 2021 at 12:01 a.m. I know you have been working closely with your Public Health Units and I encourage you to continue that collaboration as we work to control the spread and distribute vaccines.

Additional details on these matters are available in the attached memorandum from the Ministry of Solicitor General to Chiefs of Police dated April 17, 2021.

A French language version of this memorandum will follow shortly.

Thank you, once again, for your partnership and continued efforts to keep our communities safe and healthy in these unprecedented times.

Yours truly,

Kate Manson-Smith
Deputy Minister

Enclosure: Correspondence from the Ministry of the Solicitor General to all Chiefs of Police dated April 17, 2021 – Enhanced Enforcement and New Order under the *Emergency Management and Civil Protection Act* (EMCPA)

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

FROM: Richard Stubbings
Assistant Deputy Minister
Public Safety Division

SUBJECT: **Enhanced Enforcement and New Order under the
*Emergency Management and Civil Protection Act***

DATE OF ISSUE:	April 17, 2021
CLASSIFICATION:	General Information
RETENTION:	Indefinite
INDEX NO.:	21-0046
PRIORITY:	High

As you know, the government issued a provincewide Stay-At-Home order under the *Emergency Management and Civil Protection Act* (EMCPA) that, effective Thursday, April 8, 2021 at 12:01 a.m., required everyone to remain at home except for specified purposes, such as going to the grocery store or pharmacy, accessing health care services (including getting vaccinated), for outdoor exercise, or for work that cannot be done remotely.

At the request of the Chief Medical Officer of Health, due to the continued and rapid growth in the number and percentage of positive cases, pressures on the province's health care system, and increasing risks posed to the public by COVID-19 variants, the government is strengthening the tools for enforcement of the province's Stay-at-Home order while imposing new travel restrictions and enhanced public health measures. These urgent actions are targeted at stopping the rapid growth in COVID-19 case rates and relieving mounting pressures on the province's health care system. As such, [EMCPA O. Reg. 265/21 \(Stay-At-Home order\)](#) has now been extended for an **additional two weeks**.

However, it has been observed that individuals continue to leave their homes for purposes that are not permitted by the Stay-at-Home order, including gatherings, and this non-compliance needs to be addressed to prevent further transmission and save lives.

As a reminder, in order to help with enforcement of orders made under *Reopening Ontario (A Flexible Approach to COVID-19) Act, 2020* (ROA) and the EMCPA, regulations have been made under these Acts (O. Reg. 114/20 and O. Reg. 8/21) pursuant to which a police officer or any other provincial offences officer may require an individual to provide the officer with the individual's correct name, date of birth and address if the officer has reasonable and probable grounds to believe that the individual has committed an offence under subsection 10 (1) of the ROA or s. 7.0.11 of the EMCPA.

Police and other provincial offences officers have the authority to disperse gatherings or organized public events that are not complying with gathering/event limits; and all provincial offences officers - not just police, First Nations Constables and special constables - can temporarily close premises where prohibited gatherings are occurring and require individuals to vacate.

Effective immediately, amendments to EMCPA O. Reg. 8/21 (Enforcement of COVID-19 Measures) will provide an additional tool to support enforcement of O. Reg. 82/20 with respect to prohibited social gatherings, as follows:

- Where a police officer or other provincial offences officer has reason to suspect that an individual may be participating **in a gathering that is prohibited** by clause 1 (1) (c) of Schedule 4 of Ontario Regulation 82/20 (Rules for Areas in Stage 1) made under ROA, and believes that it would be in the public interest to determine whether the individual is in compliance with that clause, the officer may require the individual to provide information for the purpose of determining whether they are in compliance with that clause.
 - Every individual who is required to provide a police officer or other provincial offences officer with information shall promptly comply.
 - **This power may only be exercised in a health unit to which Ontario Regulation 265/21 (Stay-at-Home Order) made under the Act applies.**

As a reminder, the penalty for breaching an order under the EMCPA if issued a notice of offence (ticketed) under *the Provincial Offences Act* (POA) is \$750.

Any public complaints related to police conduct or misuse of these powers should be handled by Chiefs of Police or the Office of the Independent Police Review Director (OIPRD) as appropriate through existing oversight processes set out in the *Police Services Act* (PSA).

In addition, in order to limit the transmission of the variants of concern in Ontario, [O. Reg. 293/21 \(Persons Entering Ontario From Manitoba or Quebec\)](#) has been made under the EMCPA. **Effective Monday, April 19 at 12:01 a.m. local time**, it will restrict travel between Ontario and the provinces of Manitoba and Quebec with exceptions for purposes such as work, medical care or transportation of goods.

Enforcement officials, meaning police officers, First Nations Constables, special constables, officers appointed for carrying out the provisions of the *Highway Traffic Act*, conservation officers appointed under the *Fish and Wildlife Conservation Act, 1997*, or a person or class of persons designated by the Solicitor General for the purposes of this order, will have the following powers:

- Require a person entering Ontario at any point along the Quebec or Manitoba borders to stop;
- Require the person to provide any available identification or documents and answer any questions to determine if they are complying with the order; and
- Require a person to return to Quebec or Manitoba, as applicable, if the enforcement official reasonably believes that the person is not complying with the order.

Finally, the following orders have been extended:

- The current declared provincial emergency made under [EMCPA \(O.Reg.7/21 - Declaration of Emergency\) is extended](#) for 14 days past its current end-date of April 21, 2021, until the end of the day on May 5, 2021; and
- All below in-effect orders made up to April 15, 2021, pursuant to the EMCPA, [are extended](#) to the first instant of May 5, 2021:
 - O. Reg. 8/21 Enforcement of COVID-19 Measures;
 - O. Reg. 55/21 Compliance Orders for Retirement Homes;
 - O. Reg. 265/21 Stay-At-Home Order;
 - O. Reg. 266/21 Residential Evictions;
 - O. Reg. 271/21 Work Redeployment for Local Health Integration Networks and Ontario Health;
 - O. Reg. 272/21 Transfer of Hospital Patients; and,
 - O. Reg. 288/21 Closure of Public Lands for Recreational Camping.

Enforcement of Orders

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 POA) or to proceed under Part III of the POA by laying an information.

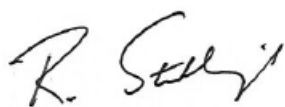
Analysis of enforcement data that your police service provides to the Ministry of the Solicitor General (ministry) continues to support data-driven decision-making. As part of your ongoing weekly reporting to the ministry on EMCPA and ROA enforcement activities, **please also provide data on the use of this new power regarding enforcement of prohibited social gatherings.**

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.

As cases continue to trend sharply upward along with instances of non-compliance, I encourage you to leverage this enhanced authority in your local enforcement of orders under the EMCPA and ROA. The ministry trusts that Chiefs of Police will ensure these new measures are used in a way that maintains public trust and confidence in police.

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

Sincerely,

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

Richard Stubbings
Assistant Deputy Minister
Public Safety Division

Attachment



Executive Council
Conseil exécutif

R.O.C./Décret 257 / 2021

I certify that the attached is a true copy of the Regulation under the Emergency Management and Civil Protection Act, made by Her Honour the Lieutenant Governor in Council on April 17, 2021.

Dated at Toronto, April 17, 2021

A handwritten signature in blue ink, appearing to be "J. T. Little", written over a horizontal line.

Deputy Clerk, Executive Council



Ontario

Executive Council
Conseil exécutif

Order in Council Décret

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and concurrence of the Executive Council, orders that:

the appended Regulation be made under the
Emergency Management and Civil Protection Act.

Sur la recommandation de la personne soussignée, la lieutenant-gouverneure, sur l'avis et avec le consentement du Conseil exécutif, décrète ce qui suit :

Le règlement ci-annexé est pris en vertu de la *Loi sur la protection civile et la gestion des situations d'urgence.*

Recommandé par :

Recommended

Appuyé par :

Le président du Conseil des
ministres,

Concurred

Chair of Cabinet

Approuvé et décrété le

La lieutenant-gouverneure,

Approved and Ordered

APR 17 2021

5:40 p.m.

Date and Time

Lieutenant Governor

R.O.C./Décret (R) 257/2021

APR 17 2021

Number (O. Reg.)
Numéro (Règl. de l'Ont.) → 298/21

[Bilingual]

CONFIDENTIAL
Until made

REG2021.0409.e
2

ONTARIO REGULATION

made under the

EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT

Amending O. Reg. 8/21

(ENFORCEMENT OF COVID-19 MEASURES)

1. Section 2.1 of Schedule 1 to Ontario Regulation 8/21 is revoked and the following substituted:

Requirement to provide information

2.1 (1) Where a police officer or other provincial offences officer has reason to suspect that an individual may be participating in a gathering that is prohibited by clause 1 (1) (c) of Schedule 4 of Ontario Regulation 82/20 (Rules for Areas in Stage 1) made under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*, and believes that it would be in the public interest to determine whether the individual is in compliance with that clause, the officer may require the individual to provide information for the purpose of determining whether they are in compliance with that clause.

(2) Every individual who is required under subsection (1) to provide a police officer or other provincial offences officer with information described in that subsection shall promptly comply.

(3) The power described in subsection (1) may only be exercised in a health unit to which Ontario Regulation 265/21 (Stay-at-Home Order) made under the Act applies.

CONFIDENTIEL
jusqu'à la prise du décret

Reg2021.0409.f02.EDI
2-CJO

RÈGLEMENT DE L'ONTARIO

pris en vertu de la

LOI SUR LA PROTECTION CIVILE ET LA GESTION DES SITUATIONS D'URGENCE

modifiant le Règl. de l'Ont. 8/21

(EXÉCUTION DE MESURES LIÉES À LA COVID-19)

1. L'article 2.1 de l'annexe 1 du Règlement de l'Ontario 8/21 est abrogé et remplacé par ce qui suit :

Obligation de fournir des renseignements

2.1 (1) Lorsqu'un agent de police ou autre agent des infractions provinciales a des raisons de soupçonner qu'un particulier participe à un rassemblement interdit par l'alinéa 1 (1) c) de l'annexe 4 du Règlement de l'Ontario 82/20 (Règles pour les régions à l'étape 1) pris en vertu de la *Loi de 2020 sur la réouverture de l'Ontario (mesures adaptables en réponse à la COVID-19)*, et qu'il estime qu'il serait dans l'intérêt public d'établir si ce particulier se conforme à cet alinéa, l'agent peut exiger que ce particulier fournisse des renseignements afin d'établir s'il se conforme à cet alinéa.

(2) Tout particulier qui est tenu, en application du paragraphe (1), de fournir à un agent de police ou autre agent des infractions provinciales les renseignements visés à ce paragraphe se conforme promptement à l'exigence.

(3) Le pouvoir visé au paragraphe (1) ne peut être exercé que dans une circonscription sanitaire à laquelle s'applique le Règlement de l'Ontario 265/21 (Décret ordonnant de rester à domicile) pris en vertu de la Loi.

April 16, 2021

To: MP Shipley,
48 Alliance Blvd Suite 104
Barrie, Ontario

Sent via email

RE: Clean Fuel Standard

Good day,

At its regular meeting on April 7, 2021, Council of the Township of Springwater passed resolution C146C-2021 endorsing the following letter presented by the Township of Springwater's Agricultural Advisory Committee regarding the Clean Fuels Standard:

Dear Mr. Shipley,

The purpose of this letter is to discuss the Proposed Clean Fuels Standard that is being considered for legislation. As members of the Springwater Township Agricultural Advisory Committee, we have serious concerns with this proposal. This proposal in its current form, has the potential to be catastrophic to the Canadian farmer. The proposed rules and regulations for restrictions on land use are detrimental to the long-term viability of Canadian agriculture.

If this proposal goes ahead, Canadian farmers will be unable to make improvements to their land to make it more efficient for the use of crop production, thus making them unable to meet the needs of food supply needed for the ever-growing population. Making improvements to land for crop production is essential to the growing demand in food supply for our country and should not have restrictions placed upon it. Instilling restrictions in this manner is no different than telling a homeowner that any renovations made after a specific date disqualifies any future renovations.

The restrictions being imposed through the Clean Fuels Standard will make it so Canadian farmers are unable to recoup costs that they are spending in order to meet the needs of the growing population in Canada. Having these restrictions in place, will have buyers seeking products elsewhere, out of country. What will this do to Canada's economy?

The ideas proposed, 'setbacks from watercourses and woodlands,' would come at a tremendous cost to the Canadian farmers who have purchased, paid taxes, and cared for, for generations, are suddenly unable to use the land for renewable fuel purposes.

How will these costs be recovered if the farmer is unable to utilize this land for crop production? Is a farmer going to have to build separate grain storage to store products that are ineligible for renewable energy at a cost of hundreds of thousands of dollars? Isn't it important that the Canadian Government work with Canadian farmers, not impose unworkable rules and regulations that hinder crop production and create a competitive disadvantage with other countries?

The Canadian Government has shown little regard for Canadian farmers in some of their policies and proposed legislation in recent years. The Clean Fuels Standard combined with the recent Carbon Tax, has the potential to put many Canadian farmers out of business. We need our governments to work with Canadian farmers in order to provide for the growing need of food supply in our country.

Please contact Chair David Spring to discuss this further at (705) 730-4033. We look forward to your support on this matter.

Sincerely,



Don Allen
Mayor, Township of Springwater

David S. Spring
Chairperson of the Springwater Township Agricultural Advisory Committee

Cc:
Hon., Jonathan Wilkinson, Minister of Environment and Climate Change;
MPP Doug Downey,
Hon., Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
All Ontario Municipalities



April 23, 2021

Doug Downey
Attorney General
McMurtry-Scott Building
720 Bay Street, 11th Floor
Toronto ON M7A 2S9

Dear Honorable Mr. Downey:

Re: Lottery Licensing to Assist Small Organizations

Small organizations are the foundation of rural Ontario. Thousands of hours of selfless volunteerism are logged each year by organizations who may not necessarily be considered not-for profit or charitable. That doesn't mean that they don't contribute to our communities; small organizations cook for the homeless, clean up parks and flower beds, read to young people, teach life skills to young adults, organize parades, put on concerts...the list goes on.

Many of these small organizations are not eligible to receive a lottery license. This makes it impossible for them to continue to be successful as their fundraising capabilities are extremely limited.

Through this correspondence, we request that you give serious consideration to instituting an additional level of lottery licensing which would enable small organizations to obtain a lottery license. Those who are not able to sustain a non-profit or charitable status could still receive a lottery license if their proceeds benefit the community. Thresholds could be placed on the prize values and perhaps even the number of events which could be held in a calendar year.

We hear over and over again about the hardships in our community and we know that there are organizations who have the ability to help and are not permitted to. Understanding this, Council adopted a resolution seeking your consideration.

R-226-2021

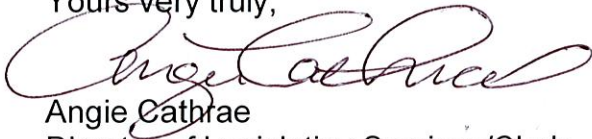
It was **Moved** by J. Kirkland, **Seconded** by K. Durst and **Carried**

That staff are directed to contact the Ministry responsible for Alcohol and Gaming of Ontario to seek their assistance in implementing an additional level of licensing which would permit small organizations to hold fundraisers as a method of sustaining our community and organizations;

And further that all municipalities in Ontario are sent this resolution to seek their assistance in lobbying the Ministry.

We look forward to your consideration of our request.

Yours very truly,

A handwritten signature in dark ink, appearing to read "Angie Cathrae", written in a cursive style.

Angie Cathrae
Director of Legislative Services/Clerk
519-534-1400 ext 122
Tol Free 1-877-534-1400
angie.cathrae@southbrucepeninsula.com

cc: MPP Bill Walker, All Ontario Municipalities



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:

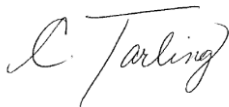
- from seven months (210 days) to four months (120 days) for Official Plan amendments;
- from five months (150 days) to three months (90 days) for Zoning By-law amendments; and
- from six months (180 days) to four months (120 days) for Plans of Subdivision; and

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



**JOINT BOARD OF
MANAGEMENT**
Wednesday, March 17, 2021
9:00 AM
Virtually in Zoom

MINUTES

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

Members Absent: Councillor Vander Doelen

Also in Attendance: Rodney Bouchard, Union Water Supply System Manager
Khristine Johnson, Recording Secretary

**Municipal
Staff Present:** Laura Rauch, Shannon Belleau, Nelson Carvalho - Leamington
John Norton, Andrew Plancke, Shaun Martinho, Ryan McLeod-Kingsville
Andy Graf, Kevin Girard - Essex
Nelson Cavacas, Albert Dionne - Lakeshore

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

Call to Order: 9:04 am

Disclosures of Pecuniary Interest: none

Adoption of Board Minutes:

No. UW-20-21

Moved by: Deputy Mayor Queen

Seconded by: Councillor Jones

That Minutes of the UWSS Joint Board of Management meeting of Wednesday, February 17, 2021 is received.

Carried

Business Arising Out of the Minutes:

There was none.

Report UW/15/21 dated March 12, 2021 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to March 12, 2021

The Manager reviews his report with members of the Board. He confirms that Clarifier #3 was taken offline on March 8th to allow for the installation of a new flow meter. This new flow meter will allow for more accuracy. He further confirms that Clarifier #3 is back online as of the date of this meeting.

He updates members on the rehabilitation of Filters #2 and #4. He explains that the filter media and underdrains have been removed by Continental Carbon Group. The crew from JDCMI is in the process of rehabilitating the filters and their work is expected to be completed sometime during the week of March 22nd. He states that this project is moving along nicely.

The Kingsville Water Tower (KWT) rehabilitation project is also moving along nicely with the scaffolding portion of the project still underway. The Manager anticipates that the KWT will be fully enclosed during the first work of April. He explains that the antennas at the top of the tower will have to be removed during the rehabilitation.

Initial testing of KWT isolation commenced on March 11th. UWSS has heard of no water pressure complaints and confirms that pressure data loggers have been installed throughout Kingsville to monitor pressure during the rehabilitation project.

The Manager then explains to members of the Board that the decommissioning of the chloramination system is still ongoing. The former chloramination building will be retrofitted to be used for the maintenance staff. The ammonia storage tanks have been removed.

The new lab construction project has started back up again with construction of the walls almost complete. A new heating/cooling unit will be installed so this new lab area will have its own environmental controls.

JDCMI is currently painting the metal ceiling above Filters #6 and #8, to address some corrosion issues. Since JDCMI was already present at the WTP working on Filters #2 and #4 this allowed for significant cost savings.

A new soft start was installed on High Lift Pump #9. The pump is back in service as this work was completed around March 8-9th.

The Manager notes that Associated Engineering (AE) is currently preparing a pre-qualification document to pre-qualify contractors for the DAF tendering process. AE is also preparing a draft document to identify options for new reservoir.

The Manager explains that the flows are again significantly higher than in the past years. He notes it is very manageable at this time, his main concern is the summer time peaks.

Councillor Patterson asks the Manager is de-commissioning the chloramination system is wise, as he speculates whether it will ever be necessary to implement again. The Manager notes that the current system under Free Chlorine is working well and the best option for the UWSS and at this point this is a permanent decision as he doesn't anticipate going back to chloramination.

No. UW-21-21

Moved by: Councillor Dunn

Seconded by: Councillor Neufeld

That report UW/15/21 dated March 12, 2021 re: Status Update of the UWSS Operations & Maintenance Activities and Capital Works to March 12, 2021 is received.

Carried (UW/15/21)

Report UW/16/21 dated March 11, 2021 re: Moratorium on Applications for UWSS Treated Water Allocations

The Manager reminds members of the UWSS Board of his report presented in January as well as last October. He notes that the UWSS currently has approximately 2 million gallons of water capacity remaining and it was decided in December 2020 that UWSS would allocate the remaining capacity on an interim basis to owner municipalities based on ownership shares. He further reminds members that at the January 2021 UWSS Board meeting the Board directed the Manager to create a working group to determine how best to move forward with allocation in the future.

The Manager notes that the working group met on February 24, 2021 to review the capacity issue facing UWSS. It was agreed that a moratorium be placed on any large application and also have a look at all of the older applications to determine if there is some allocations that are not currently being used. The moratorium time frame will allow the UWSS to continue to work on making the WTP more efficient and potentially re-rated to allow for more capacity. He notes that large applications are those deemed to be over 50,000 l/day and does not include residential developments. His goal is to have a report back to the board by October 31, 2021.

Councillor Tiessen asked the Manager who comprised the working group. The Manager explains that the four (4) local municipalities' senior staff, as well as planners and in total 11 members comprise the group.

Mayor MacDonald thinks the decision is a sound one, which will allow time to ensure that the growth within the area is appropriate. Councillor Walstedt concurs with the mayor.

Councillor DeYong believes this is a good way to allow the working group to come up with some solutions. She asks the Manager how many acres is 50,000 l/day. The Manager indicates it is approximately 1-2 acres.

Councillor Neufeld asks if the 12 month timeline is enough to try and figure things out for the working group. The Manager feels that this is a good starting point to work with. Councillor Neufeld follows up with a question regarding allocation and if there are any

out there that are prepaid. The Manager explains that there are no allocations which are paid for. Councillor Neufeld's final question asks whether there is any ability to just push raw water. The Manager indicates that there is not as that would require an entirely new set of watermains.

The Manager then explains that the moratorium allows for an opportunity to work with the greenhouse industry and municipalities as well. This also allows for a better allocation process to be developed. The summer daily peaks are the concern because last summer some daily peaks that were hit are cause to start considering expansion. This moratorium will allow for some breathing room.

Councillor Hammond notes that he feels the industry is going to keep growing and this issue needs to be addressed in order to see any continued growth in a way that is proper for all within the UWSS boundaries.

Councillor Patterson thanks the Manager for the recommendation as he believes this is something that the residents have been asking for.

Deputy Mayor Verbeke would like to see the amount of water per plant per acre per day for each of the species grown within the greenhouses, as some crops certainly may take more water than others. Cannabis being one that might take more water.

The Manager then suggests that the new AMI system in Leamington will hopefully provide some clearer data on how much water greenhouses are using for various crops.

