



Regular Council Meeting Agenda

May 17, 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 17, 2021**

Moved by _____

Seconded by _____

That the published agenda for the May 17, 2021 Regular Council Meeting be adopted as presented / amended.

6. **Adoption of Minutes**

6.1. **Regular Council Meeting Minutes for May 3, 2021**

1

Moved by _____

Seconded by _____

That the minutes of the Regular Council Meeting held May 3, 2021 be adopted as circulated.

7. **Public Presentations**

7.1. **Office of Integrity Commissioner**

15

Report to Council in Open Session

RE: Code of Conduct Complaints from the public against Councillor Vander Doelen

Moved by _____

Seconded by _____

That the Report and presentation by Robert Swayze, Town of Essex Integrity Commissioner, dated May 17, 2021 concerning the Code of Conduct Complaints filed against Councilor Vander Doelen, be received

and that the recommendations therein be: supported and adopted OR
not supported and adopted.

7.1.1.	Public Correspondence re: Code of Conduct Complaints against Councillor Vander Doelen	20
--------	---	----

8. Unfinished Business

9. Reports from Administration

9.1.	Fire and Rescue Services-2021-10	60
------	----------------------------------	----

RE: Results of Request for Proposal - Delivery of Custom Stock or Demo Pumper/Rescue Fire Truck

Moved by _____

Seconded by _____

That Fire and Rescue Services–2021-10 entitled Results of Request for Proposal – Supply and Delivery of Custom Stock or Demo Pumper/Rescue Fire Truck dated March 09, 2021 be received; and

That Council award the Request for Proposal - Supply and Delivery of Custom Stock or Demo Pumper/Rescue Fire Truck to Commercial Emergency Equipment Corporation in the total amount of \$637,282.18 including non-refundable Harmonized Sales Tax.

9.2.	Parks and Facilities-2021-06	65
------	------------------------------	----

RE: Expansion of Scope for Replacement of Rubber Floors in Two Dressing Rooms and the Main Hall of Libro Rink at the Essex Centre Sports Complex

Moved by _____

Seconded by _____

That Parks and Facilities-2021-06 entitled Expansion of Scope for Replacement of Rubber Floors in Two Dressing Rooms and the Main Hall of Libro Rink at the Essex Centre Sports Complex prepared by Jake Morassut, Manager, Parks and Facilities dated May 17, 2021 be received; and

That Council approve the additional budgeted expenditures of \$13,931.62 for the Capital Project: Expansion of Scope for Replacement of Rubber Floors in Two Dressing Rooms and the Main Hall of Libro Rink at the Essex Centre Sports Complex (CS-21-0044) through additional funding from the Asset Management Plan Lifecycle Reserve (AMP Reserve).

9.3.	Capital Works and Infrastructure-2021-06	70
------	--	----

RE: Results of Request for Tender – Surface Treatment 2021

Moved by _____

Seconded by _____

That Capital Works and Infrastructure 2021-06 entitled, Results of Request for Tender – Surface Treatment 2021 prepared by Kevin Girard, Director, Infrastructure Services dated May 17, 2021 be received;

That Council award the Request for Tender – Surface Treatment – 2021 (RFT-ID-21-013) to Shepley Road Maintenance Limited in the amount of

\$621,103.55 including non-refundable Harmonized Sales Tax; and

That Council approve the additional funding of \$7,694.42 including non-refundable Harmonized Sales Tax above the approved 2021 Capital Budget of \$150,000 for Project PW-21-0013 to be funded from the Asset Management Lifecycle Reserve.

9.4.

Capital Works and Infrastructure-2021-07

76

RE: Results of Request for Tender – Concrete Sidewalk Construction 2021

Moved by _____

Seconded by _____

That Capital Works and Infrastructure 2021-07 entitled, Results of Request for Tender – Concrete Sidewalk Construction 2021 prepared by Kevin Girard, Director, Infrastructure Services dated May 17, 2021 be received;

That Council award the Request for Tender – Concrete Sidewalk Construction 2021 (RFT-ID-21-014) to Windsor Concrete and Construction Ltd. in the amount of \$217,434.66 including non-refundable Harmonized Sales Tax; and

That Council authorize that the additional expense of \$6,003.30 for PW-21-0042 be funded from Trails Reserve and that the additional expense of \$4,721.44 for PW-21-0007 be funded from the Asset Management Lifecycle Reserve.

9.5.

Environmental Services-2021-02

82

RE: Harrow Lagoons Sludge Removal – Cell No. 2

Moved by _____

Seconded by _____

That Environmental Services–2021-02 entitled, Harrow Lagoons Sludge Removal – Cell No. 2 prepared by Kevin Girard, Director, Infrastructure Services dated May 17, 2021 be received; and

That Council appoint Ontario Clean Water Agency (OCWA) to provide engineering, operational, and contract administration services to design, procure, and administer the Harrow Lagoons Sludge Removal project (SS-19-004 and SS-19-0013) in the amount of \$1,000,000 including non-refundable Harmonized Sales Tax, in accordance with the completed request under Section 22 of the Town of Essex Procurement By-Law 1043.

9.6.

Economic Development-2021-06

88

RE: Building Report and Development Overview April 2021

Moved by _____

Seconded by _____

That Economic Development-2021-06 entitled Building Report and Development Overview April 2021 prepared by Nelson Silveira, Economic Development Officer dated May 17, 2021 be received for Council and public information.

9.7.

Legal and Legislative Services-2021-07

96

RE: Appointment of Court of Revision Member for the Charles Shepley

Drain, Town of Amherstburg (initiating Municipality)

Moved by _____

Seconded by _____

That Kirk Carter, member of the Drainage Board, be selected and appointed to sit as the third member of the Court of Revision for the Charles Shepley Drain, Town of Amherstburg (initiating Municipality) and Town of Essex (neighbouring Municipality), County of Essex, Project No. 2019-1021 as per the report prepared by Mike Gerrits, Professional Engineer, R. Dobbin Engineering Inc. dated January 18, 2021 and including amendments for June 1, 2021 (hereinafter the “Report”), such Court of Revision to be scheduled for 6:00 pm on June 1, 2021, in the Town of Amherstburg.

9.8. Infrastructure Services-2021-07, Infrastructure Services-2021-07 167

RE: Amherstburg-McGregor Downspout Disconnections

Moved by _____

Seconded by _____

That Infrastructure Services–2021–07 entitled Amherstburg-McGregor Downspout Disconnections prepared by Kevin Girard, Director, Infrastructure Services dated May 17, 2021 be received; and

That Council direct Administration to develop a by-law specific to the community of McGregor to support the mandatory downspout disconnection program proposed by the Town of Amherstburg.

9.9. Community Services-2021-05 184

RE: Request for Interest – Colchester Park Bike Rental Lease Space

- By-Law 2021, being a By-law to authorize the execution of a lease agreement between the Corporation of the Town of Essex and The Grove Bike Co.
- Schedule A to By-law 2021: Lease Agreement

Moved by _____

Seconded by _____

That Community Services Report 2021-008 entitled Request for Interest – Colchester Park Bike Rental Lease Space be received;

That Council approve the entering into of an agreement with The Grove Bike Co. for leased space within Colchester Park located 325 Jackson Street in Colchester for three years commencing on May 20, 2021 and concluding on April 30, 2024 with an option to renew for an additional two years beginning on May 1, 2024 subject to the general terms and conditions as outlined in By-Law 2021 and its Schedule A; and

That By-Law 2021 be read a first, second and third time and be finally adopted on May 17, 2021.

10. Reports from Youth Members

11. County Council Update

12. Correspondence

12.1. Correspondence to be received

Moved by _____

Seconded by _____

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

12.1.1. Correspondence relating to COVID-19 Pandemic

12.1.1.1. The Town of Shelburne 202

RE: Universal Paid Sick Days for Ontario Workers

12.1.1.2. Association of Municipalities of Ontario 203

RE: AMO Policy Update - Stay-at-Home Order
Extended

12.1.2. The Corporation of The Town of Perth 205

RE: Provincial Hospital Funding of Major Capital Equipment

12.1.3. The Corporation of The Town of Amherstburg 206

RE: Planning Act Timelines

12.1.4. The Corporation of The Town of Amherstburg 210

RE: Regional Food and Organics Waste Management
Program

12.1.5. Essex Firemen's Association Inc. 213

RE: Letter of thanks for Community Partnership Fund donation

12.1.6. The Corporation of The Town of Amherstburg 214

RE: Request for Funding for Tree Planting in Windsor-Essex
County

12.1.7. Councillor Bondy 217

RE: Harrow High School Property

12.2. Correspondence to be considered for receipt and support

12.2.1. Town of Essex Accessibility Advisory Committee 219

RE: National AccessAbility Week - May 30 - June 5, 2021

Moved by _____

Seconded by _____

That the correspondence by the Town of Essex Accessibility Advisory Committee's, Vice Chair Lisa Wallace, asking Council to consider proclaiming National AccessAbilityWeek in the Town of Essex, be received and supported; and

That Council proclaims the week of May 30- June 5, 2021 as National AccessAbilityWeek in the Town of Essex by adopting the following resolution:

Whereas, National AccessAbility Week (NAAW) takes place every year starting on the last Sunday in May. It is a time when

accessibility and inclusion is promoted across communities and workplaces and a time to celebrate the contributions of Canadians with disabilities. It is also an opportunity to recognize the efforts of Canadians who are actively removing barriers and ensuring persons with disabilities have an equal chance to participate in all aspects of Canadian society;

And Whereas, the increased social and economic inclusion of persons with disabilities has positive economic and social benefits, for persons with disabilities, for business, the economy, and society in general;

And Whereas, when persons with disabilities can access meaningful employment, resources and services, Canada's economy grows. Businesses have the chance to welcome more customers, service satisfaction improves and workplaces reflect Canada's diversity;

And Whereas, by bringing Canadians together to recognize the valuable contributions of persons with disabilities, we are strengthening the collaborative effort needed to create a country that is fully accessible and inclusive;

Therefore, I Mayor Larry Snively, do hereby designate the week of May 30 to June 5, 2021 as National AccessAbility Week (NAAW) in the Town of Essex.