Deputy Mayor Queen

No. UW-22-21

Moved by: Deputy Mayor Queen

Seconded by: Councillor Walstedt

That the Union Water Supply Joint Board of Management (UWSS Board) implements a moratorium to take effect immediately on new requests for treated water allocations from new or existing entities that use more than 50,000 litres per day;

And further, that the moratorium would not apply to any type of residential development;

And further, that the moratorium will be in effect for up to 12 months;

And further, that the UWSS Board directs the UWSS General Manager, with support from the UWSS-Municipal Treatment Capacity Allocation Working Group (Working Group), to undertake an evaluation of all approved treated water allocations to identify any discrepancies between approved allocations versus actual water usage;

And further, that the UWSS Board directs the UWSS General Manager to deliver a report to the UWSS Board by October 31st, 2021 that provides the Working Group's conclusions and recommendations in regards to the evaluation of approved treated water allocations.

Carried (UW/16/21)

Report UW/17/21 dated March 12, 2021 re: Payments from February to March 11, 2021

No. UW-23-21

Moved by: Councillor Patterson

Seconded by: Mayor MacDonald

That report UW/17/21 dated March 12, 2021 re: Payments from February 11th to March 11th, 2021 is received.

Carried (UW/17/21)

New Business

There was none.

Adjournment:

No. UW-19-21

Moved by: Councillor Hammond

Seconded by: Councillor Dunn

That the meeting adjourn at 9:42

Carried

Date of Next Meeting: Wednesday, April 21, 2021, virtually in Zoom.

/kmj



JOINT BOARD OF MANAGEMENT

Wednesday, April 21, 2021

9:00 AM

Via Zoom

AGENDA

A. Call to Order:

B. Disclosures of Pecuniary Interest:

C. Approval of Minutes:

Minutes of the meeting of the Union Water Supply System Joint Board of Management Meeting held Wednesday, March 17, 2021
Pages 2 - 6

D. Business Arising Out of the Minutes

E. Items for Consideration:

1. UW/18/21 dated April 16, 202 re: Status Update of UWSS Operations & Maintenance Activities and Capital Works to April 16, 2021
Pages 7 - 9
2. UW/19/21 re: UWSS 2020 Financial Report
To be provided under separate Addendum
3. UW/20/21 dated April 16, 2021 re: Payments from March 13 to April 16, 2021
Pages 10 - 14

F. New Business:

G. Adjournment:

H. Date of Next Meeting: Wednesday, May 19, 2021 via Zoom

/kmj



JOINT BOARD OF MANAGEMENT

Wednesday, March 17, 2021

9:00 AM

Virtually in Zoom

MINUTES

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

Members Absent: Councillor Vander Doelen

Also in Attendance: Rodney Bouchard, Union Water Supply System Manager
Khristine Johnson, Recording Secretary

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John Norton, Andrew Plancke, Shaun Martinho, Ryan McLeod-Kingsville
Andy Graf, Kevin Girard - Essex
Nelson Cavacas, Albert Dionne - Lakeshore

OCWA Staff Present: Susan Budden
Dale Dillen, Ken Penney

Call to Order: 9:04 am

Disclosures of Pecuniary Interest: none

Adoption of Board Minutes:

No. UW-20-21

Moved by: Deputy Mayor Queen

Seconded by: Councillor Jones

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Carried

Business Arising Out of the Minutes:

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Manager notes that the current system under Free Chlorine is working well and the best option for the UWSS and at this point this is a permanent decision as he doesn't anticipate going back to chloramination.

No. UW-21-21

Moved by: Councillor Dunn

Seconded by: Councillor Neufeld

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Carried (UW/15/21)

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The Manager notes that the working group met on February 24, 2021 to review the capacity issue facing UWSS. It was agreed that a moratorium be placed on any large application and also have a look at all of the older applications to determine if there is some allocations that are not currently being used. The moratorium time frame will allow the UWSS to continue to work on making the WTP more efficient and potentially re-rated to allow for more capacity. He notes that large applications are those deemed to be over 50,000 l/day and does not include residential developments. His goal is to have a report back to the board by October 31, 2021.

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Councillor Hammond notes that he feels the industry is going to keep growing and this issue needs to be addressed in order to see any continued growth in a way that is proper for all within the UWSS boundaries.

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Deputy Mayor Verbeke would like to see the amount of water per plant per acre per day for each of the species grown within the greenhouses, as some crops certainly may take more water than others. Cannabis being one that might take more water.

The Manager then suggests that the new AMI system in Leamington will hopefully provide some clearer data on how much water greenhouses are using for various crops.

Deputy Mayor Queen

No. UW-22-21

Moved by: Deputy Mayor Queen

Seconded by: Councillor Walstedt

That the Union Water Supply Joint Board of Management (UWSS Board) implements a moratorium to take effect immediately on new requests for treated water allocations from new or existing entities that use more than 50,000 litres per day;

And further, that the moratorium would not apply to any type of residential development;

And further, that the moratorium will be in effect for up to 12 months;

And further, that the UWSS Board directs the UWSS General Manager, with support from the UWSS-Municipal Treatment Capacity Allocation Working Group (Working Group), to undertake an evaluation of all approved treated water allocations to identify any discrepancies between approved allocations versus actual water usage;

And further, that the UWSS Board directs the UWSS General Manager to deliver a report to the UWSS Board by October 31st, 2021 that provides the Working Group's conclusions and recommendations in regards to the evaluation of approved treated water allocations.

Carried (UW/16/21)

Report UW/17/21 dated March 12, 2021 re: Payments from February to March 11, 2021

No. UW-23-21

Moved by: Councillor Patterson

Seconded by: Mayor MacDonald

That report UW/17/21 dated March 12, 2021 re: Payments from February 11th to March 11th, 2021 is received.

Carried (UW/17/21)

New Business

There was none.

Adjournment:

No. UW-19-21

Moved by: Councillor Hammond

Seconded by: Councillor Dunn

That the meeting adjourn at 9:42

Carried

Date of Next Meeting: Wednesday, April 21, 2021, virtually in Zoom.

/kmj

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

From: Rodney Bouchard, UWSS General Manager

Date: April 16, 2021

Re: Status Update of UWSS Operations & Maintenance Activities and Capital
Works to April 16, 2021



Aim:

To inform the UWSS Board about operational and maintenance activities and capital works projects for the Union Water Supply System since the last Board meeting on March 17, 2021.

Discussion:

The UWSS Manager conducts regular meeting with OCWA Operations staff in regards to on-going operations and maintenance programs for the UWSS facilities. The following provides an update on UWSS operations, regular maintenance and major maintenance and Capital Works at UWSS facilities:

1. Regular Maintenance on all process equipment and analyzers continue to be completed through OCWA's Workplace Maintenance Management System.
2. The work to rehabilitate Filters #2 and #4 is on-going. Jacques Daoust Coatings Management Inc. (JDCMI) completed the rehabilitation and recoating of the concrete filter boxes on April 9th, 2021. The next step is for Continental Carbon Group (CCG) to install the new underdrains from Roberts Filter Group. It's anticipated that the underdrains will arrive on site sometime during the week of April 26th, 2021. Once the underdrains are received, it is expected to take about 3 weeks to install the underdrains, install new filter media, re-install the Aries air scour system and test the filters.
3. The work for the rehabilitation of the Kingsville Water Tower is on-going. Installation of scaffolding is nearing the top of the water tower. This will be followed by installation of canvas enclosure. All telecommunications antennas on the water tower have been relocated to mounts on the scaffold structure. The water tower was drained and isolated on April 4-5th to allow for start of interior sandblasting work. New pressure monitors have been installed to monitor the water pressure in the Kingsville pressure zone while the tower is out of service.
4. The north settling pond has been taken out of service and is being dewatered so that the sediment in the pond can be excavated. The pond will be allowed to dry for a couple months so that it will be easier and less messy to remove the sediments. It is anticipated that excavation of sediment will occur at the beginning of July 2021.

Re: UW/18/21 - Status Update of UWSS Operations & Maintenance Activities and Capital Works to April 16, 2021

5. The decommissioning of the chloramination system components in the Ammonia Building is on-going. New concrete floors have been poured in the former ammonia storage room and in the equipment room. Removal of some equipment, piping and electrical components is still required. Once this is complete, then removal of the scrubber will begin. Future improvements will include installation of a bathroom and shower, construction of office areas and kitchenette for maintenance staff and installation of overhead doors in the new “garage” bay (former ammonia storage room). The work with retrofitting the ammonia building into a maintenance shop will be on-going into Summer 2021.
6. Construction of the new laboratory is on-going. Wall framing, drywall and painting is complete. Doors and windows have been installed. A new heating/cooling unit has been installed to provide the new laboratory its own environmental controls. Epoxy coating on the floor will be installed the week of April 19th, 2021. Furnishings for the room have been ordered.
7. The metal ceiling above Filters #6 and #8 have been recoated to address corrosion issues. This work was completed by JDCMI as an add-on to the filter recoating works for Filters #2 and #4.
8. The Essex Water Tower will be taken out of service for the week of April 26th, 2021 to allow for warranty inspection and complete any warranty repairs to coating that was installed in 2018. The new cathodic protection system will also be installed at this time. The Town of Essex environmental services staff and fire department have been notified on this upcoming work.
9. Detailed engineering design for the DAF retrofit of Clarifier #2 is on-going. The engineer, Associated Engineering (AE) has also prepared a draft Pre-Qualification document to pre-qualify contractors for the DAF work prior to tendering. The pre-qualification process will be initiated at the start of May 2021 and tendering is anticipated to begin at the end of May 2021.
10. The UWSS Infrastructure Review Study and master servicing review is on-going. The consultant team of Associated Engineering and C3 Water have been working to calibrate the UWSS water model to recent water demand data and also to develop future growth models based on growth information provided by local municipalities. The calibrated water model will be used in combination with growth projections to outline future UWSS water demands and needed treatment plant and linear infrastructure improvements. A preliminary report for this work is expected by June 2021.
11. The UWSS-WUC Emergency Servicing Study is on-going. The consultant team of C3 Water and Stantec Consulting have been working on integrating the UWSS and WUC water models and reviewing existing linear infrastructure between the two water systems. Testing scenarios are being developed to simulate various emergencies between the two water systems to ascertain redundancy levels based in various infrastructure improvements. A preliminary report on this work is expected for early June 2021.

Re: UW/18/21 - Status Update of UWSS Operations & Maintenance Activities and Capital Works to April 16, 2021

The first chart shows comparative flows for 2017 through 2021 in Mega Litres (ML) and the second chart shows Millions of Imperial Gallons (MIG) for the period January 1st to April 15, 2021.

	2017	2018	2019	2020	2021
Flow to Date (ML)	3,266.70	3,506.87	3,704.57	3,980.75	4,759.84
Max Day (ML)	47.78	45.61	52.22	55.87	64.70
Min Day (ML)	20.73	23.56	20.13	25.44	26.74
Average Day (ML)	31.11	33.40	35.28	37.55	45.33
No of Days	105	105	105	106	105

	2017	2018	2019	2020	2021
Flow to Date (MG)	718.59	771.42	814.91	875.66	1047.04
Max Day (MGD)	10.51	10.03	11.49	12.29	14.23
Min Day (MGD)	4.56	5.18	4.43	5.60	5.88
Average Day (MGD)	6.84	7.35	7.76	8.26	9.97
No of Days	105	105	105	106	105

Flows to date are up 779.09 ML (171.38 MIG) or 19.57% from last year. The 2021 flows to date are up 33.68% over the previous 4 year average.

Recommendation:

That this report be received by the UWSS Board for information purposes.

Respectfully submitted,



Rodney Bouchard, General Manager
 Union Water Supply System Joint Board of Management
 /kmj

Filename: t:\union wtr\reports to board\2021\uw18-21 uwss operations report for april 2021.docx

UW/20/21

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

From: Rodney Bouchard, Union Water Manager

Date: April 16, 2021

Re: Payments for the UWSS from March 13th to April 16th, 2021



Aim:

To provide the Board with a copy of payments made by the Union Water Supply System from March 13th to April 16th, 2021.

Recommendation:

For information purposes.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'R. Bouchard', is positioned below the text 'Respectfully submitted,'.

Rodney Bouchard, Manager
Union Water Supply System Joint Board of Management

/kmj

Filename: t:\union wtr\reports to board\2021\uw20-21 payments from march to april 2021.docx

Municipality Of Leamington
Council/Board Report By Dept-(Computer)



AP5130 Page : 30
Date : Mar 23, 2021 Time : 7:33 am
Page 11 of 14

Vendor : 0011450 To PT00000212
Batch : All
Department : All

Cheque Print Date : 18-Mar-2021 To 19-Mar-2021
Bank : 07 To 08
Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Inv Due Date	Amount
G.L. Account	CC1	CC2	CC3	GL Account Name			
DEPARTMENT 0700 Union Water System							
020120 Bell Mobility Cellular							
514877178-MA	MONTHLY CELL PHONE CHARGES				140 01-Mar-2021	18-Mar-2021	
70-5-0700-7110	002070	002083		Telecommunications Usage			21.53
100048 Jacques Daoust Coatings Management Inc							
PC#1 3499R	PMT#1 KWT - REHABILITATION				140 25-Feb-2021	18-Mar-2021	
70-7-0700-8710				Kingsville Water Tower			19,904.27
70-7-0700-8710				Kingsville Water Tower			2,282.60
70-7-0700-8710				Kingsville Water Tower			639.13
110031 Kelcom - Radio Division							
101001559-2	SECURITY SYSTEM - ESSEX WATER TOWER				140 15-Mar-2021	18-Mar-2021	
70-5-0700-7280	002070			Telecommunication Purchases (non TCA)			395.49
230075 Watermark Solutions Limited							
20210014	DIGITAL SYSTEM - DATA LOGGERS				140 26-Feb-2021	18-Mar-2021	
70-7-0700-8750	002206			Watermains			48,766.62
230440 Willis Business Law							
15052	LEGAL FEES - RESTRUCTURING				140 01-Mar-2021	18-Mar-2021	
70-5-0700-7950	002070			Professional Services			3,293.96
230706 Wolfcrete Concrete Finishing							
11	AMMONIA BLDG RETROFIT				140 15-Mar-2021	18-Mar-2021	
70-7-0700-8745	700020			Treatment Plant			8,260.30
Department Totals :							83,563.90



Vendor : 0011450 To PT00000212
Batch : All
Department : All

EFT Paid Date : 18-Mar-2021 To 19-Mar-2021
Bank : 07 To 08
Class : All

Vendor Code	Vendor Name					Batch	Inv Date	Inv Due Date	
Invoice No.	Description								Amount
G.L. Account	CC1	CC2	CC3	GL Account Name					
DEPARTMENT 0700 Union Water System									
050099 Enbridge Gas Inc									
1929770177678 2-1513.79M3 GAS - COTTAM BOOSTER STATION						141	10-Mar-2021	18-Mar-2021	
70-5-0700-7410	002073			Gas					466.95
070100 Golder Associates Ltd									
1154378 GEOTESTING - DAF						141	12-Mar-2021	18-Mar-2021	
70-7-0700-8745	700220			Treatment Plant					7,627.50
080250 Hydro One Networks Inc									
200141677460-1 FEB/21 HYDRO - WATER TREATMENT PLANT						141	10-Mar-2021	18-Mar-2021	
70-5-0700-7420	002073			Electricity					60,393.99
200141680692-1 FEB/21 HYDRO - LOW LIFT						141	10-Mar-2021	18-Mar-2021	
70-5-0700-7420	002073			Electricity					-16.72
70-5-0700-7420	002073			Electricity					32,361.59
200141680894-1 JAN/21 HYDRO - LEAMINGTON WATER TOWER						141	02-Mar-2021	18-Mar-2021	
70-5-0700-7420	002073			Electricity					-87.10
70-5-0700-7420	002073			Electricity					464.24
200141682009-1 JAN/21 HYDRO - ALBUNA WATER TOWER						141	03-Mar-2021	18-Mar-2021	
70-5-0700-7420	002073			Electricity					-356.12
70-5-0700-7420	002073			Electricity					1,908.83
200141683019-1 JAN/21 HYDRO - METER#3						141	02-Mar-2021	18-Mar-2021	
70-5-0700-7420	002073			Electricity					-10.28
70-5-0700-7420	002073			Electricity					54.79
200141683120-1 JAN/21 HYDRO - METER#5						141	03-Mar-2021	18-Mar-2021	
70-5-0700-7420	002073			Electricity					-7.73
70-5-0700-7420	002073			Electricity					41.20
200141683423-1 JAN/21 HYDRO - METER#6						141	02-Mar-2021	18-Mar-2021	
70-5-0700-7420	002073			Electricity					-9.37
70-5-0700-7420	002073			Electricity					49.95
200152134969-1 FEB/21 HYDRO - METER#17						141	10-Mar-2021	18-Mar-2021	
70-5-0700-7420	002073			Electricity					-8.99
70-5-0700-7420	002073			Electricity					47.93
150365 Ontario Clean Water Agency									
INV0000000973 FEB ENG.SERV.-KINGSVILLE WATER TOWER REHAB						141	26-Feb-2021	18-Mar-2021	
70-7-0700-8710				Kingsville Water Tower					11,748.33
190185 SGS Canada Inc									
11400623 WATER QUALITY STUDIES CORROSION-UWSS						141	23-Feb-2021	18-Mar-2021	
70-5-0700-7961	002075			Water Quality/Corrosion Monitoring Prgm					474.60
11400648 WATER QUALITY STUDIES CORROSION-LEAMINGTON						141	23-Feb-2021	18-Mar-2021	
70-5-0700-7961	002075			Water Quality/Corrosion Monitoring Prgm					98.31
11400649 WATER QUALITY STUDIES CORROSION-ESSEX						141	23-Feb-2021	18-Mar-2021	
70-5-0700-7961	002075			Water Quality/Corrosion Monitoring Prgm					98.31
11400650 WATER QUALITY STUDIES CORROSION-LAKESHORE						141	23-Feb-2021	18-Mar-2021	
70-5-0700-7961	002075			Water Quality/Corrosion Monitoring Prgm					98.31
11400652 WATER QUALITY STUDIES CORROSION-KINGSVILLE						141	23-Feb-2021	18-Mar-2021	
70-5-0700-7961	002075			Water Quality/Corrosion Monitoring Prgm					98.31
Department Totals :									115,536.83



Vendor : 0011450 To PT00000212

Batch : All

Department : All

Cheque Print Date : 30-Mar-2021 To 01-Apr-2021

Bank : 07 To 08

Class : All

Vendor Invoice	Vendor Name Description				Batch Invc Date	Inv Due Date	
G.L. Account	CC1	CC2	CC3	GL Account Name			Amount
DEPARTMENT 0700 Union Water System							
200348 Corporation of the Town of Kingsville							
G1306	WATERMAIN REPAIR - 2055 CTY RD 20				162 15-Mar-2021	30-Mar-2021	
70-7-0700-8750	002202			Watermains			37,377.73
G1307	WATERMAIN REPAIR - 1624 CTY RD 20				162 15-Mar-2021	30-Mar-2021	
70-7-0700-8750	002202			Watermains			3,382.63
996694 Empire Communications							
32783 - BAL	BALANCE OWING				162 29-Mar-2021	30-Mar-2021	
70-7-0700-8775				Communication System			10.00
100048 Jacques Daoust Coatings Management Inc							
33514	REHAB - FILTERS #2 & #4				162 29-Mar-2021	30-Mar-2021	
70-7-0700-8730	700012			Filters			55,289.21
70-7-0700-8730	700014			Filters			55,289.20
33515	BEAM COATING - FILTER #6 & #8				162 29-Mar-2021	30-Mar-2021	
70-7-0700-8730	700016			Filters			16,837.00
70-7-0700-8730	700018			Filters			16,837.00
180325 Ricoh Canada Inc							
SCO93158739	COPIER CONTRACT - JANFEB28				162 26-Feb-2021	30-Mar-2021	
70-5-0700-7010	002070			Office Supplies			94.80
230706 Wolfcrete Concrete Finishing							
27	POUR&FINISH CONCRETE - AMMONIA BLDG				162 16-Mar-2021	30-Mar-2021	
70-7-0700-8745	700020			Treatment Plant			3,248.75
Department Totals :							188,366.32

Municipality Of Leamington
Council/Board Report By Dept-(EFT)



AP5130

Date :

Apr 16, 2021

Page 14 of 14

Time : 11:37am

Vendor : 0011450 To PT00000212

Batch : All

Department : All

EFT Paid Date : 30-Mar-2021 To 01-Apr-2021

Bank : 07 To 08

Class : All

Vendor Code	Vendor Name				Batch	Inv Date	Inv Due Date	Amount
Invoice No.	Description							
G.L. Account	CC1	CC2	CC3	GL Account Name				
DEPARTMENT 0700 Union Water System								
050099 Enbridge Gas Inc								
1929770208308	2-15743.66M3 GAS - RUTHVEN WATER TREATMENT PLANT				163	19-Mar-2021	30-Mar-2021	
70-5-0700-7410	002073			Gas				4,641.52
1929770217397	2-1471.29M3 GAS - LOW LIFT				163	23-Mar-2021	30-Mar-2021	
70-5-0700-7410	002073			Gas				454.62
080250 Hydro One Networks Inc								
200141681706-I	2-98KWH - METER#2				163	29-Mar-2021	30-Mar-2021	
70-5-0700-7420	002073			Electricity				-11.75
70-5-0700-7420	002073			Electricity				62.62
200141683524-I	2-63KWH - METER#8				163	29-Mar-2021	30-Mar-2021	
70-5-0700-7420	002073			Electricity				-10.08
70-5-0700-7420	002073			Electricity				53.76
200141683726-I	2-34KWH - METER#15				163	25-Mar-2021	30-Mar-2021	
70-5-0700-7420	002073			Electricity				-8.71
70-5-0700-7420	002073			Electricity				46.42
200141687362-I	2-5KWH - METER#22				163	29-Mar-2021	30-Mar-2021	
70-5-0700-7420	002073			Electricity				-7.34
70-5-0700-7420	002073			Electricity				39.13
200141687766-I	2-29KWH - METER#29				163	29-Mar-2021	30-Mar-2021	
70-5-0700-7420	002073			Electricity				-8.49
70-5-0700-7420	002073			Electricity				45.27
200141687867-I	2-1KWH - METER#24				163	29-Mar-2021	30-Mar-2021	
70-5-0700-7420	002073			Electricity				-7.14
70-5-0700-7420	002073			Electricity				38.05
200141690190-I	2-136KWH - METER#26				163	26-Mar-2021	30-Mar-2021	
70-5-0700-7420	002073			Electricity				-13.60
70-5-0700-7420	002073			Electricity				72.49
200208899066-I	2-247KWH - METER#16				163	17-Mar-2021	30-Mar-2021	
70-5-0700-7420	002073			Electricity				-16.77
70-5-0700-7420	002073			Electricity				89.39
200220161473-I	2-22KWH - METER#14				163	25-Mar-2021	30-Mar-2021	
70-5-0700-7420	002073			Electricity				-7.76
70-5-0700-7420	002073			Electricity				41.38
130620 Monarch Office Supply Inc								
252792	PAPER, BINDERS, INDEX TABS, STAMP PAD, ETC				163	08-Feb-2021	30-Mar-2021	
70-5-0700-7010	002070			Office Supplies				167.13
259538	FRAMES, STORAGE BOXES, HOOKS				163	22-Mar-2021	30-Mar-2021	
70-5-0700-7010	002070			Office Supplies				159.82
160280 Phasor Industrial								
22793	LOW LIFT ELECTRICAL UPGRADES				163	22-Feb-2021	30-Mar-2021	
70-7-0700-8735	700080			Low Lift Station				7,472.63
Department Totals :								13,292.59



JOINT BOARD OF MANAGEMENT

Wednesday, April 21, 2021

9:00 AM

Via Zoom

ADDENDUM

Item for Consideration

UW/19/21 dated April 16, 202 re: UWSS 2020 Financial Report
Pages 2 - 4

2020 UWSS Draft Financial Statements
Pages 5 - 20

/kmj

UW/19/21

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

From: Laura Rauch, Director of Finance and Business Services, Municipality of Leamington

Date: April 16, 2021

Re: UWSS 2020 Financial Report

**Aim:**

To present the draft audited 2020 Financial Report for the Union Water Supply System (UWSS) to the Joint Board of Management for review and approval.

Background:

A UWSS Financial Report is prepared annually to comply with accounting and reporting requirements for government entities. The Financial Report enables the four municipal owners to report their share of UWSS on their municipal financial statements and returns.

The financial statements in the report have been prepared in accordance with Public Sector Accounting Board standards (PSAB), including PSAB section 3150 for tangible capital assets (TCAs).

Discussion:

The Draft 2020 Financial Report has been prepared by the Municipality of Leamington on behalf of the Joint Board of Management (Board) and audited by the external audit firm of Hicks, MacPherson, Latona and Driedger LLP. The Draft 2020 Financial Report is attached to this report and will become final upon approval by the Board, at which point the 2020 Statement of Financial Position will be submitted as final for signature by the Board Chair and Vice-Chair.

Highlights of the 2020 Financial Report in relation to prior year results and the 2020 Budget are as follows:

Statement of Financial Position

1. Financial Assets have increased by \$2.8M primarily due to an increase in cash. Investment income has also increased as well as accounts receivable. This increase is a result of timing of payments received, interest earned on the bank account and investment held, capital spending as well as increased operating revenues and decreased expenditures.

2. Financial Liabilities have decreased by \$2.0M as a result of the 2020 long-term debt annual repayments and decreased amounts owing for related party transactions due to timing of transfers. Consistent with prior years, there was no new debt issuance.
3. Non-Financial Assets have decreased by \$1.2M and includes 2020 capital additions of \$0.6M less disposals and depreciation. The change in Inventories (work in progress) relates to the completion and the capitalization of multi-year projects including the CO2 Water PH Adjustment System and the Scada System.
4. Capital asset purchases in 2021 include the following:
 - Watermains - \$178k
 - Dissolved Air Flotation (DAF) System - \$138k
 - Plant Security System - \$91k
 - Low Lift Stations - \$90k
 - Kingsville Water Tower - \$84k
 - Clarifiers - \$26k
5. The 2020 ending balance of the accumulated surplus, under PSAB has increased by \$3.5M.

Statement of Financial Activities

1. Wholesale billings were higher than budget expectations by approximately \$1.3M (12%). Consumption increases explain this additional revenue.
2. Investment income is favourable to budget by \$16k (3%) due to conservative estimates and a consistently strong cash position throughout the year. This investment income includes interest earned on the \$10M GIC at 2.55% due April 2022.
3. Other income is favourable to budget by \$17.8k (83%) due to the temporary supply of water to Harrow and Colchester during 2020.
4. Rents and services includes the current year's software purchases for the Scada Project. Only portions of this project, under PSAB are considered to be capital in nature (e.g. hardware). These costs were budgeted for within the approved capital budget, however are presented on the financials within this category as they are considered operating.
5. Electricity was greater than budget due to increased flows by \$95k (7.7%). This overspending was offset by conservative budgeting for gas which was favourable by \$14k (34%)
6. As the CO2 Water PH Adjustment System project had its first year of operation in 2020, the ongoing operational costs budgeted for purchase of carbon dioxide was conservative which creates a favourable variance of \$163k.
7. Repairs and maintenance expense is \$151k (52%) unfavourable to budget. In 2020 there were very few watermain breaks, however similar to Scada, the non-capital components of the CO2 Water PH Adjustment System are captured as part of the repairs and maintenance expense. This project was budgeted for within the approved capital budget and the offsetting variance is noted within the capital budget.
8. Operational Programs and Studies were less than budget by \$521k (87%). This underspending is due to certain studies that were not initiated or delayed in 2020,

given the COVID-19 global pandemic. These projects include the UWSS Infrastructure Review and Master Servicing Plan, Emergency Water Servicing Study in coordination with the Windsor Utilities Commission, the joint project for the Lake Erie Hab Monitoring Project with the partners from the Great Lakes Institute for Environmental Research and the Universities, the backup power generation/energy study, the new Ruthven reservoir #3 study.

9. The loss on sale of work in progress is related to operating costs related to the SCADA project and to a lesser degree the CO2 Water PH Adjustment System project recorded here for accounting purposes.

The UWSS's auditors have provided their opinion that the Draft 2020 Financial Report is a fair representation of the UWSS's financial position as at December 31, 2020.

Recommendation:

That the 2020 Financial Report for the Union Water Supply System Joint Board of Management be approved.

Respectfully submitted,



Laura Rauch, CPA, CMA
Director of Finance and Business Services and Treasurer
Municipality of Leamington

Encls.

INDEPENDENT AUDITOR'S REPORT

**To the Owners of
Union Water Supply System**

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Union Water Supply System, which comprise:

- the statement of financial position as at December 31, 2020
- the statement of financial activities for the year then ended
- the statement of cash flow for the year then ended
- the statement of change in net assets
- and notes to the financial statements including summary of accounting policies.

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects the financial position of Union Water Supply System as at December 31, 2020, and the results of its financial activities and cash flow for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of Union Water Supply System in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

In connection with our audit of the financial statements, our responsibility is to read the other information, and in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing Union Water Supply System's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate Union Water Supply System or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Union Water Supply System's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Union Water Supply System's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Union Water Supply System's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Union Water Supply System to cease to continue as a going concern.
- Evaluate the overall presentation, structure, and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within Union Water Supply System to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of Union Water Supply System's audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**HICKS, MacPHERSON, IATONNA
& DRIEDGER LLP**

Leamington, Ontario
April 21, 2021

Chartered Professional Accountants
Licensed Public Accountants

Union Water Supply System
Statement of Financial Position
as at December 31

	2020	2019
Assets		
Financial		
Cash (note 3)	\$ 12,419,172	\$ 10,060,725
Long-term investment (note 4)	10,785,408	10,516,503
Accounts receivable (note 5)	1,310,800	1,181,861
	24,515,380	21,759,089
Liabilities		
Accounts payable and accrued liabilities (notes 5 and 11)	1,872,990	2,685,143
Long-term debt (note 6)	10,678,260	11,832,898
	12,551,250	14,518,041
Net Assets	11,964,130	7,241,048
Non Financial Assets		
Inventories (note 7)	255,153	4,038,375
Tangible capital assets (notes 2 and 7)	41,934,471	39,354,529
	42,189,624	43,392,904
Accumulated Surplus (note 10)	\$ 54,153,754	\$ 50,633,952

See accompanying notes to financial statements

Approved by the Board:

Chair _____

Vice Chair _____

Union Water Supply System
Statement of Financial Activities
for the years ended December 31

	2020 Budget (note 12)	2020 Actual	2019 Actual
Revenues			
Wholesale billings (notes 5 and 8)	\$ 10,946,310	\$ 12,276,778	\$ 10,397,971
Investment income (note 9)	459,000	474,695	563,193
Other income	21,420	39,188	19,976
	11,426,730	12,790,661	10,981,140
Expenses			
Wages and benefits (note 11)	248,115	252,712	243,225
Rents and services	146,000	687,679	151,406
Administration fee (note 5)	30,000	30,000	30,000
Property taxes	147,500	150,160	148,569
Electricity and gas	1,275,000	1,355,992	1,215,129
Carbon dioxide	178,500	15,509	-
Repairs and maintenance	290,000	440,957	138,994
Operational programs and studies	600,000	79,023	143,600
Amortization (Schedule 1)	1,415,085	1,415,085	1,269,951
OCWA operating contract	3,330,300	3,213,776	3,072,099
Long-term interest expense	1,196,641	1,196,641	1,310,662
Loss on sale of work in progress		430,487	-
Loss on sale of tangible capital assets		2,838	30,658
	8,857,141	9,270,859	7,754,293
Annual Surplus	2,569,589	3,519,802	3,226,847
Accumulated Surplus, Beginning of Year	50,633,952	50,633,952	47,407,105
Accumulated Surplus, End of Year	\$ 53,203,541	\$ 54,153,754	\$ 50,633,952

See accompanying notes to financial statements

Union Water Supply System

Statement of Cash Flow
for the years ended December 31

	2020	2019
Net Inflow (Outflow) of Cash Related to the Following Activities:		
Cash flow from operating activities		
Annual surplus	\$ 3,519,802	\$ 3,226,847
Items not involving cash:		
Amortization of tangible capital assets	1,415,085	1,269,951
Loss on sale of work in progress	430,487	-
Loss on sale of tangible capital assets	2,838	30,658
(Increase) Decrease in accounts receivable	(128,939)	87,393
Increase (Decrease) in accounts payable	(812,153)	2,239,494
	<u>2,578,710</u>	<u>5,553,734</u>
Cash flow from investing activities		
Cash used to acquire tangible capital assets	(645,130)	(4,048,090)
Increase in long-term investment	(268,905)	(261,503)
	<u>934,375</u>	<u>(3,008,984)</u>
Cash flow from financing activities		
Debt repayment (principal only)	(1,154,638)	(1,021,638)
Net Change in Cash for Year	<u>2,358,447</u>	<u>1,523,112</u>
Cash, Beginning of Year	<u>10,060,725</u>	<u>8,537,613</u>
Cash, End of Year	<u>\$ 12,419,172</u>	<u>\$ 10,060,725</u>

See accompanying notes to financial statements

Union Water Supply System
Statement of Change in Net Assets
for the years ended December 31

	2020 Budget (note 12)	2020 Actual	2019 Actual
Annual Surplus	\$ 2,569,589	\$ 3,519,802	\$ 3,226,847
Amortization of tangible capital assets	1,415,085	1,415,085	1,269,951
Acquisition of tangible capital assets	(5,050,000)	(645,130)	(4,048,090)
Loss on sale of work in progress	-	430,487	-
Loss on sale of tangible capital assets	-	2,838	30,658
Change in Net Assets	(1,065,326)	4,723,082	479,366
Net Assets, Beginning of Year	7,241,048	7,241,048	6,761,682
Net Assets, End of Year	\$ 6,175,722	\$ 11,964,130	\$ 7,241,048

See accompanying notes to financial statements

Draft

Union Water Supply System
Notes to the Financial Statements
for the years ended December 31

1. Description of Reporting Entity

The Union Water Supply System (UWSS) was created, effective January 8, 2001, by Order of the Minister of the Environment pursuant to the Municipal Water and Sewage Transfer Act, 1997. The Order transferred all assets, liabilities, rights and obligations of the Ontario Clean Water Agency in the municipal drinking water treatment and distribution system located in Ruthven to the municipalities of Leamington, Kingsville, Essex and Lakeshore ("member municipalities"). The Order provided for the establishment of a Joint Board of Management to govern the operation and management of the "System". Each owner's representation on the Board is based on its share of the total flows of the system with no municipality receiving more than fifty percent of the total number of members.

The interests of the Municipalities in the System shall be as tenants-in-common, each as to the undivided interest according to their proportional consumption of the total flows of the system. The ownership interests were reset on January 1, 2017 as Leamington - 50.55% (2013 - 56.11%), Kingsville - 40.33% (2013 - 34.83%), Essex - 5.97% (2013 - 6.04%) and Lakeshore - 3.15% (2013 - 3.02%). The ownership interest is to be updated every four years.

2. Summary of Accounting Policies

The financial statements of the Union Water Supply System are the representation of the Joint Board of Management prepared in accordance with Canadian public sector accounting standards for local governments, as recommended by the Public Sector Accounting Board of CPA Canada.

Basis of Accounting

Sources of financing and expenditures are reported on the accrual basis of accounting, with the exception of interest charges on long-term liabilities, which are charged against operations in the periods in which they are paid. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized, as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

Liabilities on the statement of financial position represent the outstanding principal portion of long-term liabilities, liabilities not yet due and other future expenses not yet raised by rates on the users.

Use of Estimates

The preparation of financial statements requires management to make estimates that affect the reported amount of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Significant items subject to such estimates and assumptions include the valuation of accounts receivable, carrying value of tangible capital assets, accounts payable and accrued liabilities, including the valuation of post-employment benefits. Actual results could differ from those estimates.

Union Water Supply System
Notes to the Financial Statements
for the years ended December 31

2. Summary of Accounting Policies (Cont'd)

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributed to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful life as follows:

Land	Infinite
Land Improvements	15 years to infinite
Buildings	20 to 50 years
Machinery and Equipment	3 to 50 years
Linear Assets	10 to 90 years

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at their fair value using the half year rule as though they have been received July 1.

Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Inventories

Inventories consist of work-in-progress measured at cost.

Long-Term Investment

Investment is recorded at fair market value.

Union Water Supply System
Notes to the Financial Statements
for the years ended December 31

2. Summary of Accounting Policies (Cont'd)

Future Accounting Changes

Effective for fiscal periods beginning on or after April 1, 2022, all governments will be required to adopt PSAB Section 3450 Financial Instruments, Section 2601 Foreign Currency Translation, Section 3041 Portfolio Investments, Section 1201 Financial Statement Presentation, and Section 3280 Asset Retirement Obligations. These standards provide guidance on how to account for and present financial instruments, asset retirement obligations and foreign currency translation.

Effective for fiscal periods beginning on or after April 1, 2023, all governments will be required to adopt PSAB Section 3400 Revenue. This standard provides guidance on how to account for and present new categories of revenue.

Management is currently in the process of evaluating the potential impact of adopting these standards.

3. Cash

This balance represents a consolidation from the operating fund and the reserve fund as follows:

	2020	2019
Cash		
Operating Fund	\$ 11,259,143	\$ 8,923,511
Reserve Fund	1,160,029	1,137,214
	<u>\$ 12,419,172</u>	<u>\$ 10,060,725</u>

4. Long-Term Investment

Funds are invested in a guaranteed investment certificate (GIC) with an annual interest rate of 2.55%. The GIC has a five year term and matures in April 2022.

5. Related Party Transactions

The related party balances on account of trade in the Statement of Financial Position are listed below:

	2020	2019
Accounts receivable	\$ 994,508	\$ 864,964
Accounts payable and accrued liabilities	1,560,085	2,102,171

The accounts receivable amount is the receivables from the four member municipalities for 2020 water flows that have not been received by year end. The accounts payable and accrued liabilities amount is the Due to Leamington balance that arises from Union Water Supply System 2020 purchases that have not been paid by year end.

Union Water Supply System
Notes to the Financial Statements
for the years ended December 31

5. Related Party Transactions (Cont'd)

The related party transactions on the Statement of Financial Activities are listed below:

	2020	2019
Wholesale billings revenue (note 8)	\$ 12,276,778	\$ 10,397,971
Administration fee expense	30,000	30,000

Wholesale billings revenue balance is 2020 sales of water flows to the four member municipalities and is detailed in Note 8. Administration fee expense is the fee paid to the Municipality of Leamington for annual bookkeeping services. These transactions are measured at exchange amounts, which are the amounts of consideration established and agreed to by the related parties.

6. Long-Term Debt

As beneficial owners, Leamington, Kingsville, Essex and Lakeshore (collectively "the Municipalities") had become indebted to OCWA for work performed by OCWA in developing the System. The Municipal Water and Sewage Transfer Act provided that the Municipalities to whom the System was transferred were liable for such indebtedness.

In anticipation of the pending transfer order, the Municipalities jointly refinanced the indebtedness to OCWA. A financing agreement for \$18,492,167, dated March 8, 1999, with Sun Life Assurance ("Sun Life"), requires a monthly repayment based on projected flows of the facility for a term ending on December 31, 2026. The effective interest rate is 10.55% per annum.

The Union Water Supply System Joint Board of Management has assumed the responsibility for all payments pertaining to the obligation detailed above.

The balance of long-term debt reported on the Statement of Financial Position is:

	2020	2019
<i>Outstanding principal at the end of the year for:</i>		
Net long-term debt, end of year	\$ 10,678,260	\$ 11,832,898

The estimated future principal payments required in the next five years and thereafter are as follows:

2021	\$ 1,302,487
2022	1,466,829
2023	1,649,492
2024	1,852,503
2025	2,078,116
Thereafter	2,328,833
	<u>\$ 10,678,260</u>

Union Water Supply System
Notes to the Financial Statements
for the years ended December 31

7. Tangible Capital Assets/Inventories

	Net Book Value	
	2020	2019
Land	\$ 133,634	\$ 133,634
Buildings	17,066,263	16,529,422
Machinery and equipment	8,216,073	6,080,533
Linear assets	16,306,900	16,509,551
Land improvements	211,601	101,389
Total tangible capital assets	41,934,471	39,354,529
Inventories	255,153	4,038,375
	<u>\$ 42,189,624</u>	<u>\$ 43,392,904</u>

For additional information, see the Consolidated Schedule of Tangible Capital Assets (Schedule 1).

8. Wholesale Billings Revenue

The member municipalities are invoiced on a monthly basis for their recorded flows.

	Revenues		Flows	
	2020 \$	2019 \$	2020 m ³	2019 m ³
Municipality of Leamington	\$ 6,683,690	\$ 5,710,749	10,349,473	9,238,004
Town of Kingsville	4,554,985	3,840,309	7,053,244	6,207,842
Town of Essex	572,202	503,487	886,036	814,877
Town of Lakeshore	465,901	343,426	721,433	555,714
	<u>\$ 12,276,778</u>	<u>\$ 10,397,971</u>	<u>19,010,186</u>	<u>16,816,437</u>

9. Investment Income

Investment income includes bank and GIC interest income as follows:

	2020	2019
Bank interest	\$ 201,261	\$ 297,560
Interest on long-term investment - GIC	273,434	265,633
	<u>\$ 474,695</u>	<u>\$ 563,193</u>

Union Water Supply System
Notes to the Financial Statements
for the years ended December 31

10. Accumulated Surplus

	2020	2019
Opening Fund Balance		
Funds:		
Operating fund	\$ 7,411,574	\$ 8,256,491
Capital financing reserve fund	11,662,372	11,359,727
Total Fund Balance	19,073,946	19,616,218
Long-term debt obligations	(11,832,898)	(12,854,536)
Tangible capital assets (including inventory)	43,392,904	40,645,423
Accumulated Surplus, beginning of year	50,633,952	47,407,105
Contributions to operating fund	3,272,195	(844,917)
Contributions to reserve fund	296,249	302,645
Tangible capital assets purchased	645,130	4,048,090
Loss on sale of work in progress	(430,487)	-
Loss on sale of tangible capital assets	(2,838)	(30,658)
Amortization of tangible capital assets	(1,415,085)	(1,269,951)
Debt repayment	1,154,638	1,021,638
Accumulated Surplus, end of year	\$ 54,153,754	\$ 50,633,952

11. Post Employment Benefits

Post employment benefits are future obligations of UWSS to its employees and retirees for benefits earned but not yet taken. Retiring full time employees hired prior to August 1, 2011 continue to receive paid health and dental benefits and life insurance coverage. All coverage continues for the lifetime of the retiree and spouse. In accordance with public sector accounting standards, the projected unit credit actuarial cost method has been used to determine the future cost of these benefits at the end of the year. The most recent actuarial valuation is dated February 4, 2021 and is effective December 31, 2020. Assumptions used are as follows:

- (a) a discount factor of 2.40% was used;
- (b) an increase of 6.54% for health in 2020 (2019 - 5.91%), linearly decreased to an ultimate rate of 4% in 2041, and an annual increase of 4% for dental benefits was used;
- (c) an employee will retire when they meet the criteria for an unreduced pension from OMERS, but not later than 65; and
- (d) all employees will remain employed by UWSS until retirement.

The liability, based on the above assumptions, at year-end is \$172,300 (2019 - \$149,800) and is included in accounts payable and accrued liabilities. An additional expense of \$22,500 (2019 - \$22,300) is reported in the Statement of Financial Activities and is reflected in wages and benefits.

Union Water Supply System
Notes to the Financial Statements
for the years ended December 31

12. Budget Figures

The 2020 Budget approved by the UWSS Board on December 18, 2019 was prepared on a modified cash basis. This budget was revised on October 21, 2020. The budget has been restated and is reported on a full accrual basis, in accordance with PSAB reporting requirements, in relation to the actual results in these financial statements.

The following summary outlines adjustments made to the approved budget (modified cash basis) to derive the restated based budget (full accrual basis) as presented in the financial statements:

	2020
Financial Plan (Budget) deficit for the year	\$ (2,219,964)
Add:	
Accumulated surplus, beginning of the year	50,633,952
Principal payments on long term debt	1,154,638
Capital expenditures reallocated to tangible capital assets	5,050,000
Less:	
Amortization expense on tangible capital assets	(1,415,085)
Budget Surplus per Statement of Financial Operations	\$ 53,203,541

13. Contingency - Liability Valuation

The Sun Life long-term debt obligation requires a monthly repayment based on projected flows of the facility over the term of the agreement ending on December 31, 2026. The annual valuation of the remaining obligation has been based on the present value of the remaining payment stream according to the cancellation provisions of the financing agreement.