12.2.2.	Ministry for Seniors and Accessibility	222
---------	--	-----

RE: 2021 Senior of the Year Award: Request for Nominee

Moved by _____

Seconded by _____

That Council receive the correspondence dated May 7, 2021 received from the Ministry for Seniors and Accessibility and that Council nominates _____ as Town of Essex Senior of the year for 2021.

13. Committee Meeting Minutes

Moved by _____

Seconded by _____

That all the Committee Meeting minutes listed in Agenda Item 13.1, 13.2 and 13.3, together with any recommendations to Council noted therein, be received, approved and adopted as circulated.

13.1.	Co-An Park Committee Meeting Minutes - February 10, 2021	239
13.2.	Arts, Culture and Tourism Committee Meeting Minutes - April 14, 2021	244
13.3.	Court of Revision Minutes - May 5, 2021	247

14. Financial

15. New Business

16. Notices of Motion

16.1. The following Notices of Motion were presented at the May 3, 2021 Regular Council Meeting and are being brought forward this evening

for Council's consideration:

16.1.1. Councillor Bondy

RE: Public Education Campaign

Moved by Councillor Bondy

Seconded by _____

That the Town of Essex do a public education campaign in print and social media regarding the dangers of blowing cut grass onto the road,

Whereas we do not have a question and answer period in our public agendas,

Whereas New Business items are up to the discretion of the Mayor,

Whereas this is a community and resident safety issue that has no by-law to address it,

Whereas increasing public awareness of the dangers is something council can do and should do; and

Therefore be it resolved that each Spring The Town of Essex will work to educate individuals on the impact grass on the road can have on cyclists and motorists.

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 2019 250

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 third time and finally adopted on May 17, 2021.

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

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

18.3.1. By-Law 2020 252

Being a by-law to confirm the proceedings of the May 17, 2021, Regular Meeting of Council of The Corporation of the Town of Essex.

Moved by _____

Seconded by _____

That By-Law 2020 being a by-law to confirm the proceedings of the May 17, 2021, Regular Meeting of Council of The

Corporation of the Town of Essex be read a first, a second time and provisionally adopted on May 17, 2021.

19. Adjournment

Moved by _____

Seconded by _____

That the meeting be adjourned at [TIME].

20. Future Meetings

20.1. Monday, June 7, 2021 - 4:30 - 6:00 PM Special Council Meeting

RE: Zoning By-Law Amendment: 96 County Road 50 West

Location: Electronic Meeting via Zoom

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

20.2. Monday, June 7, 2021 - 6:00 - 9:00 PM Regular Council Meeting

Location: Electronic Meeting via Zoom

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

20.3. Monday, June 21, 2021 0 4:30 - 6:00PM Special Council Meeting

RE: Rezoning for Short Term Rentals

Location: Electronic Meeting via Zoom

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

20.4. Monday, June 21, 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**

May 3, 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
Rick Arnel, Fire Chief
Cynthia Cakebread, Manager, Recreation and Culture
Jake Morassut, Manager, Parks and Facilities
Kate Giurissevich, Manager, Finance and Business Services/Deputy Treasurer
Alex Denonville, Manager, Strategic Communications
Edua Marczinko, Youth Council Member

1. Call to Order

Mayor Snively called the meeting to order at 6:00 PM

2. National Anthem

3. Closed Meeting Report

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 May 3, 2021

R21-05-167

Moved By Councillor Bowman

Seconded By Councillor Bjorkman

That the published agenda for the May 3, 2021 Regular Council Meeting be adopted with the following additions/amendments:

1. That Agenda Item 9.11 be changed to reflect the recommendation in Parks and Facilities-2021-05 Report to read:

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);

2. That Agenda Items 12.1.3 and 12.1.7 be moved to Correspondence to be Considered for Receipt and Support and added as Agenda item 12.2.1 and 12.2.2 respectively;

3. That a Notice of Motion by Councillor Bondy be added to the Agenda as Agenda Item 16.2 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 19, 2021

R21-05-168

Moved By Councillor Vander Doelen

Seconded By Councillor Garon

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

Carried

7. Public Presentations

8. Unfinished Business

9. Reports from Administration

9.1 Office of the CAO-2021-01

RE: E.L.K. Valuation Request

R21-05-169

Moved By Councillor Bondy

Seconded By Councillor Garon

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.

Councillor Bondy Requested a Recorded Vote

	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	5	3
Carried (5 to 3)		

9.2 Legal and Legislative Services-2021-09

RE: Municipal Election Proxy Procedures Policy

Robert W Auger, Town Solicitor, Legal and Legislative Services/Clerk gave a summary of the Policy which is intended to supplement the existing Provincial requirements. The additional requirements under this proposed Policy will include the following:

- Clerk’s Office will only issue the required Form 3 directly to qualified electors who make a direct request (in person/by phone/email) that they wish to appoint another person to vote on their behalf;
- After confirming personal and voter information Clerks office will issue and stamp Form 3 with a distinctive serial number stamp and give/mail the form directly to the elector who requested the Form 3.
 - Only Proxy forms that have been issued and assigned a number will be accepted.
 - The person who ends up being appointed as a Proxy will bring the completed Form in person for review and certification by the Clerk as they normally would. However now they will additionally be required to bring with them acceptable proof of identification of the elector who appointed them.
 - 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 Clerks office.

The goal of this new policy is to strike strikes the right balance between enhanced controls (over and above provincial requirements) while still ensuring access to voting process.

R21-05-170

Moved By Councillor Bondy
Seconded By Councillor Verbeek

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.

Councillor Bondy Requested a Recorded Vote

	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)		

9.3 Communications Report 2021-01

Quarterly Update on EssexWorks Platform and Customer Service Improvements

Mr. Denonville provided a summary to Council of his Report.

R21-05-171

Moved By Deputy Mayor Meloche
Seconded By Councillor Bowman

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

Carried

9.4 Finance and Business Services-2021-05

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

R21-05-172

Moved By Councillor Verbeek
Seconded By Councillor Bjorkman

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.

Carried

9.5 Planning-2021-10

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.

R21-05-173

Moved By Councillor Bjorkman

Seconded By Deputy Mayor Meloche

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.

Carried

9.6 Community Services-2021-04

2021 Essex Fun Fest Update

R21-05-174

Moved By Councillor Bjorkman

Seconded By Councillor Bowman

That Community Services Report 2021-007 entitled 2021 Essex Fun Fest Update be received; 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.

Carried

9.7 Fire and Rescue Services-2021-05

RE: Establishing and Regulating Fire Services Updated By-Law

Fire Chief Arnel provided a summary for Council of the updated by-law.

R21-05-175

Moved By Councillor Bowman
Seconded By Councillor Bjorkman

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.

Carried

9.8 Recreation and Culture-2021-01

RE: Lifesaving Society Affiliate Recognition Awards 2020

Ms. Cakebread spoke to her Report and provided an overview for Council of the Recognition Awards.

R21-05-176

Moved By Councillor Bowman
Seconded By Councillor Bjorkman

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.

Carried

9.9 Parks and Facilities-2021-01

RE: Results of Request for Proposal – Remove and Replace Surface for Colchester Park Playset

R21-05-177

Moved By Councillor Bondy
Seconded By Councillor Bjorkman

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.

Carried

9.10 Parks and Facilities-2021-04

RE: Results of Request for Proposal – Design, Supply, and Install Playground Equipment for Hunter Park

R21-05-178

Moved By Councillor Bowman
Seconded By Councillor Garon

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.

Carried

9.11 Parks and Facilities-2021-05

RE: Reallocation of Funds Request for the Automatic Sliding Doors at the Essex Centre Sports Complex

R21-05-179

Moved By Councillor Bjorkman
Seconded By Councillor Bowman

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).

Carried

9.12 Drainage-2021-02

RE: Appointment of an Engineer under Section 78 & 76 of the Drainage Act for the 9th Concession Drain

R21-05-180

Moved By Deputy Mayor Meloche
Seconded By Councillor Vander Doelen

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.

Carried

9.13 Drainage-2021-03

RE: Appointment of an Engineer under Section 78 of the Drainage Act to install a new culvert in the Bassett Drain

R21-05-181

Moved By Councillor Vander Doelen
Seconded By Councillor Bowman

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.

Carried

10. Reports from Youth Members

11. County Council Update

12. Correspondence

12.1 Correspondence to be received

R21-05-182

Moved By Councillor Vander Doelen
Seconded By Councillor Bjorkman

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 Municipality of Chatham-Kent
RE: Healthy, Professional News Media
 - 12.1.1.2 Ministry of Municipal Affairs and Housing
RE: Enhanced Enforcement and New Order under the *Emergency Management and Civil Protection Act* (EMCPA)
- 12.1.2 Township of Springwater
RE: Clean Fuel Standard
- 12.1.3 Township of Georgian Bay
RE: Planning Act Timelines
- 12.1.4 Union Water Supply System
RE: Joint Board of Management March 17, 2021 Minutes
- 12.1.5 Union Water Supply System
RE: April 21, 2021 Agenda and 2020 Financial Report
- 12.1.6 Windsor International Airport
RE: NAV Canada Aeronautical Study at Windsor International Airport

- 12.1.7 Proposed Telus Cell Tower
 - 12.1.7.1 Residents John and Linda Mayor
 - 12.1.7.2 Resident Daniel Oriet
 - 12.1.7.3 Resident James Pernal
 - 12.1.7.4 Residents Brian and Diana Neels
 - 12.1.7.5 Resident Melissa Deschamps
 - 12.1.7.6 Deputy Mayor Meloche
 - 12.1.7.7 Land Solutions

12.2 Correspondence to be considered for receipt and support

12.2.1 Town of South Bruce Peninsula

RE: Lottery Licensing to Assist Small Organizations

R21-05-183

Moved By Deputy Mayor Meloche

Seconded By Councillor Bjorkman

That the correspondence from The Town of South Bruce Peninsula regarding lottery licensing to assist small organizations be received and supported, and

That a letter of support be sent to the Association of Municipalities of Ontario (“AMO”), MPP for Essex Taras Natyshak, the Attorney General, the Alcohol and Gaming Commission of Ontario (“AGCO”), all County of Essex Municipalities and The Town of South Bruce Peninsula.

Carried

12.2.2 Ministry of Municipal Affairs and Housing

RE: Municipal Code of Conduct Consultation

R21-05-184

Moved By Councillor Verbeek

Seconded By Councillor Bjorkman

That the correspondence from Ministry of Municipal Affairs and Housing regarding the Municipal Code of Conduct be received and supported, and

That Essex Town Council appoint Councillor Bondy to participate in the Consultation regarding Strengthening Accountability for Municipal Council Members.

Carried

13. Committee Meeting Minutes

R21-05-185

Moved By Councillor Garon

Seconded By Deputy Mayor Meloche

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.

Carried

13.1 Essex Accessibility Advisory Committee Minutes - April 14, 2021

13.2 Essex Fun Fest Committee Meeting Minutes - April 21, 2021

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

Recommendations to Council:

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

R21-05-186

Moved By Councillor Bondy

Seconded By Councillor Vander Doelen

That Council receive and adopt as circulated the April 26 2021 Striking Committee minutes and that Council together with the recommendations to Council noted hereby appoints:

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

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

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

Carried

14. Financial

14.1 March 2021 Bank Payments Report

R21-05-187

Moved By Councillor Bjorkman

Seconded By Councillor Verbeek

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.

Carried

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

R21-05-188

Moved By Mayor Snively

Seconded By Deputy Mayor Meloche

That upon request , that the Town of Essex Council recognize by way of congratulatory certificates, significant anniversary milestone marker dates (25th, 50th, 60th, and 75th) and significant milestone marker birthdays (75, 80, 85, 90, 95, 100 years) for Essex residents.

Carried

16.1.2 Councillor Verbeek

RE: Fill By-Law

R21-05-189

Moved By Councillor Verbeek

Seconded By Councillor Bondy

That Administration be directed to review, with consultation with Deputy Mayor Meloche and Councillor Verbeek and prepare a Report with recommendations on the issues, pros, and cons related to fill sites and limitations on the number of sites, permits and their extensions thereof;

Carried

16.1.3 Councillor Verbeek

RE: Secondary Plan for McGregor

R21-05-190

Moved By Councillor Verbeek

Seconded By Deputy Mayor Meloche

That during the 5-year Official Plan review, consideration be given to thoroughly reviewing the long term needs of the McGregor Secondary Settlement Area in consultation with the Town of Amherstburg and McGregor residents for a stronger, healthier, economically-viable, and forward-looking community.

Carried

16.2 The following Notice of Motion is being presented this evening and will be brought forward for Council's consideration at the May 17, 2021 Regular Council Meeting:

16.2.1 Councillor Bondy

RE: Public Education Campaign

Moved By Councillor Bondy

That the Town of Essex do a public education campaign in print and social media regarding the dangers of blowing cut grass onto the road,

Whereas we do not have a question and answer period in our public agendas,

Whereas New Business items are up to the discretion of the Mayor,

Whereas this is a community and resident safety issue that has no by-law to address it,

Whereas increasing public awareness of the dangers is something council can do and should do, and

Therefore be it resolved that each Spring the Town of Essex will work to educate individuals on the impact grass on the road can have on cyclists and motorists.

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

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

R21-05-191

Moved By Councillor Bowman

Seconded By Deputy Mayor Meloche

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.

Carried

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

18.2.1 By-Law 2017

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.

R21-05-192

Moved By Councillor Vander Doelen

Seconded By Councillor Bowman

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.

Carried

18.2.2 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.

R21-05-193

Moved By Councillor Bjorkman
Seconded By Councillor Verbeek

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.

Carried

18.3 By-Laws that require a first and second reading

18.3.1 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.

R21-05-194

Moved By Councillor Bjorkman
Seconded By Councillor Garon

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.

Carried

19. Adjournment

R21-05-195

Moved By Deputy Mayor Meloche
Seconded By Councillor Vander Doelen

That the meeting be adjourned at 8:57 PM.

Carried

Mayor

Clerk

ROBERT J. SWAYZE

INTEGRITY COMMISSIONER

TELE: (519) 942-0070
FAX: (519) 942-1233
E-mail: robert.swayze@sympatico.ca

20736 Mississauga Road
CALEDON, ONTARIO
L7K 1M7

THE CORPORATION OF THE TOWN OF ESSEX

OFFICE OF THE INTEGRITY COMMISSIONER

REPORT TO COUNCIL IN OPEN SESSION

TO: Mayor Snively and Members of Essex Council

FROM: Robert Swayze, Integrity Commissioner

DATE: May 17, 2021

SUBJECT: Multiple Code of Conduct Complaints against Councillor Chris Vander Doelen

Recommendation:

It is hereby recommended that Councillor Chris Vander Doelen be required to accomplish the following within 3 months of the date of this report:

1. Remove all Tweets from his Twitter account which refer to the Chinese Flu, China Virus, the Chinese Origin Virus and/or the Murderous China Regime
2. Prepare a draft apology for the approval of the Integrity Commissioner to be read by him in an open session of Council, and
3. Attend an in-person Diversity and Inclusion training session chosen by staff and paid for by the Town. (staff to confirm his attendance to the Integrity Commissioner.) If staff advises the Integrity Commissioner that the course is only available remotely, the training may be attended online.

It is further recommended that if the respondent fails to perform any one or more of the above 3 requirements by 4:30pm on Monday, July 19, 2021, that the compensation paid to the respondent as a member of Council, be suspended for a period of 60 days commencing with the pay period following that date.

Background:

I received approximately 80 complaints from residents of the Town and County of Essex and some far beyond, in reaction to Tweets made by Councillor Chris Vander Doelen while recovering from contracting the Corona Virus. Many of the complaints were from the Asian Community. He referred to Covid 19 as the “Chinese Flu”, the “China Origin Virus” and he called China “a murderous regime that peddles falsehoods to obscure the origin of the Covid Pandemic”.

I have served as Integrity Commissioner for multiple municipalities over the past 13 years and have never experienced an outpouring of such emotion over the behaviour of a member of Council. In that time my voice mailbox has never been filled until now.

There is a requirement in the Complaint Protocol for a standard form to be filled out and sworn by the complainant. Because of the number of complaints, I arranged for one such form to be sworn and filed by a complainant. I decided that I would not require all of the many complainants to complete the form but rather circulate the one completed form to most of the complainants and almost all of them adopted it as their own.

The complaint was served on Councillor Vander Doelen with a request for a response within 10 days. He requested an extension of time which I granted and he has responded within the extended deadline.

Response to the Complaints from the Councillor

His response contained the following:

- He alleges that he apologized “profusely” on various media outlets in the Windsor area for making the Asian Community “nervous” and he stated that he did not intend to do that.
- He has taken down one of the Tweets but refuses to take down the most offending one for the reason that: he wants “to leave the evidence so that people can judge for themselves” whether it is a racist comment.
- Part of his response included copies of 50 E-mails he received from supporters, most of whom confirmed that he is not a racist.
- He alleges that the many complaints he received were a result of “a well-organized political hit”.
- He compared his tweet to the name “German Measles” which has never been considered a racist comment.