In order to reflect the obligation in a manner similar to a traditional serial debt instrument, an amortization schedule allocating the required monthly payment stream between principal and interest has been created utilizing an effective monthly interest rate, as adopted in fiscal 2005 for the reporting of the remaining obligation.

14. Subsequent Events

As a result of the COVID-19 pandemic that began on March 17, 2020, certain elements of the operations of UWSS have changed to protect the employees and management. It is not known when the pandemic will be lifted or when operations will return to normal. The economic impact of the continuing pandemic on UWSS's operations cannot be reliably estimated at this time.

Union Water Supply System
Notes to the Financial Statements
for the years ended December 31

15. Commitment

Subsequent to year end UWSS has entered into an agreement with the University of Windsor and other partners to participate in a research project over the next 4 years. Costs associated with this project will be included in the annual approved budgets for 2021 - 2024. Total costs of the project are expected to be \$326,400.

Draft

Union Water Supply System
Schedule of Tangible Capital Assets - Schedule 1
as at December 31

	Infrastructure						Totals	
	Land	Land Improvements	Buildings	Machinery & Equipment	Linear Assets	Inventories	2020	2019
Cost								
Balance, beginning of year	\$ 133,634	\$ 120,022	\$ 27,445,650	\$ 10,906,238	\$ 25,891,954	\$ 4,038,375	\$ 68,535,873	\$ 64,688,971
Add: New acquisitions during the year	-	115,477	1,080,055	2,514,517	178,469	229,199	4,117,717	360,942
Add: Additions during the year	-	-	109,346	-	-	-	109,346	3,750,806
Less: Disposals during the year	-	-	-	(58,952)	-	(4,012,421)	(4,071,373)	(264,846)
Balance, end of year	133,634	235,499	28,635,051	13,361,803	26,070,423	255,153	68,691,563	68,535,873
Accumulated Amortization								
Balance, beginning of year	-	18,633	10,916,228	4,825,705	9,382,403	-	25,142,969	24,043,548
Add: Amortization	-	5,265	652,560	376,139	381,120	-	1,415,084	1,269,951
Less: Accumulated amortization on disposals	-	-	-	(56,114)	-	-	(56,114)	(170,530)
Balance, end of year	-	23,898	11,568,788	5,145,730	9,763,523	-	26,501,939	25,142,969
Net Book Value of Tangible Capital Assets Including Inventories	\$ 133,634	\$ 211,601	\$ 17,066,263	\$ 8,216,073	\$ 16,306,900	\$ 255,153	\$ 42,189,624	\$ 43,392,904

See accompanying notes to financial statements

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



April 27, 2021

Dear Head of Council,

As you may be aware, the Ontario government is consulting on how to strengthen accountability for municipal council members. We want to ensure that councillors and heads of council maintain a safe and respectful workplace and carry out their duties as elected officials ethically and responsibly. More information on the scope of consultations can be found at [Ontario.ca](https://ontario.ca).

As part of this work, my colleague Jill Dunlop, Associate Minister for Children and Women's Issues will be seeking input from members of council representing each of Ontario's municipalities through one of two hour-long telephone townhall sessions with municipal representatives from Western Ontario's municipalities on June 8, 2021 at 9:30 AM EDT.

This session will provide participants with the opportunity to share their valuable feedback on:

- what changes or mechanisms are needed to better hold council members accountable for municipal code of conduct violations;
- how to effectively enforce these codes
- whether a broader range of penalties for violations of the codes of conduct are needed; and
- the circumstances in which these potential penalties could be applied.

Please identify one member of your council to participate in the session. Once chosen, the one identified member of your council should register via [Eventbrite](https://eventbrite.com) by Thursday, May 6, 2021. The registered member will receive instructions about how to participate in the session prior to the meeting.

We have also launched an online survey to seek input on ways to strengthen accountability mechanisms for municipal council members. I encourage members of council and municipal staff to provide their input on this important topic through the online survey: [Consultation: Strengthening accountability for municipal council members | Ontario.ca](https://ontario.ca). This online survey will be available until July 15, 2021. Please share this link with your municipal staff.

I hope you will accept this invitation to participate in this session, as we look forward to hearing your feedback on how to strengthen accountability for municipal council members.

Sincerely,



Steve Clark

Minister of Municipal Affairs and Housing

- c: Clerk and Chief Administrative Officers
Jill Dunlop, Associate Minister of Children and Women's Issues
Kate Manson-Smith Deputy Minister, Ministry of Municipal Affairs and Housing
Marie-Lison Fougère, Deputy Minister Responsible for Women's Issues

April 21, 2021



The Corporation of the Town of Essex
Mayor Larry Snively and Members of Council
33 Talbot Street South
Essex, ON
N8M 1A8

RE: NAV Canada Aeronautical Study at Windsor International Airport

Dear Mr. Mayor and Members of Council:

As you are aware, NAV Canada has made the decision to maintain air traffic control service at Windsor International Airport.

On behalf of YQG, I would like to extend our sincere appreciation for your support to retain controlled tower service at Windsor International Airport.

Stakeholder engagement is at the heart of the NAV Canada aeronautical study process. There is no doubt that your input provided NAV Canada with an indication of the importance of YQG to the local community.

Thank you again for your support.

Sincerely,

YOUR QUICK GATEWAY (WINDSOR) INC.



Mark Galvin
Chief Executive Officer

c. Mayor Drew Dilkens, Chairperson of the Board of Directors, YQG Inc.

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From: John Mayor [REDACTED]
Date: April 27, 2021 at 9:07:41 AM EDT
To: [REDACTED]
[REDACTED]
Subject: Proposed Telus tower

Essex Councillors,

We own the property at 316 Talbot Rd S in Essex where our back yard extends into the Township of Kingsville.

We have been made aware that Telus has a 40m communication tower planned to abut our property along the south property line that would loom over our property. We feel that the people involved with the location selection have misrepresented our property in the proposal package as the satellite imaging they selected is 5 years old. A large section of our land has been cleared and a pond was constructed a few years ago. This space is our retreat away from the daily chaos of life and should not be affected by a large communication tower. We have included a more recent satellite view of our property for your reference.

We have discovered that the tower was first planned to be built in the area of Essex arena and was turned down because of a proposed residential development. With that knowledge, why would it be okay to have it built in a current residential area? Are we only concerned about new development and not exiting? When we purchased this property we had a plan to build a secondary housing unit near the Kingsville/Essex property line in the future. Should we not be given the same consideration of a proposed development?

We have real concerns with this being the proposed location of the tower. The health and welfare of our children and grandchildren is paramount as this is the area in which they play on a daily basis. There are many studies that show exposure to these types of towers can cause multiple health issues. Our health should be the first consideration when considering a site location.

Lastly we have concerns with the property values. We all know this will impact the property values in the area, with the largest impact directly on our property as it will abut on the south property line. This is unacceptable to us and we would have no choice but to seek legal counsel for options if this site is approved.

We believe there are alternative sites that would allow Telus to build and service their customers without impacting residential areas. There are commercial properties near the highway that would be better suited for this type of development. They could also move the tower to the South side of the existing proposed farm, moving it away from the residential area and alleviating our concerns.

Please let us know if you can assist us with the moving of the selected site? We look forward to any assistance you could lend in helping with this issue.

We look forward to a response from counsel.

Thanks,

Tower location vs our property



Essex Region
Conservation
Authority

Public Interactive Mapping

Legend

- Parcel Fabric - City
- Parcel Fabric - County
- 1:100 yr Flood Line
- Limit of Regulated Area

Location



ERCA
Geomatics

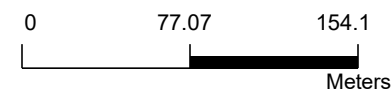
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Notes



1: 3,468



4/27/2021

Page 210 of 272

Good morning

Robert Auger and Shelly Brown

These are our concerns with cell tower location.

Regards

Dan Oriet

We are writing to let you know that, as life-long residents of Essex, we are incredibly upset with your proposed location for the TELUS Cellular Tower. Our first concern is the health impact: this tower emits high levels of radio-frequency EMFs that it uses to enable communication between devices. These EMFs are the same waves that get transmitted when you use a cellular phone, but at a much higher level. According to the American Cancer Society, "some concerns have been raised that these signals might increase the risk of cancer, and research in this area continues". Considering the proximity of this tower to our home, we would be living and sleeping next to these high levels of radio-frequency radiation. We do not feel it is fair to potentially put our health, and the health of this entire neighborhood at risk from this tower.

Our second concern is the devaluation of our, and the rest of the neighborhood's properties. Erecting a 40m high, commercial, cellular tower, in what is essentially our backyards, complete with security cameras, tall gates, and new roadway access, damages the value of our homes. This awful, enormous, metal and concrete construction, takes away from the countryside ambience that our homes in this neighborhood have to offer. To top it off, the added commercial traffic route to and from the tower will also increase the noise burden on our community.

There are many other suitable locations where the tower could be located instead, and I have enclosed some examples of where it could be situated, considering the desired 2 km radius of the tower within the township. Even the southernmost corner of this farm would be more suitable for it, if it needs to be located at this farm at all.

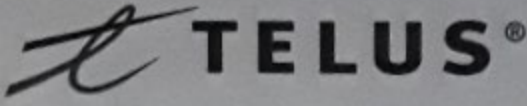
Please reconsider the impact of this proposal,

Sincerely,

Concerned Residents of Essex:

Daniel Oriet

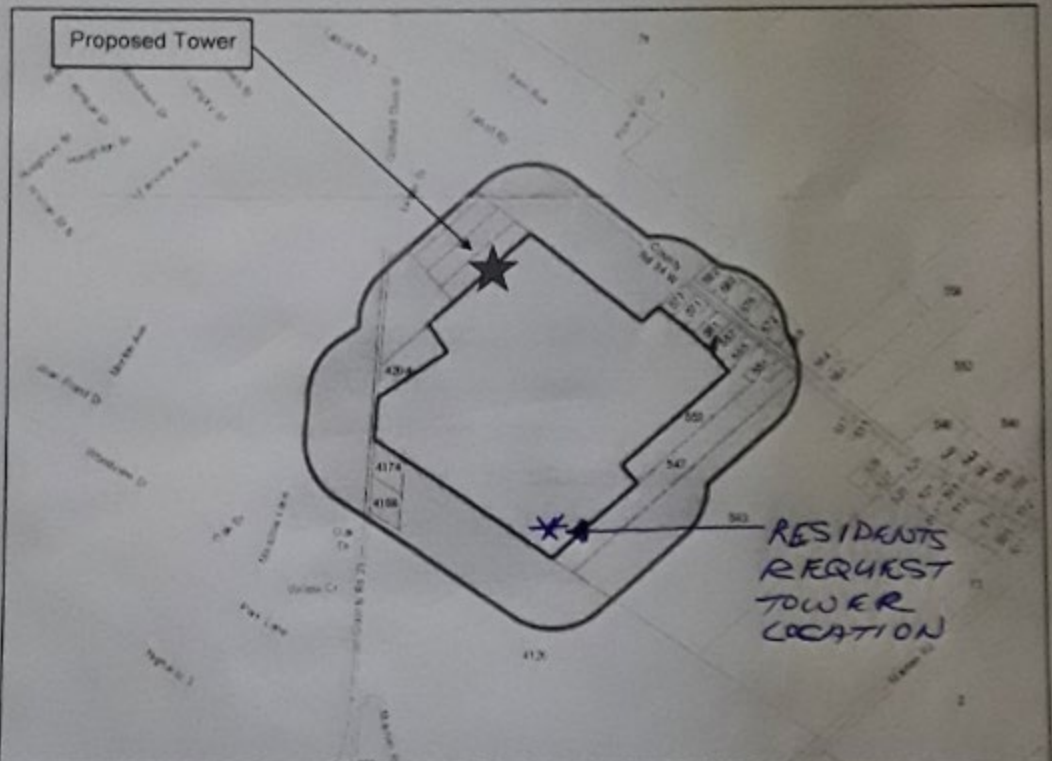




TELUS Communications Inc.
Public Notification
40.0m Self-Support Telecommunications Tower
April 15, 2021

basis to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the public, including any combined effects of nearby installations within the local radio environment.

Map of Notification Area 150m Radius from Tower Site
Approximate radius shown below

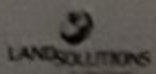


Public Consultation
LandSolutions LP, on behalf of TELUS is following the Town of Kingsville Policy for the Development and/or Redevelopment of Communication and Broadcasting Facilities, which requires notification of landowners within a radius of 120m of the subject property. However, the Town of Kingsville and the Town of Essex provided addresses within an expanded 150m notification radius. Please submit written comments within 30 days of receipt of this package. Upon receiving any comments from the public, LandSolutions LP on behalf of TELUS will respond to all feedback and will deliver a formal submission to the City requesting support for this proposal.

Written comments posted on or before May 16, 2021 will be included in the formal submission package.

Please contact our office to discuss the proposed facility with representatives from LandSolutions LP at comments@landsolutions.ca or (403) 290-0008.

This site proposal information package is in accordance with the requirements of ISED's Radiocommunication and Broadcasting Antenna Systems.

ON1428

From: [REDACTED]
Sent: Tuesday, April 27, 2021 10:23 AM
To: [REDACTED]
[REDACTED]

Subject: Proposed Telus tower

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

As a resident at 370 Talbot St. S. in Essex, I am very concerned about the proposed Telus communications tower plans to be erected in close proximity to my residence. I'm asking if this issue can be added to the upcoming May 3rd council meeting agenda.

Thank you

James Pernal

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-----Original Message-----

From: Diana Neels [REDACTED]

Sent: Tuesday, April 27, 2021 10:15 PM

To: Brown, Shelley <sbrown@essex.ca>

Subject: This letter is being sent to you regarding the proposed location...

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

This letter is being sent to you regarding the proposed location for the Telus cellular tower. We as life long residents of Essex are very upset with this proposed location.

Our first concern after doing our diligence is the health impact this can have on us and our children. This proposed site is right behind our home. I am very concerned of the health risks for us and our neighbours having this so close to our property.

Secondly, I feel this will devalue our property and our neighbors, having a 40m high commercial cellular tower with cameras, tall gates, alarms, and a road way running along the back of our properties. This is going to be nothing but a big eye sore and take away our countryside ambience that all our homes in this neighborhood have to offer.

I'm sure there are many other suitable locations where this could be located instead, even at the southern most corner of this farm if it needs to be on this farm.

Thank you for taking the time to read our concerns, I hope you can help us concerned and upset citizens find a better location for this tower than in our backyard!

Brian and Diana Neels

346 Talbot St S

Essex ont

N8M 1C3
[REDACTED]

Sent from Diana

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TELUS Communications Inc.

Public Notification

40.0m Self-Support Telecommunications Tower

April 15, 2021

★ Will be discussed at council, please include my correspondence ★

Comment Sheet – ON1428

Send by Fax to (403) 290-0050 or email at comments@landsolutions.ca

or Mail to TELUS c/o LandSolutions LP

Suite 600, 322 – 11th Avenue SW, Calgary, AB T2R0C5

Proposed TELUS Telecommunications Facility

Vacant land on the east side of County Rd. 23

(Town of Kingsville), AB

1. Are you a cellular telephone or wireless internet user?

☒ Yes

☐ No

2. Is the location of the proposed facility acceptable?

☐ Yes

☒ No

If no, why? *Too close to residential area where there is*

substantial space to set it back further from residential areas, or choose a former field where there is no houses near!!

3. Are you satisfied with the design of the proposed facility?

☐ Yes

☒ No

Comments:

" Also will decrease the value of our property. We are new

to the neighbourhood and are expecting our first child,

4. Other comments (please attach pages if more space is needed): *we are worried about the exposure of radiation.*

we do not agree with the location of the tower.

we feel there is a lot of different locations that won't

put so many people health at risk and also depreciate

the value of all of our land. The residents safety should

come first not a cell phone tower.

This information will not be used for marketing purposes; however, your comments will be forwarded to the appropriate Land Use Authority for their file. Please write legibly. Thank you.

Name: *Alex Jancas / Melissa Deschamps*

Address: *332 Talbot Street South, Essex*

Postal Code: *N8M 1C1*

Phone: [REDACTED]

Email: [REDACTED]

ON1428



From: [Meloche, Richard](#)
To: [Chadwick, Lori](#)
Cc: [Nepszy, Chris](#); [CouncilMembers](#); [Auger, Robert](#); [Brown, Shelley](#)
Subject: Proposed Telus Tower
Date: Tuesday, April 27, 2021 8:50:38 PM

Good Evening Lori

As per our conversation earlier today, I'm sending this letter asking that this topic be placed on Monday May 3rd agenda. It will be our only opportunity as a Council to discuss before the deadline for public comment of May 16th. I would ask that our administration come to this meeting with a knowledge of the "want" from Telus by having the tower placed on this particular site as opposed to sites that are away from residents and potential future development. As well, it would be of benefit if Admin could come prepared with other suitable tower locations on their findings from Telus or their consultants.

I'm not sure of the relationship that Admin has with the owner of the farmland [REDACTED], on if perhaps he would consider putting the tower at the far end of his property with an entrance from CR23. There'd be a cost involved for him as there is currently no access over the drain at that end of his farm.

Regards

Richard

Richard Meloche
Deputy-Mayor
Town of Essex
Mobile: 519-982-2776

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From: [Comments](#)
To: [Roy, Cassandra](#); jastrologo@kingsville.ca
Cc: [Brown, Shelley](#); [Auger, Robert](#); [Erica Rigik](#); [Robert Brown](#)
Subject: RE: Proposed Telus Tower (ON1428)
Date: Wednesday, April 28, 2021 5:57:28 PM
Attachments: [image003.png](#)
[image007.png](#)
[image014.png](#)
[CPC-2-0-03-i5.pdf](#)
[Town of Kingsville-ON Telecommunication-Policy-2017.pdf](#)

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Thank you very much, I will add these to the public record, formally respond and continue with our process of then submitting a request for concurrence to the Town of Kingsville (not Town of Essex). The Town of Kingsville's antenna siting policy is attached for reference.

Please let me know if you would like copies of our responses to members of the community, as well as the support letters we've received, or simply our consultation summary and formal submission for concurrence.

We will respond to both reasonable and unreasonable concerns in accordance with Innovation, Science and Economic Development Canada's CPC-2-0-03 titled Radiocommunication and Broadcasting Antenna Systems, Section 4.2, Public Reply Comments (excerpt included below).

Public Reply Comments

As indicated in step 3 above, the proponent must clearly indicate that the party has *21 days* from the date of the correspondence to reply to the response. The proponent must also keep a record of all correspondence/discussions that occurred within the *21-day* public reply comment period. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.

The factors that will determine whether a concern is reasonable or relevant according to this process will vary but will generally be considered if they relate to the requirements of this document and to the particular amenities or important characteristics of the area surrounding the proposed antenna system. Examples of concerns that proponents are to address may include:

- Why is the use of an existing antenna system or structure not possible?
- Why is an alternate site not possible?
- What is the proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the proponent trying to integrate the antenna into the local surroundings?
- What options are available to satisfy aeronautical obstruction marking requirements at this site?
- What are the steps the proponent took to ensure compliance with the general requirements of this document including the *Canadian Environmental Assessment Act* (CEAA), Safety Code 6, etc.?

Concerns that are not relevant include:

- disputes with members of the public relating to the proponent's service, but unrelated to antenna installations;
- potential effects that a proposed antenna system will have on property values or municipal taxes;
- questions whether the *Radiocommunication Act*, this document, Safety Code 6, locally established by-laws, other legislation, procedures or processes are valid or should be reformed in some manner.

Link:

- ISEDC's Website about the antenna tower siting policy titled "Facts about Towers":
https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf11435.html

Sincerely,

Brenden Smith, RPP/MCIP
SITE ACQUISITION & MUNICIPAL AFFAIRS SPECIALIST

T: 403-290-0008 | F: 403-290-0050

Email: comments@landsolutions.ca



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Please consider the environment before printing this email message.

From: Roy, Cassandra <croy@essex.ca>
Sent: April 28, 2021 7:17 AM
To: Brenden Smith <BrendenS@landsolutions.ca>; jastrologo@kingsville.ca
Cc: Brown, Shelley <sbrown@essex.ca>; Auger, Robert <rauger@essex.ca>
Subject: Proposed Telus Tower

Good Morning,

Please see the four attached emails from residents of Essex regarding the Proposed Telus Cell Tower.

Kind Regards,

Cassandra Roy | Legislative Clerk
Town of Essex | Legal and Legislative Services
33 Talbot Street South, Essex, ON, N8M 1A8

519-776-7336 ext 1101

Learn more online at the links below:



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Industry
Canada

Industrie
Canada

CPC-2-0-03

Issue 5

Released: June 26, 2014

Effective: July 15, 2014

Spectrum Management and Telecommunications

Client Procedures Circular

Radiocommunication and Broadcasting Antenna Systems

Comments and suggestions may be directed to the following address:

Industry Canada
Spectrum Management Operations Branch
235 Queen Street
Ottawa, Ontario
K1A 0H5

Attention: DOSP

Via e-mail: spectrum_pubs@ic.gc.ca

All [Spectrum Management and Telecommunications](http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/home) publications are available on the following website at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/home>.

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1. Introduction

Radiocommunication and broadcasting services are important for all Canadians and are used daily by the public, safety and security organizations, government, wireless service providers, broadcasters, utilities and businesses. In order for radiocommunication and broadcasting services to work, antenna systems including masts, towers, and other supporting structures are required. Antenna systems are normally composed of an antenna and some type of supporting structure, often called an antenna tower. Most antennas have their own integral mast so that they can be fastened directly to a building or a tower. There is a certain measure of flexibility in the placement of antenna systems which is constrained to some degree by: the need to achieve acceptable coverage for the service area; the availability of sites; technical limitations; and safety. In exercising its mandate, Industry Canada believes that it is important that antenna systems be deployed in a manner that considers the local surroundings.

1.1 Mandate

Section 5 of the *Radiocommunication Act* states that the Minister may, taking into account all matters the Minister considers relevant for ensuring the orderly development and efficient operation of radiocommunication in Canada, issue radio authorizations and approve each site on which radio apparatus, including antenna systems, may be located. Further, the Minister may approve the erection of all masts, towers and other antenna-supporting structures. Accordingly, proponents must follow the process outlined in this document when installing or modifying an antenna system. Also, the installation of an antenna system or the operation of a currently existing antenna system that is not in accordance with this process may result in its alteration or removal and other sanctions against the operator in accordance with the *Radiocommunication Act*.