Analysis

I have written countless reports on complaints where I have defended members of Council on the basis that they have the right to freedom of expression and have extended latitude to them in speaking out strongly on controversial issues. I cannot do so in this case. There is a need for sensitivity by all public figures, particularly when they use terms which are considered racist and have resulted in hate crimes across North America. There can be no doubt that his Tweets would be considered racist given the public reaction in Canada to the same statements made by the former President of the United States. I understand that he has never taken a course on Diversity and Inclusion.

I quote in full, from one of the complaints I received:

“In light of recent tweets from council Chris Vander Doelen and the upcoming investigation that you will be conducting, as a member of the Asian Canadian community in Essex, I wish to provide the following statement in response to Mr. Vander Doelens use of “Freedom of Speech” defense as stated in recent media interviews:

We live in a time when the term "Freedom of Speech" is confused with "Racist Speech," as evident in the interview with Essex Councilor Chris Vander Doelen on CBC News last night.”

“When one uses the term "Chinese Flu" to label the Coronavirus while in awareness of the current situation with Asian hate crimes, the term "Free Speech" no longer serves its neutral role because it elevates, honors, and promotes racism and all of the hatred, oppression, and silencing that it represents. For Mr. Vander Doelen, free speech has become “weaponized” in the service of racism. Free speech cannot be used as a shield against criticism or a license to provoke.”

“It saddens me that when a victim of racist remarks confronts the aggressor, we, the anti-racist, are increasingly cast as the role of "censor" to "free speech." In my opinion, this is wrong, unjust, and unbalanced--especially when it is towards a minority group who wish to have a voice. We are not asking Mr. Vander Doelen to be quiet. We're simply asking him to refrain from using a term that we, the Asian community find derogatory, shameful, and casts a negative and hateful light towards Asians in all geographies. By attempting to hijack free speech, racists attract support from a wider swath of society who are more comfortable defending such a

universal value but would never be caught dead defending racism itself. This is the situation we face in this day in time. The very act of confusing racist speech as free speech transforms racism into a legitimate subject for public discourse and debate.”

“If free speech is based on the power of reason to identify what is good for society, which elected officials such as Mr. Vander Doelen and governments should endorse and nurture, then because racism is irrational, invalid, and incoherent, it is not entitled to the protection of free speech.”

This expressive complaint was not unlike many that I received in this case.

I wish to comment on the above Response to the Complaints from the Councillor:

In bullet number 2, it is difficult for me to understand why he can both acknowledge that the Tweet makes the Asian Community nervous and that it is not racist. In my opinion he should erase all of the Tweets that refer to the Chinese Flu, the China Virus or that China is a murderous regime.

In bullet 4 he suggests that the complaints were well organized by his political enemies. I have had experience receiving orchestrated complaints and none of the complaints I received in this case were organized by anyone. They were all sincere, diverse and prepared spontaneously in reaction to the public statements made by the respondent.

Conclusion:

I have decided to recommend that the respondent accomplish the following within 3 months of the date of this report:

1. Remove all Tweets from his Twitter account which refer to the Chinese Flu, China Virus, the Chinese Origin Virus and/or the Murderous China Regime
2. Prepare a draft apology for my approval to be read by him in an open session of Council, and
3. I am to be advised by staff that he has attended an in-person Diversity and Inclusion training session chosen by staff and paid for by the Town. If staff advises me that the course is only available remotely, the training session may be attended online.

In the event that any one or more of the above 3 requirements have not been performed by 4:30pm on Monday, July 19, 2021, I recommend that the

compensation paid to the respondent as a member of Council be suspended for a period of 60 days.

Prepared by:

A handwritten signature in blue ink, appearing to be 'RS', with a long horizontal flourish extending to the right.

Robert Swayze
Integrity Commissioner

Attachment(s): none

From: [Samantha Meisa Moeul](#)
To: [Auger, Robert](#); [Brown, Shelley](#)
Cc: [Bondy, Sherry](#)
Subject: Chris VD
Date: Monday, May 10, 2021 12:33:58 PM

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

Hi,

I am a concerned Chinese-Canadian who was born and raised in Windsor, Canada. I am 100% Canadian, not an immigrant.

I am disgusted and appalled you have such a loud, proud bigot and racist representing Windsor-Essex.

I have seen absolutely no reprimand for his actions, his words, and his encouragement of hate, xenophobia and racism.

If this is what you and the councillors believe in you should all be ashamed. You may try to justify it to feel better about yourselves and if that is the route you choose to take, remember you are fully complicit and fully accepting and approving of his hate.

Don't forget to add this anti-asian rhetoric to your city page website since there's been no action to stop his behaviour.

Sincerely,

A very hurt, disappointed citizen

From: [Chelsea Garrett](#)
To: [Auger, Robert](#); [Brown, Shelley](#)
Cc: [Bondy, Sherry](#)
Subject: Councilor Vander Doelen
Date: Tuesday, May 11, 2021 8:05:24 AM

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

Good Morning all,

I am forwarding along my initial email sent to all of Essex town council as I would like it to be included in the investigation against Councilor Vander Doelen.

thank you!

From: Chelsea Garrett [REDACTED]
Sent: Sunday, April 11, 2021 8:44 AM
To: CouncilMembers <CouncilMembers@essex.ca>
Cc: Snively, Larry <lsnively@essex.ca>; Meloche, Richard <rmeloche@essex.ca>; Bowman, Morley <mbowman@essex.ca>; Garon, Joe <jgaron@essex.ca>; Verbeek, Kim <kverbeek@essex.ca>; Vander Doelen, Chris <cvanderdoelen@essex.ca>; Bjorkman, Steve <sbjorkman@essex.ca>; Bondy, Sherry <sbondy@essex.ca>
Subject: Recent Racist Remarks

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

Dear Essex Town Council,

To say I am disappointed with my Town's Council is an understatement. In my only 3 years of residence in the Town of Essex, I have seen multiple accounts of dishonesty and unjust actions from both the Mayor and councilors alike. Recent tweets have brought to light Councilor Vander Doelen's racist beliefs, and it is simply unacceptable. The tweets have since gone viral locally and have received much-deserved backlash for his display of inaccurate information. Although, it seems that those tweets are only the tip of the iceberg on Vander Doelen's ingrained racist beliefs. In a recent CTVNews interview the Councilor said, "History will always record this as the Chinese flu". This is a vast overstatement of his opinion. Those of us who rely on reputable, non-racist sources, have only ever referred to this virus as COVID-19 (i.e. coronavirus disease 2019). Councilor Vander Doelen also stated in the same interview that the Spanish flu is called the Spanish flu for a reason. That in itself is again, another racist comment. A quick history lesson will teach you that historians do not know exactly where the Spanish flu originated, but many believe it actually began on a military

base in Kansas, USA. The term "Spanish flu" is simply inaccurate. Making racist comments is not only morally wrong but goes against the Town of Essex Code of Conduct. Section 2.05 Respect states, "Members will conduct themselves efficiently, with decorum and with proper attention to the Town's Procedural By-Law. They will treat each other and others with respect at all times, *which includes not using derogatory language, respecting the rights of other people, treating people with courtesy* and recognizing the different roles others play in local government decision-making. Members will ensure that the workplace *is free of discrimination, personal harassment, and sexual harassment* in accordance with the Town's Respectful Workplace Policy, as amended from time to time". It is Counselor Vander Doelen's every right to be removed from the town council. He has made it very plain that he is incapable of treating all humans justly and fairly. Regardless of the fact you "fell for an internet meme" you have a choice to make. If you see a racist meme you can call it out and use your position to discuss how memes such as the "Chinese virus" contribute to the recent increase of Asian hate crimes.

Mayor Larry Snively has stated that Councilor Vander Doelen's views are that of his own and has asked him to issue an apology. It has been made clear that any apology issued will be an empty one. Mayor Snively, currently under investigation himself over proxy votes in the last election, is not doing enough. By allowing Councilor Vander Doelen to remain on the council, shows to the members of the public that the Mayor doesn't see the severity of this issue. If the mayor and council truly do not agree with the recent statements of Councilor Vander Doelen, they would remove him from the council.

There are no "three strikes" when it comes to racism. As a council who is meant to represent the town, you are showing us by allowing Councilor Vander Doelen to remain, you too are a racist council.

Sincerely,

A disappointed resident.

Chelsea Garrett

[REDACTED]

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

From: [Bondy, Sherry](#)
To: [Auger, Robert](#); [Brown, Shelley](#)
Subject: Fw: Chris Vanderdoelen
Date: Monday, April 12, 2021 11:46:02 AM

Robert and Shelley please include this email on April 9th agenda. The author has given permission.

2

From: A Ham [REDACTED]
Sent: Saturday, April 10, 2021 4:30 PM
To: Bjorkman, Steve <sbjorkman@essex.ca>; Bondy, Sherry <sbondy@essex.ca>; Meloche, Richard <rmeloche@essex.ca>; Bowman, Morley <mbowman@essex.ca>; Snively, Larry <lsnively@essex.ca>; Verbeek, Kim <kverbeek@essex.ca>; Garon, Joe <jgaron@essex.ca>; Vander Doelen, Chris <cvanderdoelen@essex.ca>
Subject: Chris Vanderdoelen

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

Hello,

While I have already made a complaint to the integrity department, I wish to share my thoughts with you all as well.