1.2 Application

The requirements of this document apply to anyone (referred to in this document as the proponent) who is planning to install or modify an antenna system,¹ regardless of the type. This includes telecommunications carriers,² businesses, governments, Crown agencies, operators of broadcasting undertakings and the public (including for amateur radio operation and over-the-air TV reception). Anyone who proposes, uses or owns an antenna system must follow these procedures. The requirements also apply to those who install towers or antenna systems on behalf of others or for leasing purposes (“third party tower owners”). As well, parts of this process contain obligations that apply to existing antenna system owners and operators.

1.3 Process Overview

This document outlines the process that must be followed by proponents seeking to install or modify antenna systems. The broad elements of the process are as follows:

¹ For the purposes of this document, an “antenna system” is normally composed of an antenna and some sort of supporting structure, normally a tower. Most antennas have their own integral mast so that they can be fastened directly to a building or a tower. Thus, where this document refers to an “antenna,” the term includes the integral mast.

² For the purpose of this document, a “telecommunications carrier” means a person who owns or operates a transmission facility used by that person or another person to provide telecommunications services to the public for compensation.

1. Investigating sharing or using existing infrastructure before proposing new antenna-supporting structures.
2. Contacting the land-use authority (LUA) to determine local requirements regarding antenna systems.
3. Undertaking public notification and addressing relevant concerns, whether by following local LUA requirements or Industry Canada's default process, as is required and appropriate.
4. Satisfying Industry Canada's general and technical requirements.
5. Completing the construction.

It is Industry Canada's expectation that steps (2) to (4) will normally be completed within **120 days**. Some proposals may be excluded from certain elements of the process (see Section 6). It is Industry Canada's expectation that all parties will carry out their roles and responsibilities in good faith and in a manner that respects the spirit of this document. If the requirements of this document are satisfied and the proposal proceeds then, under step (5), construction of the antenna system must be completed within three years of conclusion of consultation.

2. Industry Canada Engagement

There are a number of points in the processes outlined in this document where parties must contact Industry Canada to proceed. Further, anyone with any question regarding the process may contact the local Industry Canada office³ for guidance. Based on a query by an interested party, Industry Canada may request parties to provide relevant records and/or may provide direction to one or more parties to undertake certain actions to help move the process forward.

3. Use of Existing Infrastructure (Sharing)⁴

This section outlines the roles of proponents and owners/operators of existing antenna systems. In all cases, parties should retain records (such as analyses, correspondence and engineering reports) relating to this section.

Before building a new antenna-supporting structure, Industry Canada requires that proponents first explore the following options:

- consider sharing an existing antenna system, modifying or replacing a structure if necessary;

³ Please refer to Radiocommunication Information Circular RIC-66 for a list of addresses and telephone numbers for Industry Canada's regional and district offices. [RIC-66](http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf06073.html) is available via the Internet at: http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf06073.html.

⁴ See also Client Procedures Circular CPC-2-0-17, *Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements*. CPC-2-0-17 is available via the Internet at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf09081.html>.

- locate, analyze and attempt to use any feasible existing infrastructure such as rooftops, water towers etc.

A proponent is not normally expected to build a new antenna-supporting structure where it is feasible to locate an antenna on an existing structure, unless a new structure is preferred by the land-use authority.

Owners and operators of existing antenna systems are to respond to a request to share in a timely fashion and to negotiate in good faith to facilitate sharing where feasible. It is anticipated that 30 days is reasonable time for existing antenna system owners/operators to reply to a request by a proponent in writing with either:

- a proposed set of reasonable terms to govern the sharing of the antenna system; or
- a detailed explanation of why sharing is not possible.

4. Land-use Authority and Public Consultation

Contacting the Land-use Authority

Proponents must always contact the applicable land-use authorities to determine the local consultation requirements and to discuss local preferences regarding antenna system siting and/or design, unless their proposal falls within the exclusion criteria outlined in Section 6. If the land-use authority has designated an official to deal with antenna systems, then proponents are to engage the authority through that person. If not, proponents must submit their plans directly to the council, elected local official or executive. The 120-day consultation period commences only once proponents have formally submitted, in writing, all plans required by the land-use authority, and does not include preliminary discussions with land-use authority representatives.

Proponents should note that there may be more than one land-use authority with an interest in the proposal. Where no established agreement exists between such land-use authorities, proponents must, as a minimum, contact the land-use authority(ies) and/or neighbouring land-use authorities located within a radius of three times the tower height, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater. As well, in cases where proponents are aware that a potential Aboriginal or treaty right or land claim may be affected by the proposed installation,⁵ they must contact Industry Canada in order to ensure that the requirements for consultation are met.

Following the Land-use Authority Process

Proponents must follow the land-use consultation process for the siting of antenna systems, established by the land-use authority, where one exists. In the event that a land-use authority's existing process has no public consultation requirement, proponents must then fulfill the public consultation requirements contained in Industry Canada's Default Public Consultation Process (see Section 4.2). Proponents are not required to follow this requirement if the LUA's established process explicitly excludes their type of

⁵ Proponents are encouraged to refer to local community and online resources (for example, the Aboriginal and Treaty Rights Information System (ATRIS) (http://sidait-atris.aadnc-aandc.gc.ca/atris_online/home-accueil.aspx) as applicable.

proposal from consultation or it is excluded by Industry Canada's criteria.⁶ Where proponents believe the local consultation requirements are unreasonable, they may contact the local Industry Canada office in writing for guidance.

Broadcasting Undertakings

Applicants for broadcasting undertakings are subject to Canadian Radio-television and Telecommunications (CRTC) licensing processes in addition to Industry Canada requirements. Although Industry Canada encourages applicants to consult as early as practical in the application process, in some cases it may not be prudent for the applicants to initiate public and municipal/land-use consultation before receiving CRTC approval, as application denial by the CRTC would have result in unnecessary work for all parties involved. Therefore, assuming that the proposal is not otherwise excluded, broadcasting applicants may opt to commence land-use consultation after having received CRTC approval. However, broadcasting applicants choosing this approach are required, at the time of the CRTC application, to notify the land-use authority with a Letter of Intent outlining a commitment to conduct consultation after receiving CRTC approval. If the land-use authority raises concerns with the proposal as described in the Letter of Intent, applicants are encouraged to engage in discussions with the land-use authority regarding their concerns and attempt to resolve any issues. Refer to Broadcasting Procedures and Rules, Part 1 (BPR-1), for further details.

4.1 Land-use Authority Consultation

Industry Canada believes that any concerns or suggestions expressed by land-use authorities are important elements to be considered by proponents regarding proposals to install, or make changes to, antenna systems. As part of their community planning processes, land-use authorities should facilitate the implementation of local radiocommunication services by establishing consultation processes for the siting of antenna systems.

Unless the proposal meets the exclusion criteria outlined in Section 6, proponents must consult with the local land-use authority(ies) on any proposed antenna system prior to any construction. The aim of this consultation is to:

- discuss site options;
- ensure that local processes related to antenna systems are respected;
- address reasonable and relevant concerns (see Section 4.2) from both the land-use authority and the community they represent; and
- obtain land-use authority concurrence in writing.

Land-use authorities are encouraged to establish reasonable, relevant, and predictable consultation processes⁷ specific to antenna systems that consider such things as:

⁶ In all cases, telecommunications carriers, broadcasting undertakings and third party tower owners must notify and consult with the local public when proposing a new antenna tower either by following Industry Canada's Default Public Consultation Process or, where one exists, the land-use authority's public consultation process..

⁷ Industry Canada is available to assist land-use authorities in the development of local processes. In addition, land-use authorities may wish to consult Industry Canada's guide for the development of local consultation processes.

- the designation of suitable contacts or responsible officials;
- proposal submission requirements;
- public consultation;
- documentation of the concurrence process; and
- the establishment of milestones to ensure consultation process completion within **120 days**.

Where they have specific concerns regarding a proposed antenna system, land-use authorities are expected to discuss reasonable alternatives and/or mitigation measures with proponents.

Under their processes, land-use authorities may exclude from consultation any antenna system installation in addition to those identified by Industry Canada's own consultation exclusion criteria (Section 6). For example, an authority may wish to exclude from consultation those installations located within industrial areas removed from residential areas, low visual impact installations, or certain types of structures located within residential areas such as personal antenna systems (e.g. used for over the air and satellite television reception or amateur radio operation).

4.2 Industry Canada's Default Public Consultation Process

Proponents must follow Industry Canada's Default Public Consultation Process where the local land-use authority does not have an established and documented public consultation process applicable to antenna siting. Industry Canada's default process has three steps whereby the proponent:

1. provides written notification to the public, the land-use authority and Industry Canada of the proposed antenna system installation or modification (i.e. public notification);
2. engages the public and the land-use authority in order to address relevant questions, comments and concerns regarding the proposal (i.e. responding to the public); and
3. provides an opportunity to the public and the land-use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns (i.e. public reply comment).

Public Notification

1. Proponents must ensure that the local public, the land-use authority and Industry Canada are notified of the proposed antenna system. As a minimum, proponents must provide a notification package (see Appendix 1) to the local public (including nearby residences, community gathering areas, public institutions, schools, etc.), neighbouring land-use authorities, businesses, and property owners, etc.

Municipalities may also wish to refer to the protocol template developed in partnership between the Federation of Canadian Municipalities (FCM) and the Canadian Wireless Telecommunications Association (CWTA). The FCM/CWTA template can be found on the [FCM's website](http://www.fcm.ca) www.fcm.ca.

located within a radius of three times the tower height.⁸ The radius is measured from the outside perimeter of the supporting structure. For the purpose of this requirement, the outside perimeter begins at the furthest point of the supporting mechanism, be it the outermost guy line, building edge, face of the self-supporting tower, etc. Public notification of an upcoming consultation must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by mail or be hand delivered. The face of the package must clearly reference that the recipient is within the prescribed notification radius of the proposed antenna system.

2. It is the proponent's responsibility to ensure that the notification provides at least 30 days for written public comment.
3. In addition to the minimum notification distance noted above, in areas of seasonal residence, the proponent, in consultation with the land-use authority, is responsible for determining the best manner to notify such residents to ensure their engagement.
4. In addition to the public notification requirements noted above, proponents of an antenna system proposed to be 30 metres or more in height must place a notice in a local community newspaper circulating in the proposed area.⁹ Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

Responding to the Public

Proponents are to address all reasonable and relevant concerns, make all reasonable efforts to resolve them in a mutually acceptable manner and must keep a record of all associated communications. If the local public or land-use authority raises a question, comment or concern relating to the antenna system as a result of the public notification process, then the proponent is required to:

1. respond to the party in writing within **14 days** acknowledging receipt of the question, comment or concern and keep a record of the communication;
2. address in writing all reasonable and relevant concerns within **60 days** of receipt or explain why the question, comment or concern is not, in the view of the proponent, reasonable or relevant; and
3. in the written communication referred to in the preceding point, clearly indicate that the party has **21 days** from the date of the correspondence to reply to the proponent's response. The proponent must provide a copy of all public reply comments to the local Industry Canada office.

⁸ Proponents are advised that municipalities may set reasonable public notification distances appropriate for their communities when establishing their own protocols.

⁹ The notice must be synchronized with the distribution of the public notification package. It must be legible and placed in the public notice section of the newspaper. The notice must include: a description of the proposed installation; its location and street address; proponent contact information and mailing address; and an invitation to provide public comments to the proponent within **30 days** of the notice. In areas without a local newspaper, other effective means of public notification must be implemented. Proponents may contact the local Industry Canada office for guidance.

Responding to reasonable and relevant concerns may include contacting a party by telephone, engaging in a community meeting or having an informal, personal discussion. Between steps 1 and 2 above, the proponent is expected to engage the public in a manner it deems most appropriate. Therefore, the letter at step 2 above may be a record of how the proponent and the other party addressed the concern at hand.

Public Reply Comments

As indicated in step 3 above, the proponent must clearly indicate that the party has **21 days** from the date of the correspondence to reply to the response. The proponent must also keep a record of all correspondence/discussions that occurred within the **21-day** public reply comment period. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.

The factors that will determine whether a concern is reasonable or relevant according to this process will vary but will generally be considered if they relate to the requirements of this document and to the particular amenities or important characteristics of the area surrounding the proposed antenna system. Examples of concerns that proponents are to address may include:

- Why is the use of an existing antenna system or structure not possible?
- Why is an alternate site not possible?
- What is the proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the proponent trying to integrate the antenna into the local surroundings?
- What options are available to satisfy aeronautical obstruction marking requirements at this site?
- What are the steps the proponent took to ensure compliance with the general requirements of this document including the *Canadian Environmental Assessment Act* (CEAA), Safety Code 6, etc.?

Concerns that are not relevant include:

- disputes with members of the public relating to the proponent's service, but unrelated to antenna installations;
- potential effects that a proposed antenna system will have on property values or municipal taxes;
- questions whether the *Radiocommunication Act*, this document, Safety Code 6, locally established by-laws, other legislation, procedures or processes are valid or should be reformed in some manner.

4.3 Concluding Consultation

The proponent may only commence installation/modification of an antenna system after the consultation process has been completed by the land-use authority, or Industry Canada confirms concurrence with the consultation portion of this process, and after all other requirements under this process have been met. Consultation responsibilities will normally be considered complete when the proponent has:

1. concluded consultation requirements (Section 4.1) with the land-use authority;
2. carried out public consultation either through the process established by the land-use authority or Industry Canada's Default Public Consultation Process where required; and
3. addressed all reasonable and relevant concerns.

Concluding Land-use Authority Consultation

Industry Canada expects that land-use consultation will be completed within **120 days** from the proponent's initial formal contact with the local land-use authority. Where unavoidable delays may be encountered, the land-use authority is expected to indicate when the proponent can expect a response to the proposal. If the authority is not responsive, the proponent may contact Industry Canada. Depending on individual circumstances, Industry Canada may support additional time or consider the land-use authority consultation process concluded.

Depending on the land-use authority's own process, conclusion of local consultation may include such steps as obtaining final concurrence for the proposal via the relevant committee, a letter or report acknowledging that the relevant municipal process or other requirements have been satisfied, or other valid indication, such as the minutes of a town council meeting indicating LUA approval. Compliance with informal city staff procedures, or grants of approval strictly related to zoning, construction, etc. will not normally be sufficient.

Industry Canada recognizes that approvals for construction (e.g. building permits) are used by some land-use authorities as evidence of consultation being concluded. Proponents should note that Industry Canada does not consider the fact a permit was issued as confirmation of concurrence, as different land-use authorities have different approaches. As such, Industry Canada will only consider such approvals as valid when the proponent can demonstrate that the LUA's process was followed and that the LUA's preferred method of concluding LUA consultation is through such an approval.

Concluding Industry Canada's Default Public Consultation Process

Industry Canada's Default Public Consultation Process will be considered concluded when the proponent has either:

- received no written questions, comments or concerns to the formal notification within the **30-day** public comment period; or
- if written questions, comments or concerns were received, the proponent has addressed and resolved all reasonable and relevant concerns and the public has not provided further comment within the **21-day** reply comment period.

In the case where the public responds within the **21-day** reply comment period, the proponent has the option of making further attempts to address the concern on its own, or can request Industry Canada engagement. If a request for engagement is made at this stage, Industry Canada will review the relevant material, request any further information it deems pertinent from any party and may then decide that:

- the proponent has met the consultation requirements of this process and that Industry Canada concurs that installation or modification may proceed; or
- the parties should participate in further attempts to mitigate or resolve any outstanding concern.

4.4 Post-Consultation

Whether the proponent followed a land-use authority's consultation process or Industry Canada's default public consultation process, construction of an antenna system must be completed within three years of the conclusion of consultation. After three years, consultations will no longer be deemed valid except in the case where a proponent secures the agreement of the relevant Land-Use Authority to an extension for a specified time period in writing. A copy of the agreement must be provided to the local Industry Canada office.

5. Dispute Resolution Process

The dispute resolution process is a formal process intended to bring about the timely resolution where the parties have reached an impasse.

Upon receipt of a written request from a stakeholder other than the general public, asking for Departmental intervention concerning a reasonable and relevant concern, the Department may request that all involved parties provide and share all relevant information. The Department may also gather or obtain other relevant information and request that parties provide any further submissions if applicable. The Department will, based on the information provided, either:

- make a final decision on the issue(s) in question, and advise the parties of its decision; or
- suggest the parties enter into an alternate dispute resolution process in order to come to a final decision. Should the parties be unable to reach a mutually agreeable solution, either party may request that the Department make a final decision.

Upon resolution of the issue under dispute, the proponent is to continue with the process contained within this document as required.

6. Exclusions

All proponents must satisfy the General Requirements outlined in Section 7 regardless of whether an exclusion applies to their proposal. All proponents must also consult the land-use authority and the public unless a proposal is specifically excluded. Individual circumstances vary with each antenna system installation and modification, and the exclusion criteria below should be applied in consideration of local circumstances. Consequently, it may be prudent for the proponent to consult even though the proposal meets an exclusion noted below. Therefore, when applying the criteria for exclusion, proponents should consider such things as:

- the antenna system's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;

- the location of the proposed antenna system on the property and its proximity to neighbouring residents;
- the likelihood of an area being a community-sensitive location; and
- Transport Canada's marking and lighting requirements for the proposed structure.

The following proposals are excluded from land-use authority and public consultation requirements:

- **New Antenna Systems:** where the height is less than 15 metres above ground level. This exclusion does not apply to antenna systems proposed by telecommunications carriers, broadcasting undertakings or third party tower owners;
- **Existing Antenna Systems:** where modifications are made, antennas added or the tower replaced¹⁰, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation¹¹. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to antenna systems using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third party tower owners;
- **Non-Tower Structure:** antennas on buildings, water towers, lamp posts, etc. may be excluded from consultation provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%;¹² and
- **Temporary Antenna Systems:** used for special events or emergency operations and must be removed within three months after the start of the emergency or special event.

No consultation is required prior to performing maintenance on an existing antenna system.

Proponents who are not certain if their proposals are excluded, or whether consultation may still be prudent, are advised to contact the land-use authority and/or Industry Canada for guidance.

Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

7. General Requirements

In addition to roles and responsibilities for site sharing, land-use consultation and public consultation, proponents must also fulfill other important obligations including: compliance with Health Canada's

¹⁰ The exclusion for the replacement of existing antenna systems applies to replacements that are similar to the original design and location.

¹¹ Initial antenna system installation refers to the system as it was first consulted on, or installed.

¹² Telecommunication carriers, operators of broadcasting undertakings and third party tower owners may benefit from local knowledge by contacting the land-use authority when planning an antenna system that meets this exclusion criteria.

Safety Code 6 guideline for the protection of the general public; compliance with radio frequency immunity criteria; notification of nearby broadcasting stations; environmental considerations; and Transport Canada/NAV CANADA aeronautical safety responsibilities.

7.1 Radio Frequency Exposure Limits

Health Canada has established safety guidelines for exposure to radio frequency fields, in its Safety Code 6 publication, entitled: *Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz*.¹³ While the responsibility for developing Safety Code 6 rests with Health Canada, Industry Canada has adopted this guideline for the purpose of protecting the general public. Current biomedical studies in Canada and other countries indicate that there is no scientific or medical evidence that a person will experience adverse health effects from exposure to radio frequency fields, provided that the installation complies with Safety Code 6.

It is the responsibility of proponents and operators of installations to ensure that all radiocommunication and broadcasting installations comply with Safety Code 6 at all times, including the consideration of combined effects of nearby installations within the local radio environment.

Telecommunications common carriers and operators of broadcasting undertakings are to carry out an exposure evaluation on all new installations and following any increases in radiated power. Either measurement surveys or mathematical or numerical computations can be used for this evaluation. Where the radio frequency emission of any installation, whether telecommunications carrier or broadcasting operator, is greater than, or is equal to, 50%, of the Safety Code 6 limits for uncontrolled environments at locations accessible to the general public (i.e. not solely available for access by workers), the operator(s) of radio frequency emitters must notify Industry Canada and demonstrate compliance with Safety Code 6. This determination of 50% of Safety Code 6 must be in consideration of the local radio environment.

For all proponents following Industry Canada's Default Public Consultation Process, the proponent's notification package must provide a written attestation that there will be compliance with Safety Code 6 for the protection of the general public, including consideration of nearby radiocommunication systems. The notification package must also indicate any Safety Code 6 related signage and access control mechanisms that may be used.

Compliance with Safety Code 6 is an ongoing obligation. At any time, antenna system operators may be required, as directed by Industry Canada, to demonstrate compliance with Safety Code 6 by (i) providing detailed calculations, and/or (ii) conducting site surveys and, where necessary, by implementing corrective measures.¹⁴ At the request of Industry Canada, telecommunications carriers and operators of broadcasting undertakings must provide detailed compliance information for individual installations within five days of the request. Proponents and operators of existing antenna systems must retain copies of all information related to Safety Code 6 compliance such as analyses and measurements.

¹³ To obtain an electronic copy of Safety Code 6, contact: publications@hc-sc.gc.ca.

¹⁴ See Client Procedures Circular [CPC-2-0-20](#), *Radio Frequency (RF) Fields – Signs and Access Control*.

7.2 Radio Frequency Immunity

All radiocommunication and broadcasting proponents and existing spectrum users are to ensure that their installations are designed and operated in accordance with Industry Canada's immunity criteria as outlined in EMCAB-2¹⁵ in order to minimize the malfunctioning of electronic equipment in the local surroundings. Broadcasting proponents and existing undertakings should refer to Broadcasting Procedures and Rules - Part 1, *General Rules* (BPR-1) for additional information and requirements¹⁶ on this matter.

Proponents are advised to consider the potential effect that their proposal may have on nearby electronic equipment. In this way, they will be better prepared to respond to any questions that may arise during the public and land-use consultation processes, or after the system has been installed.

Land-use authorities should be prepared to advise proponents and owners of broadcasting undertakings of plans for the expansion or development of nearby residential and/or industrial areas. Such expansion or development generally results in the introduction of more electronic equipment in the area and therefore an increased potential for electronic equipment to malfunction. By keeping broadcasters aware of planned developments and changes to adjacent land-use, they will be better able to work with the community. Equally, land-use authorities have a responsibility to ensure that those moving into these areas, whether prospective residents or industry, are aware of the potential for their electronic equipment to malfunction when located in proximity to an existing broadcasting installation. For example, the LUA could ensure that clear notification be provided to future prospective purchasers.

7.3 Proximity of Proposed Structure to Broadcasting Undertakings

Where the proposal would result in a structure that exceeds 30 metres above ground level, the proponent is to notify operators of AM, FM and TV undertakings within 2 kilometres, due to the potential impact the physical structure may have on these broadcasting undertakings. Metallic structures close to an AM directional antenna array may change the antenna pattern of the AM broadcasting undertaking. These proposed structures can also reflect nearby FM and TV signals, causing "ghosting" interference to FM/TV receivers used by the general public.

7.4 Canadian Environmental Assessment Act

Industry Canada requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation. This includes the *Canadian Environmental Assessment Act, 2012* (CEAA 2012), where the antenna system is incidental to a physical activity or project designated under CEAA 2012, or is located on federal lands.

An antenna system may not proceed where it is incidental to a designated project (as described in the *Regulations Designating Physical Activities*), or is otherwise expressly designated by the Minister of the

¹⁵ For more information see [EMCAB-2](http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf01005.html), entitled: *Criteria for Resolution of Immunity Complaints Involving Fundamental Emissions of Radiocommunications Transmitters* available at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf01005.html>.

¹⁶ [BPR-1 - Part I: General Rules](http://strategis.ic.gc.ca/epic/internet/insmt-gst.nsf/en/sf01326e.html) can be found on the Spectrum Management and Telecommunications website at: <http://strategis.ic.gc.ca/epic/internet/insmt-gst.nsf/en/sf01326e.html>.

Environment without satisfying certain requirements applicable to designated projects. Therefore, a proponent of this type of project must contact Industry Canada for direction on how to proceed.

Any proposed antenna system on federal land may not proceed without a determination of environmental effects by Industry Canada. In order to assist the Department in making such a determination, proponents must submit a project description to Industry Canada, considering and addressing those elements of the environment described in CEAA 2012, as well as any determination of environmental effects that may have been made by the authority responsible for managing the federal land. Industry Canada may also require further information before it can complete its assessment. Industry Canada will inform the proponent of the results of its determination and may impose conditions related to mitigating any adverse effects after making its determination and/or may need to refer the matter to the Governor-in-Council under CEAA 2012.

In addition, notices under Industry Canada's default public consultation process require written confirmation of the project's status under CEAA 2012 (e.g., whether it is incidental to a designated project or, if not, whether it is on federal lands).

In addition to CEAA requirements, proponents are responsible to ensure that antenna systems are installed and operated in a manner that respects the local environment and that complies with other statutory requirements, such as those under the *Canadian Environmental Protection Act, 1999*, the *Migratory Birds Convention Act, 1994*, and the *Species at Risk Act*, as applicable.

For projects north of the 60th parallel, environmental assessment requirements may arise from federal statutes other than the aforementioned Acts or from Comprehensive Land Claim Agreements. Industry Canada requires that installation or modification of antennas or antenna supporting structures be done in accordance with these requirements, as appropriate.

7.5 Aeronautical Safety

Proponents must ensure their proposals for any antenna system are first reviewed by Transport Canada and NAV CANADA.

Transport Canada will perform an assessment of the proposal with respect to the potential hazard to air navigation and will notify proponents of any painting and/or lighting requirements for the antenna system. NAV CANADA will comment on whether the proposal has an impact on the provision of their national air navigation system, facilities and other services located off-airport.

As required, the proponent must:

1. submit an Aeronautical Obstruction Clearance form to Transport Canada;
2. submit a Land-use Proposal Submission form to NAV CANADA;
3. include Transport Canada marking requirements in the public notification package;
4. install and maintain the antenna system in a manner that is not a hazard to aeronautical safety; and

5. retain all correspondence.

For those antenna systems subject to Industry Canada's Default Public Consultation Process, the proponent will inform the community of any marking requirements. Where options are possible, proponents are expected to work with the local community and Transport Canada to implement the best and safest marking options. Proponents should be aware that Transport Canada does not advise Industry Canada of marking requirements for proposed structures. Proponents are reminded that the addition of, or modification to, obstruction markings may result in community concern and so any change is to be done in consultation with the local public, land-use authority and/or Transport Canada, as appropriate.

References and Details

Aeronautical Obstruction Clearance forms are available from any Transport Canada Aviation Group Office. Both the Aeronautical Obstruction Clearance form (#26-0427) and a list of Transport Canada Aviation Group regional offices are available on the Transport Canada website.¹⁷ Completed forms are to be submitted directly to the nearest Transport Canada Aviation Group office. (Refer to Canadian Aviation Regulations, Standard 621.19, Standards Obstruction Markings).

Land-use Proposal Submission forms are available from NAV CANADA¹⁸ and completed forms are to be sent to the appropriate NAV CANADA General Manager Airport Operations (GMAO) office, East or West.

¹⁷ The [Transport Canada website](http://www.tc.gc.ca) can be found at: <http://www.tc.gc.ca>.

¹⁸ Search keywords "Land-use Proposal" on the [NAV CANADA website](http://www.navcanada.ca) at: <http://www.navcanada.ca>.

Appendix 1 – Industry Canada’s Default Public Consultation Process - Public Notification Package

The proponent must ensure that at least **30 days** are provided for public comment. Notification must provide all information on how to submit comments to the proponent in writing. Notices must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by mail or be hand delivered. The face of the package must clearly indicate that the recipient is within the prescribed notification radius of the proposed antenna system. The proponent must also provide a copy of the notification package to the land-use authority and the local Industry Canada office at the same time as the package is provided to the public.

Notification must include, but need not be limited to:

- 1) the proposed antenna system’s purpose, the reasons why existing antenna systems or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal;
- 2) the proposed location within the community, the geographic coordinates and the specific property or rooftop;
- 3) an attestation¹⁹ that the general public will be protected in compliance with Health Canada’s Safety Code 6 including combined effects within the local radio environment at all times;
- 4) identification of areas accessible to the general public and the access/demarcation measures to control public access;
- 5) information on the environmental status of the project, including any requirements under the *Canadian Environmental Assessment Act, 2012*;
- 6) a description of the proposed antenna system including its height and dimensions, a description of any antenna that may be mounted on the supporting structure and simulated images of the proposal;
- 7) Transport Canada’s aeronautical obstruction marking requirements (whether painting, lighting or both) if available; if not available, the proponent’s expectation of Transport Canada’s requirements together with an undertaking to provide Transport Canada’s requirements once they become available;
- 8) an attestation that the installation will respect good engineering practices including structural adequacy;
- 9) reference to any applicable local land-use requirements such as local processes, protocols, etc.;

¹⁹ Example: I, (*name of individual or representative of company*) attest that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada’s Safety Code 6, as may be amended from time to time, for the protection of the general public, including any combined effects of nearby installations within the local radio environment.

- 10) notice that general information relating to antenna systems is available on Industry Canada's Spectrum Management and Telecommunications website (<http://www.ic.gc.ca/towers>);
- 11) contact information for the proponent, land-use authorities and the local Industry Canada office;
and
- 12) closing date for submission of written public comments (not less than **30 days** from receipt of notification).

Policy for the Development and/or Redevelopment of Communication and Broadcasting Facilities

Purpose:

To establish standard procedures which will enable the Municipality:

- To effectively participate in the review and public consultation process for the consideration of telecommunication and broadcasting facilities; &
- To formulate municipal comments based on acceptable goals and standards.

Goals:

- To facilitate cooperation between the proponent and the Town of Kingsville in effort to allow for the siting of facilities which balance the demand for service and the impact on the community.
- To provide guidance and direction for the appropriate siting of facilities to locations which meet the following criteria in order of priority of land use:
 1. sites co-located on existing structures in non-residential areas;
 2. sites outside of the sight lines of Lake Erie and Jack Miner Bird Sanctuary;
 3. sites outside of planned settlement areas;
 4. sites owned by the municipality;
 5. sites co-located on existing structures in non-agricultural areas;
 6. sites co-located on existing structures in settlement and residential areas; &
 7. new structures on land owned by private land owners.
- To provide high design standards which recognize local considerations for natural heritage features and local aesthetics including:
 1. the placement, style and colour of all elements of the facility which blend with the surrounding environment;
 2. the protection of the existing natural environment;
 3. the enhancement of the natural landscape with plantings and visual screens;
 4. maintaining appropriate setbacks from property lines and adjacent public uses (schools, community centres, day cares, etc.)
 5. maintaining safe vehicular access and site lines onto public roads
- To provide an opportunity for public consultation and input through the approved procedure for the review and consideration of telecommunication and broadcasting facilities within the Town of Kingsville.
- To recognize the final approval authority of Industry Canada for the consideration of radio-communication, telecommunication and broadcasting facilities.

Procedure

Phase 1 – Pre-consultation and Submission Requirements

1. Inquiries with respect to new communication towers or modifications to existing towers where municipal consultation is required shall be directed to the Planning Department for pre-consultation.
2. Proponents will be provided with the following from the Planning Department during pre-consultation:
 - a. A copy of the approved *Communication and Broadcasting Facility Policy*;
 - b. *Site Plan Application, Fee Schedule, Information and Drawing Submission Requirements*; &
 - c. List of Agencies to be consulted by the proponent during public consultation process.
 - ☐ County of Essex – Engineering Department
 - ☐ Essex Region Conservation Authority
 - ☐ Wind Power & Renewable Energy Proponents
 - ☐ Ministry of Transportation (within 400 metres of Provincial Highway)
 - ☐ Transport Canada
 - ☐ Clerk of any abutting municipality within 120 metres of proposed facility
 - ☐ Other: _____
3. Upon submission of the required materials by the proponent, the Planner will undertake the following:
 - a. Forward the application to the Planning Management Review Group for review and provide preliminary site analysis and comments to proponent;
 - b. Generate and provide circulation list to proponent for distribution of information package;
 - c. Provide proponent with the date of next scheduled Public Open House of the Planning Advisory Committee.
4. Proponents shall deliver via regular pre-paid post to every address listed on the circulation list, the notification package containing the information detailed in Industry Canada's written *Public Consultation Process – Public Notification Package*, no less than 30 days prior to the date of the Public Open House to be hosted by the Planning Advisory Committee;
5. Receive *Letter of Undertaking* from the proponent to construct facility in accordance with the information provided and in consideration of the comments received from the Planning Management Review Committee and members of the public at the Public Open House;
6. Presentation of the following to Council:
 - i. Summary report including public comments;
 - ii. Letter of Undertaking by proponent;
7. Forward Council Resolution of Support to advise proponent:
 - i. Whether in the opinion of the municipality, sufficient public consultation was conducted;
 - ii. Whether the siting, design or any anticipated impacts by the community will support the recommendation.
8. Upon issuance of appropriate licencing by Industry Canada, the proponent shall submit the necessary building permit application, fee and information requirements to the Building Department prior to the commencement of construction.

SUBMISSION REQUIREMENTS

1. Completed Site Plan Application, including authorization of land owner.
2. A site plan drawn to scale showing the extent of the subject property, site grading, the location of existing property lines, existing or proposed buildings, fences, buffering, existing and proposed landscaping, access, parking, and the type and height of the proposed tower structure. Any significant vegetation on a particular site should be inventoried on the plan. The site plan shall be formatted to print onto 11 x 17 landscape paper.

3. Two sets of stamped engineered drawings to identify the tower design. In the case of roof-mounted towers, a structural engineer's report may also be required to address the structural effects on the existing building.
4. A key map showing the location of the tower installation and nearby residential dwellings and/or residential zones.
5. A statement from the Proponent (carrier) to indicate the need for the proposed tower height.
6. Written documentation from the Proponent (carrier) outlining the steps taken by the Proponent to investigate all non-tower and co-location options and why a tower option is the only viable alternative.
7. A cheque payable to the Town of Kingsville in the amount as set out in the Municipal Fees Schedule for the processing of Site Plan Applications.

Phase 2 – Public Review Process

A. Exemptions to Public Consultation

1. For freestanding towers, which meet the following criteria, public consultation is **not** required:
 - Maintenance of existing radio apparatus including the antennae system, transmission line, mast, tower or other antennae-supporting structure;
 - Addition or modification of an antennae system (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna supporting structure or other radio apparatus to existing infrastructure, a building, water tower, etc., provided the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure's height.
 - Maintenance of an antennae system's painting or lighting in order to comply with Transport Canada's requirements
 - Installation for a limited duration (not more than 3 months) of an antennae system used for a special event or to support local, provincial, territorial or national emergency operations during the emergency and is removed within 3 months after the emergency or special event.
2. In cases where no public consultation is required, the application shall be brought forward to the Planning Management Review Committee within 2 weeks of receiving all required submissions from the Proponent. Upon review by the Planning Management Review Committee, the request shall be presented to Council together with the Letter of Undertaking and a recommendation regarding a resolution of support.

B. Public Consultation Required

For proposed towers or alterations to existing towers that do not meet the above-noted exemption criteria, the proponent shall give notice by regular mail to all owners of properties within a radius of 120 metres of the subject property.

In addition to the requirements of Industry Canada's *Public Notification Package*, the notice shall include the following information:

- Key map showing the proposed location of the tower on the subject site;
- physical details of the tower including its height, colour, type, design,
- sample photo or illustration of the proposed tower;
- the date, time and location of the public open house as established by the Planning Department, &
- the name and telephone number of a contact person employed by the Proponent, as well as a Municipal contact person.

If issues of concern are raised through the consultation process, they will be discussed at the Public Open House in order to seek a mutual resolution. If necessary, representatives from Industry Canada may be consulted to assist with the resolution.

Where Towers are proposed to be constructed in excess of 100 metres in height, notice will be published in local newspaper(s) that in the opinion of the Planning Department is of sufficiently general circulation in the area of the proposed facility, in addition to the provision of the Public Notification Package to all property owners within 300 metres of the subject property.

Letter of Undertaking

The proponent will be required to provide the municipality with a standard Letter of Undertaking with respect to the installation of the proposed facility. The Letter of Undertaking will confirm the proponent's intention to address any changes necessary to address reasonable and relevant concerns of the municipality and the public and include a site plan acceptable to the municipality.

Resolution of Support

Subsequent to the review of the Planning Management Review Group and the Public Open House (if required), the Planning Department will prepare a summary report to Council. The report will include a summary of matters acknowledged by the Planning Management Review Group, concerns received at the Public Open House and the standard Letter of Undertaking.

Upon Council's direction, a letter will be provided to the proponent stating that the proponent is required to enter into the standard Letter of Undertaking with the municipality. The letter shall also include a resolution of support, provided Council is satisfied that adequate public consultation was conducted and that land use impacts have been addressed.

It is expected that applications for the review of telecommunication and broadcasting facilities shall be concluded within 120 days of receipt of a complete application, including submission of all materials required by this policy.



Essex Accessibility Advisory Committee Meeting Minutes

April 14, 2021, 10:30 AM

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: Lisa Wallace, Chair

Fern Welsh, Co-Chair

Richard Kokovai

Geraldine Dozois

Ron McDermott

Also Present: Doug Sweet, Director, Community Services/Deputy CAO

Janice Aloisio, Recording Secretary

Regrets: Julia Welsh

Jeff Morrison, Director, Corporate Services

Sherry Bondy, Council Representative

Absent: Claudette Gauthier

1. **Call to Order**

The Chair, Richard Kokovai called the meeting to order at 10:37 AM

2. **Declarations of Conflict of Interest**

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

3. **Nomination of Committee Chair**

The Chair, Richard Kokovai asked for nominations for the election of a new committee chair for the 2021 year;

Lisa Wallace was nominated by the current Chair, Richard Kokovai

A call for any further nominations was made with no further nominations coming forward;

Lisa Wallace was asked if she accepted the nomination for the committee Chair for the year ahead;

Lisa Wallace accepted the nomination for Chair for 2021;

Lisa Wallace took over the meeting

4. **Nomination of Committee Co-Chair**

Chair, Lisa Wallace called for nominations for the Committee Co-Chair seat;

Committee member Richard Kokavai nominated Fern Welsh;

A call for any further nominations was made with no further nominations coming forward;

Committee member, Fern Welsh was asked if she accepted the seat of Co-Chair;

Fern Welsh accepted the nomination for Co-Chair for the 2021 meetings;

5. **Adoption of Published Agenda**

5.1 **Essex Accessibility Advisory Committee Meeting Agenda for April 14, 2021**

EAAC21-04-001

Moved by Geraldine Dozois

Seconded by Fern Welsh

That the published agenda for the April 14, 2021 Essex Accessibility Advisory Committee Meeting be adopted as presented.

Carried

6. **Adoption of Minutes**

6.1 **Essex Accessibility Advisory Committee Meeting Minutes for November 25, 2020**

EAAC 21-04 -002

Moved by Richard Kokovai

Seconded by Ron McDermott

That the minutes of the Essex Accessibility Advisory Committee Meeting held November 25, 2020 be adopted as circulated.

Carried

7. **Unfinished Business**

7.1 **Update regarding Promotion Campaign of the Town's Community Improvement Plans (CIP), Its Accessibility Component and Dates**

Promotional material was distributed to local businesses by Councillor, Sherry Bondy and former committee delegate, Deb Fournier providing them with information on the availability of CIP funding for accessible entrance modifications, etcetera and advising that funding lapses at the end of this year.

7.2 Update regarding Cranberry Court Curb-cut and sidewalk connection

Mr. Sweet advised that through discussions with management in the Operations Department that this is under investigation but there is an issue currently as the town does not own both of the abutting property to complete this; and Committee will be updated further as any information comes available through the Director of Community Services/Deputy CAO.

7.3 Update regarding Handicap Assessable Ground-Markings in front of Harrow and Colchester South Agriculture building

Mr. Sweet advised that he has been advised from management in the Operations Department that the ground markings will be added to their list of signage to be completed and forecasts that the ground markings, weather permitting, should be completed by the end of May, 2021.

7.4 Update regarding town staff training through Athabasca University for the Introduction to Accessibility in the Built Environment – Accessible Space 101 Course

Mr. Sweet advised that Rita Jabbour, Manager, Planning Services and Paul Vlodarchyk, Building Inspector, both completed and passed the above training offered through Athabasca University and Manager, Jabbour acknowledged that the course had some very beneficial information in it.

7.5 Update by Vice-Chair on County-Wide Accessibility Virtual Meeting on March 11, 2021 with minutes emailed to members

Chair Lisa Wallace advised that the meeting was beneficial to get everyone together for collaboration.

Ms. Wallace advised that the Town of Essex is doing very well with achieving and completing goals even with COVID restrictions as some other municipalities have not even met for either in person or virtual meetings through the pandemic.

Lisa Wallace further relayed information on a county-wide information sharing project that will collect data from all County ERCA trails on their accessibility component and will require a call for volunteers to go to various trails throughout the county and evaluate them and submit the information; and further information on the City of Windsor app NaviLens which is a very powerful QR code to assist people who are low vision or blind by directing them to the desired location. This pilot project is planned for the City of Windsor Transit system and could be expanded to other applications including trail markings. This system is supported by iPhone and Android and appears to be a low maintenance, cost effective system.

7.6 Update regarding Town of Essex Facility Accessibility Design Standard Document

Mr. Sweet advised that the Summer Administrative Assistant will be working with the Building Services Department on the document and is forecasting a draft for committee review by no later than August of this year.

7.7 Update regarding Enabling Accessibility Fund Grant Application – Youth Innovation

Mr. Sweet advised that the town has received confirmation that the Enabling Accessibility Fund grant was approved and the accessible doors at the Essex Centre Sports Complex will receive \$10,000 towards funding the replacement of one set of doors in the front lobby area and that in total, the Essex Centre Sports Complex will end up getting all six doors completed prior to the fall of this year.

7.8 Update regarding letter of support dated December 11, 2020 from the Chair to the Ministry of Seniors and Accessibility for an Inclusive Community Grant

Mr. Sweet advised that this was a letter of support for the grant application for the accessible kayak – boat lift and it was not successful.

7.9 Update regarding Rick Hansen 2021 Virtual Conference by Richard Kokovai

Richard Kokovai provided the committee with a brief update on the two day virtual conference he attended virtually in March and will provide the committee with notes prior to the May meeting;

Richard highlighted an app that utilizes a phone to control pedestrian light signals for individuals instead of having to use the button which may serve very well for those facing accessibility challenges and further highlighted how the pandemic has demonstrated some of the challenges able bodied persons found difficult while those with accessible issues face these issues and challenges on a regular basis.

8. Correspondence

8.1 Notice of Site Plan Control SPC-02-20 regarding 1100 Ridge Road, Colchester South received via email on November 27, 2020 for comments;

8.2 Notice of Minor Variance Application A-01-21 regarding Kennedy Funeral Home Ltd. (Agent: Tony DeRyk) 128 Talbot Street North, (Essex Centre, Ward 1) together with Committee of Adjustment regular meeting agenda distributed via email on February 22, 2021 for comments;

8.3 Notice of Official Plan and Zoning Bylaw Amendment (Town of Essex) received via email on March 4, 2021 for comments;

8.4 Notice of Site Plan Control SPC-01-21 regarding 3990 North Malden Road, received via email on March 22, 2021 for comments;

8.5 Committee of Adjustment Agency Package of April 20, 2021 meeting received via email on March 25, 2021 for comments;

8.6 County of Essex Trail Assessment Project - ECAAC

8.7 AMO Policy Update – Access of Persons with Disabilities to Sport/Recreational Facilities during COVID-19 and Greenbelt Consultation.

EAAC 21-04 -003

Moved by Geraldine Dozois

Seconded by Richard Kokovai

That Agenda Items 8.1 through and inclusive of item 8.7 be received.

Carried

9. New Business

9.1 Lisa Wallace regarding resource link

Chair Lisa Wallace had a link circulated as produced by the Retail Council of Canada named EnAbling Change for Retailers: Make your Store Accessible which should be added to the town's website to assist local businesses, further discussion to be had a next month's meeting.

9.2 Lisa Wallace regarding AccessNow App

Chair Lisa Wallace provided the committee with information regarding an app called AccessNow that the town and any local business can submit their business and promote their accessible features.

Mr. Sweet advised that he will forward to the Manager Strategic Communications and the Economic Development Officer and get their thoughts and report back to the committee at the next meeting.