Last year at this time, there was a family run business in Harrow being targeted because they were Asian. Customers going into the store asked the owners if they had been to China in the recent weeks. The comments and abuse these people received caused them to place a sign on their door stating that they were not Chinese.

The community was in an uproar that the family felt they had to defend themselves.

Chris Vanderdoelen's remarks are fuel to a fire.

We are all struggling right now, but there is no excuse for racism. There is enough ugliness in the world, we don't need this coming from someone voted to represent our community.

I ask for a public apology, removal of said comment and resignation from his position.

Thank you for your time.

Get [Outlook for Android](#)

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

From: [Bondy, Sherry](#)
To: [Auger, Robert](#); [Brown, Shelley](#)
Subject: Fw: Councillor Doelen
Date: Monday, April 12, 2021 11:50:31 AM

Robert and Shelley please include this email on April 9th agenda. The author has given permission.

6

From: Liam Adams [REDACTED]
Sent: Saturday, April 10, 2021 1:14 PM
To: CouncilMembers <CouncilMembers@essex.ca>
Subject: Councillor Doelen

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

I am extremely disturbed by the racist language used in multiple public tweets by Councillor Doelen.

Please see attachments.

This directly violates the code of conduct set out by your organization.

I am sure you are aware of the rising racist hate and violence growing as a result of misleading language like calling COVID the "Chinese flu."

As a leader of government and elected official who is responsible for representing constituents in his ward I would expect you to take this very seriously and I ask that he get reprimanded appropriately and removed from office.

Thank you,

Liam Adams

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

From: [Bondy, Sherry](#)
To: [Auger, Robert](#); [Brown, Shelley](#)
Subject: Fw: Disgusted by racism of Chris Vander Doelen
Date: Monday, April 12, 2021 11:44:45 AM

Robert and Shelley please include this email on April 9th agenda. The author has given permission.

1

From: Rachel Stadder [REDACTED]
Sent: Saturday, April 10, 2021 5:54 PM
To: CouncilMembers <CouncilMembers@essex.ca>
Subject: Disgusted by racism of Chris Vander Doelen

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

Hello,

I am writing to express my disgust with the recent behaviour of Chris Vander Doelen on Twitter (although I am sure he has said far worse in the private sphere).

Although I am not a member of the Asian community, you do not need to be one to know that his remarks are hateful and will only contribute to rising racism against Asians. In fact, it is even more important for white people to stand up and denounce this when we see it so that the burden does not lie on the oppressed alone.

If you wish to read more about the fact that violence against Asians is rising, you can do so online. There are many resources which clearly indicate this concerning trend. It is not only embarrassing that Mr. Vander Doelen is still a council member, it is unacceptable.

The COVID-19 pandemic has been going on for over a year now. If he's saying this now, imagine all the other things Mr. Vander Doelen has said to people over the past year. This is not the type of upstanding citizen who should be an elected official; he is, frankly, a disgrace.

Please do the right thing and do not let him off with a half-hearted (or non-existent) apology. Please show all members of the community that they will be respected and that you will not condone racism by allowing him to continue his duties.

Thank you,
Rachel Stadder

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

From: [Bondy, Sherry](#)
To: [Auger, Robert](#); [Brown, Shelley](#)
Subject: Fw: Inappropriate conduct of Councilor Vander Doelen
Date: Monday, April 12, 2021 11:48:27 AM

Robert and Shelley please include this email on April 9th agenda. The author has given permission.

4

From: Alicea Fleming [REDACTED]
Sent: Saturday, April 10, 2021 12:44 AM
To: Snively, Larry <lsnively@essex.ca>; Meloche, Richard <rmeloche@essex.ca>; Bowman, Morley <mbowman@essex.ca>; Garon, Joe <jgaron@essex.ca>; Verbeek, Kim <kverbeek@essex.ca>; Bjorkman, Steve <sbjorkman@essex.ca>; Bondy, Sherry <sbondy@essex.ca>
Subject: Inappropriate conduct of Councilor Vander Doelen

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

I am writing as a resident of the Town of Essex (Ward 2 - N8M 2X6) to draw your attention to the public conduct of one of our elected representatives.

The attached images are screenshots of communications on social media where he references the "Chinese flu." It has been well documented that this type of rhetoric is connected to a rise in hate crimes towards individuals of Asian heritage, and as an elected representative Mr. Vander Doelen should be well informed of this. This is racist language and is inappropriate especially from an elected official with a large platform, regardless of his personal views and how seriously (or not, in his case) he appears to take a deadly global pandemic.

I would like to know what actions, if any, will be taken to address this extremely problematic incident. I am so disappointed that his behaviour represents our community and I believe this reflects extremely poorly on the Town of Essex and all of Council.

Thank you,

Alicea Fleming
[REDACTED]

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

From: [Amy Fitzgerald](#)
To: [Auger, Robert](#); [Brown, Shelley](#)
Cc: [Bondy, Sherry](#)
Subject: FW: Recent tweet by Councillor Vander Doelen
Date: Monday, May 10, 2021 10:07:49 AM

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

Greetings,

Please find below the email I sent to the Integrity Commissioner regarding Councillor Vander Doelen's recent actions. I understand that it needs to be sent to you directly in order to be included with the agenda.

Kind regards,
Amy Fitzgerald

Amy J. Fitzgerald, Ph.D.
Professor
Department of Sociology, Anthropology & Criminology
The Great Lakes Institute for Environmental Research (GLIER)
University of Windsor

Website: www.amyfitzgerald.wordpress.com

Animal and Interpersonal Abuse Research Group
<http://www.uwindsor.ca/aipabuseresearchgroup/>