9.3 Lisa Wallace regarding Nominations for David C. Onley Award for Leadership in Accessibility

Chair Lisa Wallace advised she put in a nomination form nominating the committee for all the accomplishments and achievement made by the committee.

EAAC 21-04 -004

Moved by Geraldine Dozois

Seconded by Richard Kokovai

That the new business listed in Agenda Item 9 be received.

Carried

10. Next Meeting

Dates and times for a meeting next month were discussed by the committee.

The next meeting will be held on Monday, May 10, 2021 at 11:00 AM either virtually via Zoom.

11. Adjournment

EAAC 21-04-04

Moved by Richard Kokovai

Seconded by Geraldine Dozois

That the meeting be adjourned at 11:16 AM

Carried

Chair

Recording Secretary



Essex Fun Fest Committee Meeting Minutes

April 21, 2021, 6:30 AM

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: Councillor Joe Garon, Chair
Councillor Kim Verbeek, Vice Chair
Richard Tapping
Ron McDermott

Also Present: Doug Sweet, Director, Community Services/Deputy CAO
Shelley Brown, Deputy Clerk

Regrets: Kelly McIntyre
Katie McGuire-Blais
Kyle Flood
Mike Janisse
Ryan Harnadek
Heather Escobar
Tanya Fryer
Jake Morassut, Recording Secretary

1. Call to Order

The Chair called the meeting to order at 6:37 PM

2. Additions to the Agenda

There were no additions to the agenda.

3. Adoption of Published Agenda

3.1 Essex Fun Fest Committee Meeting Agenda for April 26, 2021

FF21-04-001

Moved by Ron McDermott

Seconded by Councillor Kim Verbeek

That the published agenda for the April 26, 2021 Essex Fun Fest Committee Meeting be adopted as presented.

Carried

4. Declarations of Conflict of Interest

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

5. Adoption of Minutes

- 5.1 Essex Fun Fest Committee Meeting Minutes for April 22, 2020

FF21-04 -002

Moved by Richard Tapping

Seconded by Ron McDermott

That the minutes of the Essex Fun Fest Committee Meeting held April 22, 2020 be adopted as circulated.

Carried

6. Report from Director of Community Services, Doug Sweet regarding COVID-19's effect on Festivals

- 6.1 Doug Sweet, Director, Community Services/Deputy CAO advised that many other local festivals have been cancelled due to the COVID-19 restrictions. Mr. Sweet further advised that he received an email from Festival Events Ontario stating that most organizations have cancelled their events in 2021. Mr. Sweet stated that when provincial order is over it is likely that this area will be restricted in terms of gathering sizes.

7. Views and Opinions from the Fun Fest Chair, Councillor Joe Garon

- 7.1 Councillor Garon stated that the Festival is only 10 weeks away and that there is a lot of uncertainty with the current stay-at-home order issued by the Province. Councillor Garon advised that the amusement company is a large expense of the Festival budget and will need to be notified as soon as possible if the event is cancelled.

8. Decision Regarding the 2021 Festival

FF21-04 -003

Moved by Councillor Joe Garon

Seconded by Kim Verbeek

That, due to the ongoing Provincial restrictions, Council cancel the 2021 Fun Fest.

Carried

9. Question and Answer Period from the Committee Members

There were no questions from members in attendance.

10. Next Meeting Date

- 10.1 There is no meeting scheduled at this time. If a meeting is required prior to January 2021, the Chair of the Committee will put forth a request.

11. Adjournment

FF21-04-04

Moved by Richard Tapping

Seconded by Ron McDermott

That the meeting be adjourned at 6:45 PM.

Carried

Councillor Joe Garon, Chair

Jake Morassut, Recording Secretary



Striking Committee Meeting Minutes

April 26, 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: Mayor Larry Snively
Deputy Mayor Richard Meloche
Councillor Kim Verbeek, Ward 2
Councillor Joe Garon, Ward 1

Also Present: Chris Nepszy, Chief Administrative Officer
Shelley Brown, Deputy Clerk
Rita Jabbour, Manager, Planning Services
Norm Nussio, Manager, Operations and Drainage

1. Call to Order

The Chair called the meeting to order at approximately 4:30 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 Striking Committee Meeting Agenda for April 26, 2021

SC21-04-001

Moved by Deputy Mayor Richard Meloche

Seconded by Councillor Joe Garon

That the published agenda for the April 26, 2021 Striking Committee Meeting be adopted as presented.

Carried

4. Reports from Administration

Shelley Brown, Deputy Clerk provided a verbal report regarding the temporary appointments to the respective committees.

SC21-04-002

Moved by Councillor Joe Garon

Seconded by Councillor Kim Verbeek

That at 4:40 pm the 2018-2022 Striking Committee move into Closed session to discuss information pursuant to Section 239 (2) (b) of the Municipal Act, c. 25 personal matters about an identifiable individual.

Carried

SC21-04-003

Moved by Deputy Mayor Richard Meloche

Seconded by Councillor Kim Verbeek

That at 5:11 pm the 2018-2022 Striking Committee move out of Closed and back into an Open Meeting.

Carried

- 4.1** Norm Nussio, Manager, Operations and Drainage and Shelley Brown, Deputy Clerk
Verbal Report regarding the temporary appointment of a Drainage Board member.

SC21-04-004

Moved by Deputy Mayor Richard Meloche

Seconded by Councillor Kim Verbeek

That the 2018-2022 Striking Committee receive the Verbal Report regarding the temporary appointment of a Drainage Board member; and

That Janice Dougherty be recommended to Council for appointment to sit as a member of the Drainage Board for the period of May 3, 2021 to March 31, 2022.

Carried

- 4.2** Rita Jabbour, Manager, Planning Services and Shelley Brown, Deputy Clerk Verbal
Report regarding the temporary appointment of a Committee of Adjustment member.

SC21-04-005

Moved by Councillor Kim Verbeek

Seconded by Deputy Mayor Richard Meloche

That the 2018-2022 Striking Committee receive the Verbal Report regarding the temporary appointment of a Committee of Adjustment member; and

That Sherry Ducedre be recommended to Council for appointment to sit as a member of the Committee of Adjustment for the period of May 3, 2021 to March 31, 2022.

Carried

- 4.3** Shelley Brown, Deputy Clerk Verbal Report regarding the temporary appointment of a Property Standards Committee member.

SC21-04-006

Moved by Deputy Mayor Richard Meloche

Seconded by Councillor Kim Verbeek

That the 2018-2022 Striking Committee receive the Verbal Report regarding the temporary appointment of a Property Standards Committee member; and

That Ray Beneteau be recommended to Council for appointment to sit as a member of the Property Standards Committee for the period of May 3, 2021 to March 31, 2022.

Carried

5. Adjournment

SC21-04 -007

Moved by Deputy Mayor Richard Meloche
Seconded by Councillor Kim Verbeek

That the meeting be adjourned at 5:13 PM

Carried

Chair

Recording Secretary



March 2021 Bank Payments Report

Contents Include

General Account Cheque Register

Pre-Authorized Payments

Payroll



General Account Cheque Register for March 2021

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
52699	4IM001	4imprint, Inc.	March 4, 2021	\$2,066.70
52700	CHA037	Charron, Kate	March 4, 2021	\$180.00
52701	COT006	Cottam Radiator	March 4, 2021	\$1,185.79
52702	CTR001	Canadian Tire #172	March 4, 2021	\$71.70
52703	DER003	S Derochie & Associates Inc.	March 4, 2021	\$2,260.00
52704	ERC001	Essex Region Conservation Auth	March 4, 2021	\$1,265.93
52705	ESS004	Essex Foodland	March 4, 2021	\$82.20
52706	GLA002	Glass, Diana	March 4, 2021	\$200.00
52707	HEN011	Hennin, Matthew	March 4, 2021	\$200.00
52708	LEN002	Len Taylor & Sons Ltd	March 4, 2021	\$1,442.01
52709	MAM002	Mammoet Canada Eastern Ltd.	March 4, 2021	\$5,000.00
52710	MEL041	Meloche, Joseph Roger	March 4, 2021	\$100.00
52711	PRI025	Prieur, Kelly (Lottery)	March 4, 2021	\$522.00
52712	SHR001	Shred-it International ULC	March 4, 2021	\$167.68
52713	SMA008	Smartcell Communications Inc.	March 4, 2021	\$46.60
52714	WUE003	Wuerch, Tonya	March 4, 2021	\$1,936.20
52715	2775738	2775738 Ontario Inc.	March 11, 2021	\$14,972.91
52716	ACC009	Access County Community Suppor	March 11, 2021	\$8,750.00
52717	ARD002	Ardis, Janice	March 11, 2021	\$271.00
52718	BKC001	B.K. Cornerstone	March 11, 2021	\$9,338.95
52719	CAN032	Canadian Transportation Museum	March 11, 2021	\$10,000.00
52720	CTR001	Canadian Tire #172	March 11, 2021	\$295.96
52721	ERC001	Essex Region Conservation Auth	March 11, 2021	\$2,250.00
52722	ESS014	Essex Firemen's Association	March 11, 2021	\$5,000.00
52723	ESS017	Essex Free Press	March 11, 2021	\$375.13
52724	ESS027	Essex Retirees' Social Club	March 11, 2021	\$8,858.00
52725	HAR054	Harrow Early Immigrant Researc	March 11, 2021	\$1,500.00
52726	ING002	Ingenious Software	March 11, 2021	\$2,675.28
52727	KIN003	Kingsville Essex Associated Ba	March 11, 2021	\$5,000.00
52728	MCG024	McGlynn, Peter	March 11, 2021	\$524.86
52729	MUN012	Munger Plumbing & Electric	March 11, 2021	\$800.55
52730	PET012	Petrie, Richard	March 11, 2021	\$41.00
52731	PRA001	Praxair Canada Inc	March 11, 2021	\$399.30
52732	REN002	Larry Renaud Ford & RV Sales	March 11, 2021	\$366.94
52733	SNA002	Snap-on Tools	March 11, 2021	\$185.89
52734	SPE011	Speedy Glass	March 11, 2021	\$445.22
52735	STE038	Sterling Ridge Infrastructure	March 11, 2021	\$217,577.74
52736	VER016	Vermast, Kyle	March 11, 2021	\$500.00
52737	WIN055	Windsor-Essex Therapeutic Ridi	March 11, 2021	\$1,800.00
52738	YOU014	The Youth Council Coalition of	March 11, 2021	\$949.20
52758	155290	1552906 Ontario Ltd.	March 19, 2021	\$203,218.12
52759	ABE001	Abell Pest Control	March 19, 2021	\$73.45
52760	BEA016	Bear Construction & Engineerin	March 19, 2021	\$248,343.63
52761	DER003	S Derochie & Associates Inc.	March 19, 2021	\$2,260.00
52762	EDW007	Edward King	March 19, 2021	\$420.00
52763	ERC001	Essex Region Conservation Auth	March 19, 2021	\$1,145.41
52764	LIN006	Linde Canada Inc.	March 19, 2021	\$61.70
52765	MAI016	Mailloux, Joe	March 19, 2021	\$214.69
52766	MIL006	Mill-Am Corporation	March 19, 2021	\$6,958.04
52767	MIN001	Minister of Finance	March 19, 2021	\$265,175.00
52768	MUN012	Munger Plumbing & Electric	March 19, 2021	\$7,258.14
52769	PIL016	Pillon, Ric	March 19, 2021	\$214.69
52770	PUB002	The Public Sector Digest Inc	March 19, 2021	\$11,018.93
52771	REC003	Receiver General for Canada	March 19, 2021	\$591.96
52772	RFG002	RFG Electrical	March 19, 2021	\$836.20
52773	ROY001	Royal Canadian Legion Branch 2	March 19, 2021	\$400.00
52774	STA033	Stanley, Tim	March 19, 2021	\$282.49
52775	VAN032	Vandermuren, Richard	March 19, 2021	\$146.89
52776	BOU013	Boudreau Construction	March 25, 2021	\$500.00
52777	ESS017	Essex Free Press	March 25, 2021	\$3,778.52
52778	FRA011	Francotyp - Postalia Canada In	March 25, 2021	\$101.70
52779	HEW001	Jeffrey J. Hewitt, Lawyer	March 25, 2021	\$791.00
52780	JCY001	JC Yard Maintenance	March 25, 2021	\$220.35
52781	KRU001	Krumbacher, John Jacob	March 25, 2021	\$500.00
52782	LEN002	Len Taylor & Sons Ltd	March 25, 2021	\$274.15



General Account Cheque Register for March 2021

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
52783	MUN012	Munger Plumbing & Electric	March 25, 2021	\$1,754.48
52784	OAP002	OAPSB Zone 6	March 25, 2021	\$55.00
EFT004212	ABB002	Abbott, Tom	March 4, 2021	\$84.00
EFT004213	AGR002	Agris Co-Operative Ltd.	March 4, 2021	\$5,296.49
EFT004214	BAI011	Baillargeon, Kelly	March 4, 2021	\$100.00
EFT004215	BAK006	Baker, Glen	March 4, 2021	\$84.00
EFT004216	BEZ001	Bezaire, Mike	March 4, 2021	\$3,849.53
EFT004217	CAN001	K & S Windsor Salt Ltd	March 4, 2021	\$53,409.56
EFT004218	CLS001	Canadian Linen and Uniform Ser	March 4, 2021	\$410.11
EFT004219	COR004	Corporate Billing	March 4, 2021	\$673.77
EFT004220	DEL009	Dell Computer Corporation	March 4, 2021	\$17,208.79
EFT004221	DEM007	DeMars, Logan	March 4, 2021	\$320.00
EFT004222	DER002	Deroy, Clint	March 4, 2021	\$48.00
EFT004223	EMC002	EMCO Corporation	March 4, 2021	\$568.62
EFT004224	EMP003	Empire Communications	March 4, 2021	\$1,258.59
EFT004225	GAL005	Gallant, Tanner	March 4, 2021	\$12.00
EFT004226	GRE001	Great Lakes Safety Products	March 4, 2021	\$130.67
EFT004227	HAM010	Hamilton, Nathan	March 4, 2021	\$24.00
EFT004228	INT013	International Fabricating & Ma	March 4, 2021	\$183.63
EFT004229	JAN005	Janisse, Chris	March 4, 2021	\$48.00
EFT004230	JEF003	Jeffrey, Ed	March 4, 2021	\$332.50
EFT004231	KEL015	Kelcom - Radio Division	March 4, 2021	\$2,778.67
EFT004232	KEN002	Ken Lapain & Sons Ltd.	March 4, 2021	\$189.84
EFT004233	KLI003	Klie, Rodney	March 4, 2021	\$12.00
EFT004234	KNI001	Knight, James	March 4, 2021	\$72.00
EFT004235	KRI004	KRIS KELLY SIGNS WINDSOR LTD	March 4, 2021	\$1,327.75
EFT004236	LAC007	Lacasse Spg	March 4, 2021	\$352.56
EFT004237	MAI005	MAILLOUX ROBERT	March 4, 2021	\$24.00
EFT004238	MAR053	Marchand, Shawn	March 4, 2021	\$48.00
EFT004239	MCC027	McCoy, Matt	March 4, 2021	\$60.00
EFT004240	MON001	Monarch Office Supply Inc.	March 4, 2021	\$1,822.26
EFT004241	MOO007	Moore, Scott	March 4, 2021	\$48.00
EFT004242	OLI005	Oliver Marketing	March 4, 2021	\$994.40
EFT004243	OND001	Ondic, Dale	March 4, 2021	\$84.00
EFT004244	ONT016	Ontario Clean Water Agency	March 4, 2021	\$12,314.23
EFT004245	ROL005	Roles, Breanna	March 4, 2021	\$396.48
EFT004246	ROO002	Rood Engineering	March 4, 2021	\$3,358.36
EFT004247	VAL009	Valvoline Express Care	March 4, 2021	\$51.17
EFT004248	VIC007	Vickerd, Josh	March 4, 2021	\$60.00
EFT004249	WAT002	Watson & Associates Economists	March 4, 2021	\$14,366.25
EFT004250	WIN027	Windsor Starter's Powerhouse	March 4, 2021	\$210.18
EFT004251	WOL004	Wolseley Canada Inc	March 4, 2021	\$2,327.71
EFT004252	AGR002	Agris Co-Operative Ltd.	March 11, 2021	\$4,070.96
EFT004253	APP005	Applied Computer Solutions Inc	March 11, 2021	\$494.38
EFT004254	BEZ001	Bezaire, Mike	March 11, 2021	\$3,566.77
EFT004255	BON026	Bondy, Sherry	March 11, 2021	\$113.00
EFT004256	BOW001	Bowman, Morley	March 11, 2021	\$110.68
EFT004257	BRA029	Brandt	March 11, 2021	\$1,790.31
EFT004258	CAR011	Carrier Centers	March 11, 2021	\$1,229.05
EFT004259	CAR019	Cardinal Services Group	March 11, 2021	\$194.47
EFT004260	CIM001	CIMCO Refrigeration	March 11, 2021	\$425.16
EFT004261	CIN001	Cintas Canada Limited	March 11, 2021	\$52.68
EFT004262	COA003	Co-An Park	March 11, 2021	\$20,000.00
EFT004263	CTY001	The Corporation of the City of	March 11, 2021	\$10,127.64
EFT004264	DEL009	Dell Computer Corporation	March 11, 2021	\$1,878.04
EFT004265	ELK001	E.L.K. Solutions Inc	March 11, 2021	\$4,967.30
EFT004266	ESS030	Essex Windsor Solid Waste Auth	March 11, 2021	\$54,786.15
EFT004267	FEE001	The Feed Store	March 11, 2021	\$136.32
EFT004268	GRE001	Great Lakes Safety Products	March 11, 2021	\$171.59
EFT004269	GRE003	Greater Essex County District	March 11, 2021	\$5,245.90
EFT004270	GRE005	Green Shield Canada	March 11, 2021	\$53,999.70
EFT004271	HAM010	Hamilton, Nathan	March 11, 2021	\$12.00
EFT004272	JUT001	Jutzi Water Technologies	March 11, 2021	\$192.10
EFT004273	LAC007	Lacasse Spg	March 11, 2021	\$1,435.10
EFT004274	LAS001	Laser Art Inc	March 11, 2021	\$272.18



General Account Cheque Register for March 2021

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT004275	LEK001	Lekter Industrial Services Inc	March 11, 2021	\$7,531.45
EFT004276	MAJ004	Majors McGuire Inc.	March 11, 2021	\$107.35
EFT004277	MON001	Monarch Office Supply Inc.	March 11, 2021	\$2,696.95
EFT004278	ONT024	Ontario Municipal Human	March 11, 2021	\$192.10
EFT004279	PUR001	Purolator Inc.	March 11, 2021	\$4.43
EFT004280	REG001	Reg Clark Truck Ltd	March 11, 2021	\$57,791.60
EFT004281	ROO002	Rood Engineering	March 11, 2021	\$12,161.06
EFT004282	SCL001	Stantec Consulting Ltd.	March 11, 2021	\$1,078.84
EFT004283	SKY004	SkyMobile	March 11, 2021	\$2,293.90
EFT004284	SNI001	Snively, Lawrence	March 11, 2021	\$382.32
EFT004285	SUN002	Sun Life Assurance Company of	March 11, 2021	\$21,205.89
EFT004286	TOR004	Toromont Industries Ltd	March 11, 2021	\$2,094.56
EFT004287	TUR010	Turton, Richard	March 11, 2021	\$12.00
EFT004288	VER014	Verbeek, Kim	March 11, 2021	\$257.46
EFT004289	VIK001	Viking Cives Ltd	March 11, 2021	\$1,958.96
EFT004290	WAV002	Wave Direct Telecommunications	March 11, 2021	\$514.92
EFT004291	WOL004	Wolseley Canada Inc	March 11, 2021	\$332.05
EFT004292	WUR001	Wurth Canada Limited	March 11, 2021	\$254.33
EFT004293	XER001	Xerox Canada	March 11, 2021	\$768.80
EFT004294	183943	1839431 Ontario Ltd	March 19, 2021	\$19,802.69
EFT004295	ADV001	Advance Business Systems	March 19, 2021	\$1,785.60
EFT004296	AIR001	Air Liquide Canada Inc.	March 19, 2021	\$20.25
EFT004297	AJS001	A. J. Stone Company Ltd.	March 19, 2021	\$2,961.37
EFT004298	AON002	Aon Reed Stenhouse Inc.	March 19, 2021	\$810.00
EFT004299	APP005	Applied Computer Solutions Inc	March 19, 2021	\$3,836.26
EFT004300	BEZ001	Bezaire, Mike	March 19, 2021	\$4,646.38
EFT004301	CAR011	Carrier Centers	March 19, 2021	\$67.17
EFT004302	CAR019	Cardinal Services Group	March 19, 2021	\$1,113.73
EFT004303	CAR030	Cardinal Couriers Ltd	March 19, 2021	\$42.10
EFT004304	CIN001	Cintas Canada Limited	March 19, 2021	\$261.64
EFT004305	CLS001	Canadian Linen and Uniform Ser	March 19, 2021	\$694.58
EFT004306	COM030	Commercial Cleaning Services	March 19, 2021	\$5,446.60
EFT004307	CTY002	County of Essex	March 19, 2021	\$23,364.01
EFT004308	CUL001	Culligan Water	March 19, 2021	\$93.38
EFT004309	CUL004	Culinary Tourism Alliance	March 19, 2021	\$10,030.16
EFT004310	CUP001	Canadian Union of Public Emplo	March 19, 2021	\$3,168.23
EFT004311	DAV013	Davey Tree Expert Co. of Canad	March 19, 2021	\$8,136.00
EFT004312	DEM007	DeMars, Logan	March 19, 2021	\$250.00
EFT004313	EMP006	Empire Business Continuity Con	March 19, 2021	\$536.07
EFT004314	FOR001	Forest Machine & Mfg. Inc	March 19, 2021	\$254.25
EFT004315	GAL005	Gallant, Tanner	March 19, 2021	\$12.00
EFT004316	GRE003	Greater Essex County District	March 19, 2021	\$9,906.94
EFT004317	HUB004	Hub International Ontario Ltd.	March 19, 2021	\$647,281.32
EFT004318	JAC001	Jack's Auto Service	March 19, 2021	\$1,746.80
EFT004319	JEF001	Jeff Shepley Excavating Ltd.	March 19, 2021	\$10,930.89
EFT004320	KEL001	Kelcom - Windsor Copier Inc.	March 19, 2021	\$22.79
EFT004321	KEN002	Ken Lapain & Sons Ltd.	March 19, 2021	\$4,315.41
EFT004322	LEA001	Leamington Equipment Rentals	March 19, 2021	\$940.27
EFT004323	NEL002	Nella Cutlery (Hamilton) Inc.	March 19, 2021	\$79.10
EFT004324	OME001	OMERS	March 19, 2021	\$130,220.26
EFT004325	ONT016	Ontario Clean Water Agency	March 19, 2021	\$10,042.90
EFT004326	ONT026	Ontario One Call Ltd	March 19, 2021	\$308.83
EFT004327	SCL001	Stantec Consulting Ltd.	March 19, 2021	\$3,149.24
EFT004328	SEC002	Security One Alarm Systems Ltd	March 19, 2021	\$373.51
EFT004329	STR017	Stryker Canada ULC	March 19, 2021	\$2,860.98
EFT004330	SUN010	Sunparlour Locksmiths Mobile S	March 19, 2021	\$188.71
EFT004331	TUR001	Turf Care Products Canada Limi	March 19, 2021	\$2,404.68
EFT004332	VIK001	Viking Cives Ltd	March 19, 2021	\$808.22
EFT004333	WAL024	Walker Aggregates Inc.	March 19, 2021	\$1,777.78
EFT004334	XER001	Xerox Canada	March 19, 2021	\$18.48
EFT004335	REN002	Larry Renaud Ford & RV Sales	March 19, 2021	\$128.47
EFT004336	ARC004	Architecttura	March 25, 2021	\$2,478.94
EFT004337	BON026	Bondy, Sherry	March 25, 2021	\$139.84
EFT004338	CAN001	K & S Windsor Salt Ltd	March 25, 2021	\$14,234.96
EFT004339	CAR011	Carrier Centers	March 25, 2021	\$272.55



General Account Cheque Register for March 2021

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT004340	CAR019	Cardinal Services Group	March 25, 2021	\$3,887.20
EFT004341	CIM001	CIMCO Refrigeration	March 25, 2021	\$734.04
EFT004342	CIN001	Cintas Canada Limited	March 25, 2021	\$52.68
EFT004343	COM030	Commercial Cleaning Services	March 25, 2021	\$429.40
EFT004344	CON002	Conseil scolaire catholique Pr	March 25, 2021	\$55,851.97
EFT004345	CON004	Conseil Scolaire Viamonde	March 25, 2021	\$7,529.74
EFT004346	COR004	Corporate Billing	March 25, 2021	\$122.52
EFT004347	COU023	CountrySide Drilling Ltd.	March 25, 2021	\$2,019.88
EFT004348	CTY002	County of Essex	March 25, 2021	\$2,408,102.70
EFT004349	DEL013	Delta Power Equipment	March 25, 2021	\$105.13
EFT004350	DEV006	Develotech Inc.	March 25, 2021	\$747.98
EFT004351	EMP003	Empire Communications	March 25, 2021	\$1,167.03
EFT004352	ESS019	Essex Home Hardware	March 25, 2021	\$1,321.42
EFT004353	ESS084	Essex County K9 Services	March 25, 2021	\$2,708.96
EFT004354	FUN001	Fundy Tactical & Uniforms Ltd.	March 25, 2021	\$1,915.35
EFT004355	GRE003	Greater Essex County District	March 25, 2021	\$790,784.27
EFT004356	HAM010	Hamilton, Nathan	March 25, 2021	\$180.00
EFT004357	HAR001	The Harrow News & County Print	March 25, 2021	\$1,289.34
EFT004358	HEA002	Heaton Sanitation	March 25, 2021	\$1,042.43
EFT004359	HHH001	Harrow Home Hardware	March 25, 2021	\$1,613.99
EFT004360	HOL001	Holland Cleaning Solutions Ltd	March 25, 2021	\$4,635.33
EFT004361	LAN010	Landscape Effects Group	March 25, 2021	\$66,138.90
EFT004362	NOR013	Noratek Solutions Inc.	March 25, 2021	\$3,748.88
EFT004363	PUR001	Purolator Inc.	March 25, 2021	\$39.93
EFT004364	RCS001	RC Spencer Associates Inc.	March 25, 2021	\$5,161.28
EFT004365	REG001	Reg Clark Truck Ltd	March 25, 2021	\$29,981.17
EFT004366	TUC001	Tucker Electric Ltd	March 25, 2021	\$1,110.34
EFT004367	WIN010	Windsor-Essex County Humane So	March 25, 2021	\$50.00
EFT004368	WIN022	Windsor-Essex Catholic Distric	March 25, 2021	\$264,768.66
EFT004369	WIN027	Windsor Starter's Powerhouse	March 25, 2021	\$93.79
EFT004370	WUR001	Wurth Canada Limited	March 25, 2021	\$924.23
Total Cheques				\$6,065,771.73



Preauthorized Payments for March 2021

Date	Vendor	Description	Amount
March 2, 2021	API Alarm Monitoring	Miscellaneous Payment	\$22.60
March 15, 2021	957590 Global Leasing	Bill Payment	\$319.89
March 2, 2021	Allstream	Bill Payment	\$45.56
March 2, 2021	Allstream	Bill Payment	\$65.81
March 2, 2021	Allstream	Bill Payment	\$69.72
March 2, 2021	Allstream	Bill Payment	\$69.72
March 2, 2021	Allstream	Bill Payment	\$71.52
March 2, 2021	Allstream	Bill Payment	\$73.65
March 2, 2021	Allstream	Bill Payment	\$120.38
March 2, 2021	Allstream	Bill Payment	\$128.20
March 2, 2021	Allstream	Bill Payment	\$170.45
March 11, 2021	Allstream	Bill Payment	\$65.81
March 11, 2021	Allstream	Bill Payment	\$65.81
March 11, 2021	Allstream	Bill Payment	\$66.56
March 11, 2021	Allstream	Bill Payment	\$74.85
March 11, 2021	Allstream	Bill Payment	\$76.73
March 11, 2021	Allstream	Bill Payment	\$102.30
March 11, 2021	Allstream	Bill Payment	\$224.70
March 23, 2021	Allstream	Bill Payment	\$45.30
March 15, 2021	BAM Fee	Lease Payment	\$24.60
March 2, 2021	Bell Canada	Bill Payment	\$385.74
March 15, 2021	Bell Canada	Bill Payment	\$163.10
March 19, 2021	Bell Canada	Bill Payment	\$226.96
March 23, 2021	Bell Canada	Bill Payment	\$102.52
March 23, 2021	Bell Canada	Bill Payment	\$155.27
March 23, 2021	Bell Canada	Bill Payment	\$164.92
March 23, 2021	Bell Canada	Bill Payment	\$200.10
March 25, 2021	Bell Canada	Bill Payment	\$68.77
March 26, 2021	Bell Canada	Bill Payment	\$81.38
March 1, 2021	Cogeco Connexion	Bill Payment	\$124.24
March 1, 2021	Cogeco Connexion	Bill Payment	\$124.24
March 4, 2021	Cogeco Connexion	Bill Payment	\$182.36
March 9, 2021	Cogeco Connexion	Bill Payment	\$124.24
March 9, 2021	Cogeco Connexion	Bill Payment	\$169.44
March 10, 2021	Cogeco Connexion	Bill Payment	\$141.13
March 12, 2021	Cogeco Connexion	Bill Payment	\$137.74
March 22, 2021	Cogeco Connexion	Bill Payment	\$101.64
March 29, 2021	Cogeco Connexion	Bill Payment	\$124.24
March 29, 2021	Cogeco Connexion	Bill Payment	\$124.24
March 2, 2021	Dell Finance	Lease Payment	\$87.22
March 16, 2021	Dell Finance	Lease Payment	\$463.06
March 16, 2021	Dell Finance	Lease Payment	\$699.43
March 22, 2021	Dell Finance	Lease Payment	\$2,407.93
March 22, 2021	Dell Finance	Lease Payment	\$164.77
March 22, 2021	Dell Finance	Lease Payment	\$266.03
March 26, 2021	Dell Finance	Lease Payment	\$2,490.73
March 30, 2021	Dell Finance	Lease Payment	\$260.74
March 22, 2021	ELK Energy	Bill Payment	\$14.31
March 22, 2021	ELK Energy	Bill Payment	\$16.42
March 22, 2021	ELK Energy	Bill Payment	\$16.42
March 22, 2021	ELK Energy	Bill Payment	\$16.42
March 22, 2021	ELK Energy	Bill Payment	\$17.68
March 22, 2021	ELK Energy	Bill Payment	\$17.95
March 22, 2021	ELK Energy	Bill Payment	\$19.69
March 22, 2021	ELK Energy	Bill Payment	\$19.69
March 22, 2021	ELK Energy	Bill Payment	\$19.69
March 22, 2021	ELK Energy	Bill Payment	\$19.69
March 22, 2021	ELK Energy	Bill Payment	\$21.41
March 22, 2021	ELK Energy	Bill Payment	\$26.41
March 22, 2021	ELK Energy	Bill Payment	\$27.42



Preauthorized Payments for March 2021

Date	Vendor	Description	Amount
March 22, 2021	ELK Energy	Bill Payment	\$31.03
March 22, 2021	ELK Energy	Bill Payment	\$31.64
March 22, 2021	ELK Energy	Bill Payment	\$32.35
March 22, 2021	ELK Energy	Bill Payment	\$35.96
March 22, 2021	ELK Energy	Bill Payment	\$39.38
March 22, 2021	ELK Energy	Bill Payment	\$40.37
March 22, 2021	ELK Energy	Bill Payment	\$40.83
March 22, 2021	ELK Energy	Bill Payment	\$43.93
March 22, 2021	ELK Energy	Bill Payment	\$45.18
March 22, 2021	ELK Energy	Bill Payment	\$47.67
March 22, 2021	ELK Energy	Bill Payment	\$48.26
March 22, 2021	ELK Energy	Bill Payment	\$51.01
March 22, 2021	ELK Energy	Bill Payment	\$53.05
March 22, 2021	ELK Energy	Bill Payment	\$57.26
March 22, 2021	ELK Energy	Bill Payment	\$58.17
March 22, 2021	ELK Energy	Bill Payment	\$60.60
March 22, 2021	ELK Energy	Bill Payment	\$75.63
March 22, 2021	ELK Energy	Bill Payment	\$77.69
March 22, 2021	ELK Energy	Bill Payment	\$82.80
March 22, 2021	ELK Energy	Bill Payment	\$86.63
March 22, 2021	ELK Energy	Bill Payment	\$102.12
March 22, 2021	ELK Energy	Bill Payment	\$115.45
March 22, 2021	ELK Energy	Bill Payment	\$115.57
March 22, 2021	ELK Energy	Bill Payment	\$119.15
March 22, 2021	ELK Energy	Bill Payment	\$147.23
March 22, 2021	ELK Energy	Bill Payment	\$147.23
March 22, 2021	ELK Energy	Bill Payment	\$159.77
March 22, 2021	ELK Energy	Bill Payment	\$181.06
March 22, 2021	ELK Energy	Bill Payment	\$192.16
March 22, 2021	ELK Energy	Bill Payment	\$195.33
March 22, 2021	ELK Energy	Bill Payment	\$204.01
March 22, 2021	ELK Energy	Bill Payment	\$230.28
March 22, 2021	ELK Energy	Bill Payment	\$242.14
March 22, 2021	ELK Energy	Bill Payment	\$270.38
March 22, 2021	ELK Energy	Bill Payment	\$272.48
March 22, 2021	ELK Energy	Bill Payment	\$469.27
March 22, 2021	ELK Energy	Bill Payment	\$675.82
March 22, 2021	ELK Energy	Bill Payment	\$698.38
March 22, 2021	ELK Energy	Bill Payment	\$732.62
March 22, 2021	ELK Energy	Bill Payment	\$870.87
March 22, 2021	ELK Energy	Bill Payment	\$933.09
March 22, 2021	ELK Energy	Bill Payment	\$1,598.14
March 22, 2021	ELK Energy	Bill Payment	\$1,751.58
March 22, 2021	ELK Energy	Bill Payment	\$4,502.96
March 22, 2021	ELK Energy	Bill Payment	\$5,720.92
March 22, 2021	ELK Energy	Bill Payment	\$7,489.79
March 22, 2021	ELK Energy	Bill Payment	\$8,085.35
March 22, 2021	ELK Energy	Bill Payment	\$9,801.09
March 22, 2021	ELK Energy	Bill Payment	\$16,613.69
March 1, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$203.16
March 1, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$460.36
March 1, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$1,009.52
March 2, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$869.76
March 3, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$35.76
March 3, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$186.26
March 3, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$358.04
March 3, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$592.11
March 3, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$1,927.76
March 4, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$1,072.50
March 9, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$1,277.33



Preauthorized Payments for March 2021

Date	Vendor	Description	Amount
March 9, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$163.16
March 9, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$184.90
March 22, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$169.83
March 22, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$488.19
March 22, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$588.85
March 22, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$822.07
March 23, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$150.20
March 24, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$1,093.32
March 25, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$407.99
March 25, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$1,448.17
March 25, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$5,368.81
March 29, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$224.00
March 29, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$512.73
March 30, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$989.88
March 31, 2021	Enbridge Gas Inc. (Union Gas)	Bill Payment	\$1,175.38
March 1, 2021	Essex Power	Bill Payment	\$437.96
March 1, 2021	Essex Power	Bill Payment	\$165.72
March 1, 2021	Essex Power	Bill Payment	\$456.69
March 25, 2021	GFL (WDS)	Miscellaneous Payment	\$158.20
March 25, 2021	GFL (WDS)	Miscellaneous Payment	\$56,458.39
March 3, 2021	Hydro One	Bill Payment	\$52.81
March 3, 2021	Hydro One	Bill Payment	\$61.93
March 3, 2021	Hydro One	Bill Payment	\$97.17
March 3, 2021	Hydro One	Bill Payment	\$112.49
March 3, 2021	Hydro One	Bill Payment	\$116.90
March 3, 2021	Hydro One	Bill Payment	\$136.33
March 3, 2021	Hydro One	Bill Payment	\$147.71
March 3, 2021	Hydro One	Bill Payment	\$336.24
March 3, 2021	Hydro One	Bill Payment	\$1,639.63
March 11, 2021	Hydro One	Bill Payment	\$56.58
March 11, 2021	Hydro One	Bill Payment	\$173.65
March 11, 2021	Hydro One	Bill Payment	\$3,409.04
March 15, 2021	Hydro One	Bill Payment	\$218.44
March 15, 2021	Hydro One	Bill Payment	\$6,550.53
March 15, 2021	Hydro One	Bill Payment	\$7,598.17
March 16, 2021	Hydro One	Bill Payment	\$6.59
March 16, 2021	Hydro One	Bill Payment	\$63.20
March 16, 2021	Hydro One	Bill Payment	\$380.56
March 18, 2021	Hydro One	Bill Payment	\$9,200.44
March 22, 2021	Hydro One	Bill Payment	\$30.81
March 22, 2021	Hydro One	Bill Payment	\$30.81
March 22, 2021	Hydro One	Bill Payment	\$41.40
March 22, 2021	Hydro One	Bill Payment	\$65.68
March 22, 2021	Hydro One	Bill Payment	\$102.98
March 22, 2021	Hydro One	Bill Payment	\$695.51
March 22, 2021	Hydro One	Bill Payment	\$1,003.16
March 23, 2021	Hydro One	Bill Payment	\$33.46
March 23, 2021	Hydro One	Bill Payment	\$137.68
March 24, 2021	Hydro One	Bill Payment	\$30.03
March 24, 2021	Hydro One	Bill Payment	\$37.38
March 24, 2021	Hydro One	Bill Payment	\$511.73
March 25, 2021	Hydro One	Bill Payment	\$497.41
March 29, 2021	Hydro One	Bill Payment	\$33.68
March 29, 2021	Hydro One	Bill Payment	\$63.24
March 29, 2021	Hydro One	Bill Payment	\$97.63
March 29, 2021	Hydro One	Bill Payment	\$113.50
March 29, 2021	Hydro One	Bill Payment	\$115.06
March 29, 2021	Hydro One	Bill Payment	\$125.67
March 29, 2021	Hydro One	Bill Payment	\$180.87
March 29, 2021	Hydro One	Bill Payment	\$202.82



Preauthorized Payments for March 2021

Date	Vendor	Description	Amount
March 30, 2021	Hydro One	Bill Payment	\$45.80
March 31, 2021	Hydro One	Bill Payment	\$1,881.57
March 10, 2021	Ontario Clean Water	Miscellaneous Payment	\$91,235.02
March 17, 2021	Reliance Comfort	Bill Payment	\$33.90
March 23, 2021	Reliance Comfort	Bill Payment	\$28.70
March 24, 2021	Reliance Comfort	Bill Payment	\$22.60
March 26, 2021	Reliance Comfort	Bill Payment	\$28.70
March 29, 2021	Reliance Comfort	Bill Payment	\$16.95
March 29, 2021	Reliance Comfort	Bill Payment	\$28.70
March 29, 2021	Reliance Comfort	Bill Payment	\$159.10
March 22, 2021	Security One	Miscellaneous Payment	\$352.42
March 25, 2021	Superpass	Bill Payment	\$242.42
March 19, 2021	Telus Mobility	Bill Payment	\$2,853.25
March 10, 2021	US Bank	Bill Payment	\$25,417.71
March 1, 2021	Union Water WBP	Bill Payment	\$42,611.68
Total Pre-Authorized Payments			\$353,462.75



Payroll for March 2021

Pay Week Ending	Pay Date	Amount
February 27, 2021	March 4, 2021	\$86,925.17
March 6, 2021	March 11, 2021	\$58,704.29
Firefighter Pay - Quarter 1	March 11, 2021	\$86,540.26
March 13, 2021	March 18, 2021	\$87,536.20
March 20, 2021	March 25, 2021	\$84,421.34
Council Remuneration	March 25, 2021	\$14,814.42
Total		\$418,941.68

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

The Corporation of the Town of Essex
By-Law Number 2017
Being a by-law for the Declaration and
Disposition of Surplus Lands by The
Corporation of the Town of Essex

Whereas, Council of The Corporation of the Town of Essex did pass By-Law Number 855, being a by-law to establish policies for the sale of disposition of surplus lands, on November 7, 2007;

And whereas, the Town has an interest in the lands legally described as: First Street on Plan 1461 Colchester; Essex, being PIN 75188-0070; Second Street on Plan 1461 Colchester; Essex, being PIN 75188-0072; and Erie Drive on Plan 1461 Colchester; Essex, being PIN 75188-0058 Street, these properties all being unopened road allowances within the property municipally known as 225 County Road 50 E, Harrow (hereinafter the "Road Allowances").

And whereas, such interest in these lands so described was hereby first presented to Council to be surplus to the needs of the Town and whereas such lands were so declared by Resolution of Council at its Regular Council Meeting of April 19, 2021.

And whereas, Notice of the Towns Declaration of Surplus Property and Intention to sell the subject lands was provided in open meeting at the April 19, 2021 Regular Meeting of Council and such notice was thereafter published in the local newspaper and posted to the Towns Website.

And whereas, the Municipal Act, S.O. 2001, C.25 as amended, permits the Council of a municipality to pass by-laws to permanently close any highway or part of a highway;

And whereas, it is deemed expedient to close the unopened Road Allowances referred to herein;

Now therefore, be it resolved that the Council of The Corporation of the Town of Essex enacts as follows:

1. That the unopened Road Allowances legally described as: First Street on Plan 1461 Colchester; Essex, being PIN 75188-0070; Second Street on Plan 1461 Colchester; Essex, being PIN 75188-0072; and Erie Drive on Plan 1461 Colchester; Essex, being PIN 75188-

0058 be permanently closed and that the Town's interest thereof in the said lands are hereby confirmed to be surplus to municipal needs and authorization is hereby provided for such interest to be released or disposed of by way of direct private transfer to the abutting land owner Giovanni Caboto Club in accordance with the provisions of By-Law Number 855 being a by-law to establish Policies and Procedures for the Sale and Disposition of Surplus Land by the Town of Essex;

- 2. That the Mayor and Clerk be hereby authorized to sign such further documents and give such further assurances as may be necessary to give effect to this By-Law; and
- 3. That this By-Law shall come into full force upon the final passing thereof.

Read a first, second and third time and finally adopted on May 3, 2021.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 2018

Being a By-law to deem Registered Plan 1461 in the former Township of Colchester South, now in the Town of Essex, County of Essex as not being a registered plan of subdivision for the purposes of Subsection 50(3) of the Planning Act.

Whereas subsection 50(4) of the Planning Act R.S.O. 1990, c. P. 13, as amended (hereinafter "Planning Act"), provides that a council of a local municipality may by by-law designate any plan of subdivision, or part thereof, that has been registered for eight (8) years or more, not to be a registered plan of subdivision for the purposes of subdivision control under subsection 50 (3) of the Planning Act.

And Whereas the Council of The Corporation of the Town of Essex is desirous of deeming Registered Plan 1461 not to be a registered plan of subdivision such that the entirety of the lands so described on said Plan shall no longer be lands within a registered plan of subdivision for the purposes of subsection 50 (3) of the Planning Act;

Now therefore, be it resolved that the Council of The Corporation of the Town of Essex enacts as follows:

1. That Registered Plan 1461 in the former Township of Colchester South, now in the Town of Essex, County of Essex be hereby deemed not to be a registered plan of subdivision such that the entirety of the lands so described on said Plan shall no longer be lands within a registered plan of subdivision for the purposes of subsection 50 (3) of the Planning Act R.S.O. 1990, c. P. 13, as amended (the "Planning Act");
2. That the Mayor and Clerk be hereby authorized to sign such further documents and give such further assurances as may be necessary to give effect to this By-Law;
3. That this By-Law shall take effect upon the date of its registration in the Land Titles Office for Essex (No.12); and
4. That notice of the passing of this By-law shall be given within thirty (30) days of its final passing hereof in accordance with Subsection 50(2) of the Planning Act.

Read a first, second and third time and finally adopted on May 3, 2021.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 2019

Being a by-law to confirm the proceedings of the May 3, 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 May 3, 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 May 3, 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 May 3, 2021.

Mayor

Clerk

Read a third time and finally adopted on May 17, 2021.

Mayor

Clerk