My latest book, *Animal Advocacy and Environmentalism*, is now available from Polity: <http://politybooks.com/bookdetail/?isbn=9780745679334>

~~~~~

---

**From:** Amy Fitzgerald [REDACTED]  
**Sent:** Saturday, April 10, 2021 3:59 PM  
**To:** [robert.swayze@sympatico.ca](mailto:robert.swayze@sympatico.ca) <[robert.swayze@sympatico.ca](mailto:robert.swayze@sympatico.ca)>  
**Cc:** CouncilMembers <[CouncilMembers@essex.ca](mailto:CouncilMembers@essex.ca)>  
**Subject:** Recent tweet by Councillor Vander Doelen

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

Dear Integrity Commissioner and Town Council,

I was just made aware of an incendiary, ill-informed, and hateful tweet posted by Councillor Vander Doelen. I was so shocked by it that I had to double check to ensure that he had indeed posted it. I

am appalled that one of our Councillors would think such things, much less publicly post them.

In my position as a Criminologist at UW, I teach my students about racism and hate crimes, among other things. I am embarrassed to say that I will now be able to use one of my Councillor's words to illustrate the communication of ignorance and hate by those in elected office. This type of speech all too often provides fuel for further hate speech and hate crimes, as evidenced in other jurisdictions internationally.

This certainly constitutes a breach of integrity and I sincerely hope that you will respond strongly and swiftly.

Sincerely,

Amy Fitzgerald  
Resident in Ward 4

Amy J. Fitzgerald, Ph.D.  
Professor  
Department of Sociology, Anthropology & Criminology  
The Great Lakes Institute for Environmental Research (GLIER)  
University of Windsor

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.



**From:** [Bondy, Sherry](#)  
**To:** [Auger, Robert](#); [Brown, Shelley](#)  
**Subject:** Fw: Remove Chris Vander Doelen from Essex Council  
**Date:** Monday, April 12, 2021 11:51:28 AM

---

Robert and Shelley please include this email on April 9th agenda. The author has given permission.

7

---

**From:** Isabella Cheng [REDACTED]  
**Sent:** Saturday, April 10, 2021 6:20 PM  
**To:** CouncilMembers <CouncilMembers@essex.ca>  
**Subject:** Remove Chris Vander Doelen from Essex Council

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

To Essex Council,

After viewing the racist and ignorant tweets from councillor Chris Vander Doelen, I'm compelled to write you this email to express my anger and frustration. He is not qualified to represent the people as a member on the Essex Council. Not only was his original posts xenophobic, Vander Doelen's righteous response and reaction from the "backlash" is also extremely disgusting, and has disgraced your council and the Windsor and Essex community. This isn't freedom of speech, this is hate speech. A public apology from Vander Doelen will not sufficed. He is not remorseful, and I don't think he even understand why his tweets are hurtful to others, especially the Asian communities around the world. He needs to be held accountable for his words and actions. He needs to be removed from the Essex council and should be have the power and authority to spread hate, lies and xenophobia.

Kind regards,  
Isabella Cheng

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

**From:** [Bondy, Sherry](#)  
**To:** [Auger, Robert](#); [Brown, Shelley](#)  
**Subject:** Fw: Twitter of Council Member  
**Date:** Monday, April 12, 2021 11:57:44 AM

---

Robert and Shelley please include this email on April 19th agenda. The author has given permission.

5

---

**From:** Bill Fenton [REDACTED]  
**Sent:** Saturday, April 10, 2021 9:06 AM  
**To:** CouncilMembers <CouncilMembers@essex.ca>  
**Subject:** Twitter of Council Member

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

I appreciate you taking the minute to read my email. I have included all members as it does relate to one councillor and I did not feel it was right to send to everything and not include the councillor in question.

I am reading Chris Vander Doelen twitter account and cannot understand how that is acceptable. I am shocked that an individual who made his living reporting the news cannot even take a minute to search what COVID stands for and instead uses his account for numerous racists attacks.

This is not what the Town of Essex is or should ever be. I am hoping that my elected officials take a stand and will see that this is addressed. Mr. Vander Doelen is a representative of Essex and his post clearly shows that perhaps he should no longer serve in that role.

Thank you for your time,

--

Best regards,

Bill Fenton  
Essex

**NOTICE OF CONFIDENTIALITY** This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

**From:** [Bondy, Sherry](#)  
**To:** [Auger, Robert](#); [Brown, Shelley](#)  
**Subject:** Fw: Unacceptable and racist behaviour of a council member  
**Date:** Monday, April 12, 2021 11:47:22 AM  
**Attachments:** [image0.png](#)  
[image1.jpeg](#)

---

Robert and Shelley please include this email on April 9th agenda. The author has given permission.

3

---

**From:** Mikaele Epp [REDACTED]  
**Sent:** Saturday, April 10, 2021 2:27 PM  
**To:** CouncilMembers <CouncilMembers@essex.ca>  
**Subject:** Unacceptable and racist behaviour of a council member

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

Hello,

As a new member to Essex I am horrified by councillor Chris Vander Dowler's social media expressing racist views.

How are we to feel safe and represented as a community of this member is left on town council?

He needs to be removed from the council for his actions and this needs to be taken seriously.

Nurses and healthcare workers of all races are putting their lives at risk to fight this global pandemic and someone with the audacity to make racial slurs should not be allowed to represent this community. An example needs to be set that the town of Essex does not support these actions.

Sincerely,

A concerned citizen of Essex



NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

**From:** [Alexis M](#)  
**To:** [Auger, Robert](#); [Brown, Shelley](#)  
**Cc:** [Bondy, Sherry](#)  
**Subject:** Fwd: Chris Vander Doelen  
**Date:** Sunday, May 9, 2021 7:04:51 PM  
**Attachments:** [unknown.png](#)  
[1\\_# \\$!@!#\\_unknown.png](#)

---

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

Hello Robert and Shelley,

I understand that you need the authors of the emails to forward you their authorization in order to include in the public agenda to be sent out May 17th (My birthday!).

Please let me know if you require anything further than this email for authorization.

I look forward to reading the report from the Integrity Council.

Thank you,

Alexis

Sent from my iPhone

Begin forwarded message:

**From:** "Bondy, Sherry" <[sbondy@essex.ca](mailto:sbondy@essex.ca)>  
**Date:** May 9, 2021 at 6:21:48 PM EDT  
**To:** [REDACTED]  
**Subject:** Re: Chris Vander Doelen

Update Regarding Councillor Vander Doelen and the Integrity commissioner:

Hi everyone, Council has been told that the report regarding the Integrity Commissioner and his investigation into the tweets is coming to council May 17th. It will be on the public agenda. I did ask everyone before if they wanted their email included on the public agenda but since that time Town hall has requested that the authors send the emails directly to the clerk. Many of you did want your email included I hope you can take a minute to make sure it is as it can not be forwarded to the clerks from me.

If you would like your email included on the public agenda please email Robert Auger, Shelley Brown and cc me so I can cross reference the emails are getting included.

Important- emails must be sent by Tuesday May 11th by noon to be included.

Robert- rauger@essex.ca<mailto:rauger@essex.ca>

Shelley sbrown@essex.ca<mailto:sbrown@essex.ca>

Sherry sbondy@essex.ca<mailto:sbondy@essex.ca>

Also the agenda usually comes out the Thursday before around 4 -5 so you can check the website to see what the report says. If for some reason the report is delayed I will likely post that on my social media.

Please tune into the last 20 minutes of Essex Ontario Youtube to hear Councillor Vander Doelen's most recent comments.

---

From: Alexis M [REDACTED]  
Sent: Saturday, April 10, 2021 2:58 PM  
To: CouncilMembers <CouncilMembers@essex.ca>  
Subject: Chris Vander Doelen

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

Hello,

I'm sure you're receiving multiple messages about the hateful, wildly ignorant, and blatantly racist statements that a member of council, Chris Vander Doelen, has aired on Twitter. I've of course attached documentation for your reference.

This clearly violates the Code of Conduct he is expected to abide by. I urge you to consider if these messages are ones that your organization will condone, and if the answer is no, consider repercussions that will clearly indicate that this behaviour is not tolerable.

It is truly disheartening to learn that someone in his position- or anyone- would have these views, especially during a time where the hate amongst the Asian community has increased drastically over the past year. As a member of the Asian-Canadian community and someone who has unfortunately experienced racism over this global virus, I am very disturbed and disgusted over Chris Vander Doelen's actions and poor choice of words.

At this point, the expectation is that he be removed from office as it is unacceptable that an individual in a leadership position to be spreading hate.

Thank you,

Alexis

[cid:40D451F0-47E0-45CD-BC4B-27E1130EE48E]

[cid:D1F9920D-60F7-4B26-82A3-0B17CC8A7904]

Sent from my iPhone

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.



**From:** [Bondy, Sherry](#)  
**To:** [Auger, Robert](#); [Brown, Shelley](#)  
**Subject:** Fwd: Community Issue - Councillor Behaviour  
**Date:** Monday, April 12, 2021 12:10:46 PM

---

#8

Sherry Bondy  
Essex Councillor  
519-566-3105  
Follow me on Facebook  
You Tube - Sherry Bondy  
#myessex  
Website: <https://sherrybondy.com>

Begin forwarded message:

**From:** Katie S [REDACTED]  
**Date:** April 12, 2021 at 12:02:44 PM EDT  
**To:** "Bondy, Sherry" <[sbondy@essex.ca](mailto:sbondy@essex.ca)>  
**Subject:** Re: Community Issue - Councillor Behaviour

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

Hi Sherry,

You can absolutely use my email as part of the public agenda.

Cheers,  
Katie

On Sun, Apr 11, 2021 at 7:43 PM Bondy, Sherry <[sbondy@essex.ca](mailto:sbondy@essex.ca)> wrote:  
Thank you for your email,

As soon as I woke up Saturday morning my inbox started filling with emails. I am also disappointed that comments and such an attitude exists in Essex council. Please know that this does not represent my views or those of the other councillors and Town administration.

A business in my community experienced such hatred and bullying in the earlier period of pandemic so I know first hand that words and attitudes hurt. Many of us have worked so hard to bring our community together and raise the bar.

Please check out my website for my statement. Councillor Kim Verbeek and I also worked all morning Saturday to get Town Hall and the Mayor's office to write a statement. Most councillors have made a statement on social media. If something else comes out from Town Hall I will inform everyone by posting on my website.

Many people have already submitted official complaints to the Integrity commissioner. The Integrity commissioner for the Town of Essex is Robert Swayze. To reach him please email [robert.swayze@sympatico.ca](mailto:robert.swayze@sympatico.ca)

I believe at the time of writing this there is now a petition circulating and lawn signs are being ordered that say, **Hate Has No Home Here**. If you would like to purchase a sign ( 10 dollars) please use the contact me on my website: [sherrybondy.com](http://sherrybondy.com) in the subject please put lawn sign.

There is no excuse for comments like that and it appears that no real apology will be coming. Please know that you are not alone. Many others sent council emails. Majority of these emails are asking for Councillor Vander Doelen's resignation.

I would also like to ask you if we can include your email on the public agenda, April 19th. If so I would confirmation by Monday evening ( April 12th) so I have time to send the email to the clerk.

When the emails are on the public agenda it will show



the community just how much our community stands up to racism.

I can be reached at 519-566-3105.

Also please note this email is a copy and paste as I have two little children and also work another job so I could not address all specific questions and concerns. I am committed to making a difference though and a better world for all of us. Just recently I did ask for Diversity Training for all of council. I finished mine but have yet to get confirmation to see if all of council did. Councillor Vander Doelen did protest the training. You can watch that video if you go to Essex Ontario You Tube channel Oct 19th 2020 and play it at the 1:12 min mark.

Thank you for writing to council. Sherry

---

**From:** Katie S [REDACTED]  
**Sent:** Saturday, April 10, 2021 11:26 AM  
**To:** CouncilMembers <[CouncilMembers@essex.ca](mailto:CouncilMembers@essex.ca)>  
**Subject:** Community Issue - Councillor Behaviour

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

Hello,

I was recently subjected to counsellor Chris Vander Doelen's xenophobia and racist hate speech online. It's incredibly upsetting that the Town of Essex would support and employ a man spewing this kind of hatred into the community.

It is absolutely unacceptable behaviour and if we're being honest, just the tip of the iceberg when it comes to this man's lack of integrity.

He is paid to be a direct representative of your town and the people who live there but he has no business representing anyone with that kind of hate speech.

He needs to be removed from council and taught that there's no place for his racism and xenophobia in our community or anywhere, ever.

What does town council in Essex plan to do to address this behaviour?

Cheers,

Katie

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

**From:** [Lynda Leopold](#)  
**To:** [Auger, Robert](#); [Brown, Shelley](#)  
**Cc:** [Bondy, Sherry](#)  
**Subject:** Fwd: For council agenda: Racism by elected officials  
**Date:** Sunday, May 9, 2021 7:11:55 PM

---

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

Hello Mr. Auger and Ms. Brown,

Please find below the text of the email I sent to our council after the unfortunate tweets published by councillor VanderDoelen, for inclusion in the agenda at the appropriate time.

Sincerely,  
Lynda Leopold  
Harrow

----- Forwarded message -----

From: **Lynda Leopold** [REDACTED]  
Date: Sat, Apr 10, 2021 at 10:36 AM  
Subject: Racism by elected officials  
To: [CouncilMembers@essex.ca](mailto:CouncilMembers@essex.ca) <[CouncilMembers@essex.ca](mailto:CouncilMembers@essex.ca)>

Good morning Mr Mayor and council,

I was incredibly disappointed to see how councillor VanderDoelen chose to characterize his illness from covid on social media.

While Mr VanderDoelen has been lucky enough to escape the worst of this disease, we know so many Canadians and others around the world have not.

I have personal experience of the ICU through my work; just this week I stood beside a group of staff at a Toronto hospital as they were told a beloved colleague had died from Covid 19.

The racism and privilege on display by this elected official must be called out.

Mr Mayor especially, YOU have a mandate of leadership. This means doing what's right over what's comfortable.

Council, will you stand with so many of your constituents and decry this xenophobia and misinformation?

Sincerely,  
Lynda Leopold  
Harrow



**From:** [Alicea Fleming](#)  
**To:** [Auger, Robert](#); [Brown, Shelley](#)  
**Cc:** [Bondy, Sherry](#)  
**Subject:** Fwd: Inappropriate conduct of Councilor Vander Doelen  
**Date:** Monday, May 10, 2021 9:59:01 PM  
**Attachments:** [Screenshot\\_20210409-235339\\_Twitter.jpg](#)  
[Screenshot\\_20210409-235435\\_Twitter.jpg](#)

---

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

Hello

I understand that the Integrity Commissioner report on the tweets of councillor Vander Doelen will be coming to council May 17th. I would like my complaint letter sent to council (forwarded below) to be included in the public agenda.

Thank you,

Alicea Fleming

----- Forwarded message -----

**From:** **Alicea Fleming** [REDACTED]  
**Date:** Sat, Apr 10, 2021 at 12:44 AM  
**Subject:** Inappropriate conduct of Councilor Vander Doelen  
**To:** <[lsnively@essex.ca](mailto:lsnively@essex.ca)>, <[rmeloche@essex.ca](mailto:rmeloche@essex.ca)>, <[mbowman@essex.ca](mailto:mbowman@essex.ca)>, <[jgaron@essex.ca](mailto:jgaron@essex.ca)>, <[kverbeek@essex.ca](mailto:kverbeek@essex.ca)>, <[sbjorkman@essex.ca](mailto:sbjorkman@essex.ca)>, <[sbondy@essex.ca](mailto:sbondy@essex.ca)>

Hello

I am writing as a resident of the Town of Essex (Ward 2 - N8M 2X6) to draw your attention to the public conduct of one of our elected representatives.

The attached images are screenshots of communications on social media where he references the "Chinese flu." It has been well documented that this type of rhetoric is connected to a rise in hate crimes towards individuals of Asian heritage, and as an elected representative Mr. Vander Doelen should be well informed of this. This is racist language and is inappropriate especially from an elected official with a large platform, regardless of his personal views and how seriously (or not, in his case) he appears to take a deadly global pandemic.

I would like to know what actions, if any, will be taken to address this extremely problematic incident. I am so disappointed that his behaviour represents our community and I believe this reflects extremely poorly on the Town of Essex and all of Council.

Thank you,

Alicea Fleming

**From:** [Bondy, Sherry](#)  
**To:** [Brown, Shelley](#)  
**Subject:** Fwd: Racism on Twitter - Chris Vander Doelen  
**Date:** Monday, April 12, 2021 12:20:32 PM

---

#18

Sherry Bondy  
Essex Councillor  
519-566-3105  
Follow me on Facebook  
You Tube - Sherry Bondy  
#myessex  
Website: <https://sherrybondy.com>

Begin forwarded message:

**From:** Robyn Randell [REDACTED]  
**Date:** April 11, 2021 at 10:09:17 PM EDT  
**To:** "Bondy, Sherry" <[sbondy@essex.ca](mailto:sbondy@essex.ca)>  
**Subject:** Re: Racism on Twitter - Chris Vander Doelen

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

Dear Sherry,

Thanks for the response.

I've emailed Robert. Yes, please use my email on the public agenda as requested. Racism and hate have no place in our community. Elected officials, as leaders, need to set a strong example to others. This is an embarrassment to our town and a bad reflection on those who live there. Essex has gotten more bad press for this than all the good things the rest of the council have done, combined.

It's simple, He needs to be removed. If this doesn't qualify, what does?

Kind Regards  
Robyn

On Mon, Apr 12, 2021 at 7:44 AM Bondy, Sherry <[sbondy@essex.ca](mailto:sbondy@essex.ca)> wrote:  
| Thank you for your email,

As soon as I woke up Saturday morning my inbox started filling with emails. I am also disappointed that comments and such an attitude exists in Essex council. Please know that this does not represent my views or those of the other councillors and Town administration.

A business in my community experienced such hatred and bullying in the earlier period of pandemic so I know first hand that words and attitudes hurt. Many of us have worked so hard to bring our community together and raise the bar.

Please check out my website for my statement. Councillor Kim Verbeek and I also worked all morning Saturday to get Town Hall and the Mayor's office to write a statement. Most councillors have made a statement on social media. If something else comes out from Town Hall I will inform everyone by posting on my website.

Many people have already submitted official complaints to the Integrity commissioner. The Integrity commissioner for the Town of Essex is Robert Swayze. To reach him please email [robert.swayze@sympatico.ca](mailto:robert.swayze@sympatico.ca)

I believe at the time of writing this there is now a petition circulating and lawn signs are being ordered that say, **Hate Has No Home Here**. If you would like to purchase a sign ( 10 dollars) please use the contact me on my website: [sherrybondy.com](http://sherrybondy.com) in the subject please put lawn sign.

There is no excuse for comments like that and it appears that no real apology will be coming. Please know that you are not alone. Many others sent council emails. Majority of these emails are asking for Councillor Vander Doelen's resignation.



I would also like to ask you if we can include your email on the public agenda, April 19th. If so I would confirmation by Monday evening ( April 12th) so I have time to send the email to the clerk.

When the emails are on the public agenda it will show the community just how much our community stands up to racism.

I can be reached at 519-566-3105.

Also please note this email is a copy and paste as I have two little children and also work another job so I could not address all specific questions and concerns. I am committed to making a difference though and a better world for all of us. Just recently I did ask for Diversity Training for all of council. I finished mine but have yet to get confirmation to see if all of council did. Councillor Vander Doelen did protest the training. You can watch that video if you go to Essex Ontario You Tube channel Oct 19th 2020 and play it at the 1:12 min mark.

Thank you for writing to council. Sherry

---

**From:** Robyn Randell [REDACTED]  
**Sent:** Saturday, April 10, 2021 12:36 PM  
**To:** Bondy, Sherry <[sbondy@essex.ca](mailto:sbondy@essex.ca)>  
**Subject:** Racism on Twitter - Chris Vander Doelen

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

Hi Sherry,

I hope all is well.

I'd like to know how it's considered acceptable for Chris Vander Doelen to be racist on Twitter? This does not represent our community. Is he stepping down?

Section 9.03 of your Code of Conduct prohibits this. If he can get away with this, it won't be any different for any other member of staff serving the community.

"9.03 Discreditable Conduct All Members have a duty to treat members of the public, one another, committee and board members and staff appropriately and without abuse, bullying or intimidation, and to ensure that the work environment is free from discrimination and harassment.

A Member shall not use indecent, abusive or insulting words or expressions toward any other Member, an employee or any member of the public and shall not speak in a manner that is discriminatory to any individual based on that person's race, ancestry, place of origin, creed, gender, sexual orientation, age, colour, marital status or disability."

<https://www.essex.ca/en/build/resources/Council-Code-of-Conduct-Policy.pdf>

Kind Regards,  
Robyn

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

**From:** [William Oudomsouk](#)  
**To:** [Brown, Shelley](#)  
**Cc:** [Bondy, Sherry](#)  
**Subject:** Fwd: Regarding Councillor Chris Vander Doelen  
**Date:** Sunday, May 9, 2021 5:41:38 PM  
**Attachments:** [IMG\\_2925.jpg](#)

---

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

Hello Ms. Brown,

Just forwarding my email to you per Ms. Bondy's email for it to be included in the meeting.

Thank you.

Regards,

- William

----- Forwarded message -----

From: **William Oudomsouk** <[REDACTED]>  
Date: Fri, May 7, 2021 at 11:13 AM  
Subject: Fwd: Regarding Councillor Chris Vander Doelen  
To: [rauger@essex.ca](mailto:rauger@essex.ca) <[rauger@essex.ca](mailto:rauger@essex.ca)>

Hello Mr. Auger,

I've forwarded the following email chain per the advice of Ms. Bondy.

Thank you for your time.

Regards,

- William

----- Forwarded message -----

From: **Bondy, Sherry** <[sbondy@essex.ca](mailto:sbondy@essex.ca)>  
Date: Thu, May 6, 2021 at 4:50 PM  
Subject: Re: Regarding Councillor Chris Vander Doelen  
To: William Oudomsouk <[REDACTED]>

Thank you William.

If you would like to include your email on the public agenda please email our town clerk  
Robert Auger

[rauger@essex.ca](mailto:rauger@essex.ca)

Sherry Bondy  
Essex Councillor  
519-566-3105  
Follow me on Facebook  
You Tube - Sherry Bondy  
#myessex  
Website: <https://sherrybondy.com>

On May 3, 2021, at 10:54 AM, William Oudomsouk  
[REDACTED] wrote:

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

Greetings,

In follow up to the email, I'd like to thank the council members who have reach out to everyone who has emailed regarding Mr. Doelen's actions. We are aware of the ongoing investigation, and hope his actions do not go unpunished.

I reach out for more troubling information, and this is regarding Mr. Doelen's new outlook on COVID-19.

Recently, he has stated that the virus must now be taken seriously since he "experienced trouble breathing, lost 12 pounds and wasn't able to eat for 10 days."

This is great news, from a man who was peddling that the virus was not to be taken seriously, and that staying home was a worse punishment. Now that Mr. Doelen has experienced COVID-19 personally, we can finally acknowledge that it is serious! Not an affront at all to the thousands of families who have lost loved ones to COVID-19.

Only now that Mr. Doelen has experienced COVID-19 personally will he, as quoted, leave it up to the professionals and their advice.

This is not the type of man I want representing my community. I officially change my stance below and request for his resignation.

Not only has he shown a lack of empathy towards Asian Americans, Mr. Doelen apparently lacks simple human compassion to understand things that he himself has not gone through personally. How am I, or any community member who has not lived Mr. Doelen's exact life experience, to be expected to trust a member of

council who makes unempathetic and uninformed decisions for people he doesn't understand.

Mr. Swayze, please take all of this into account during your investigations. It may only be more indicative of Mr. Doelen's attitude towards other groups he doesn't understand.

Regards,

- William

On Sat, Apr 10, 2021 at 5:31 PM William Oudomsouk

[REDACTED] wrote:

Greetings,

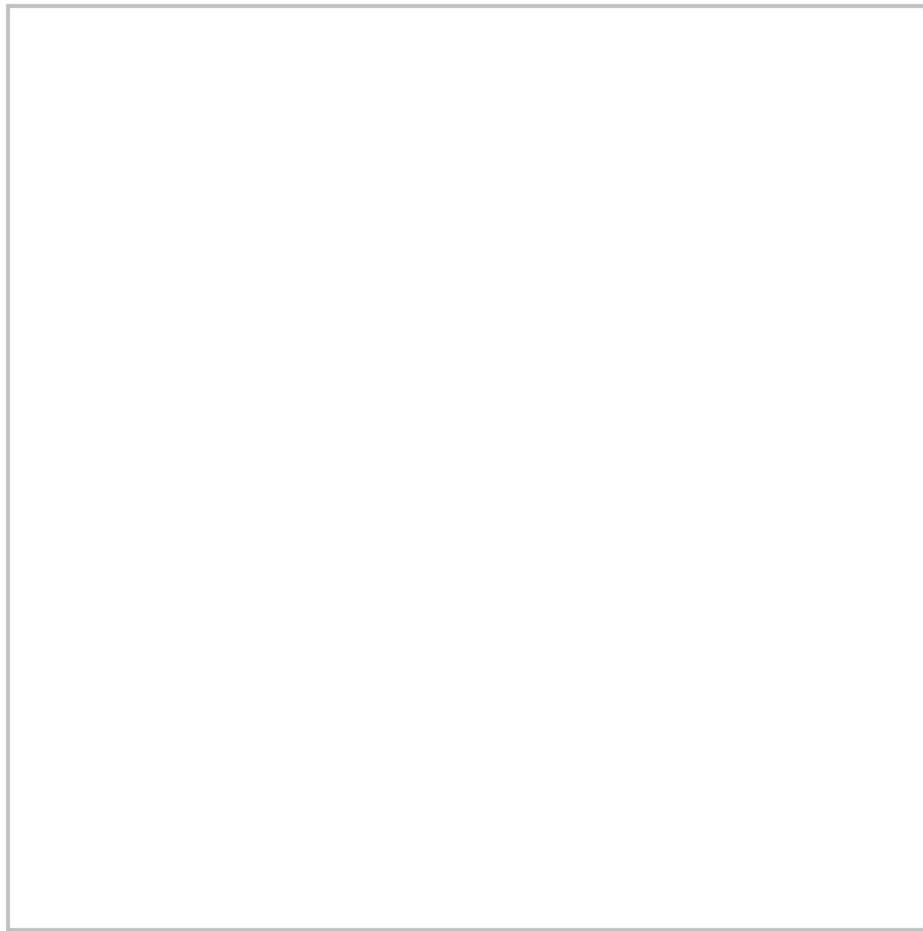
It's come to my attention that a member of your council seems to be pushing an Anti-Asian agenda. Despite Councillor Doelen's personal stance on COVID-19, which he is free to state, I believe the tweet below pushes a racist agenda which is completely inappropriate for a man of his standing - especially with the current climate of racially charged attacks towards Asian Americans.

While I don't think this calls for his resignation, as it could just be an inappropriate slip of the tongue moment or potentially he is unaware of the latent ramifications of his words. I do feel, however, that Councillor Doelen owes the Asian community of Windsor Essex an apology for using his platform to spread hate.

Everyone makes mistakes and deserves to learn from them and be forgiven, but only if they're willing to acknowledge when a mistake has been made.

Regards,

- William



--

William Oudomsouk, EIT

[REDACTED]

--

William Oudomsouk, EIT

[REDACTED]

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

--

William Oudomsouk, EIT

[REDACTED]

--

William Oudomsouk, EIT

[REDACTED]

**From:** [REDACTED]  
**To:** [Auger, Robert](#); [Brown, Shelley](#); [Bondy, Sherry](#)  
**Subject:** Re: Chris Vander doelen tweets - code of conduct concerns  
**Date:** Monday, May 10, 2021 10:29:57 AM

---

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

Att: Robert Auger and Shelley Brown,

I am writing to respond that if you require my email address for the public agenda to be included with regard to this concern, you may do so.

thank you

Moirra Hossack

**From:** [Rachel Stadder](#)  
**To:** [Auger, Robert](#); [Brown, Shelley](#)  
**Cc:** [Bondy, Sherry](#)  
**Subject:** Re: Disgusted by racism of Chris Vander Doelen  
**Date:** Sunday, May 9, 2021 10:33:29 PM

---

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

Dear Robert and Shelley,

This is my permission being granted to you to include my letter in the agenda. It is re-attached below. I hope we see some justice.

Thanks,  
Rachel Stadder

--

Hello,

I am writing to express my disgust with the recent behaviour of Chris Vander Doelen on Twitter (although I am sure he has said far worse in the private sphere).

Although I am not a member of the Asian community, you do not need to be one to know that his remarks are hateful and will only contribute to rising racism against Asians. In fact, it is even more important for white people to stand up and denounce this when we see it so that the burden does not lie on the oppressed alone.

If you wish to read more about the fact that violence against Asians is rising, you can do so online. There are many resources which clearly indicate this concerning trend. It is not only embarrassing that Mr. Vander Doelen is still a council member, it is unacceptable.

The COVID-19 pandemic has been going on for over a year now. If he's saying this now, imagine all the other things Mr. Vander Doelen has said to people over the past year. This is not the type of upstanding citizen who should be an elected official; he is, frankly, a disgrace.

Please do the right thing and do not let him off with a half-hearted (or non-existent) apology. Please show all members of the community that they will be respected and that you will not condone racism by allowing him to continue his duties.

Thank you,  
Rachel Stadder

---

**From:** Bondy, Sherry <[sbondy@essex.ca](mailto:sbondy@essex.ca)>  
**Sent:** May 9, 2021 5:34 PM  
**To:** Rachel Stadder [REDACTED]  
**Subject:** Re: Disgusted by racism of Chris Vander Doelen

Update Regarding Councillor Vander Doelen and the Integrity commissioner:



Hi everyone, Council has been told that the report regarding the Integrity Commissioner and his investigation into the tweets is coming to council May 17th. It will be on the public agenda. I did ask everyone before if they wanted their email included on the public agenda but since that time Town hall has requested that the authors send the emails directly to the clerk. Many of you did want your email included I hope you can take a minute to make sure it is as it can not be forwarded to the clerks from me.

If you would like your email included on the public agenda please email Robert Auger, Shelley Brown and cc me so I can cross reference the emails are getting included.

**Important- emails must be sent by Tuesday May 11th by noon to be included.**

Robert- [rauger@essex.ca](mailto:rauger@essex.ca)

Shelley [sbrown@essex.ca](mailto:sbrown@essex.ca)

Sherry [sbondy@essex.ca](mailto:sbondy@essex.ca)

Also the agenda usually comes out the Thursday before around 4 -5 so you can check the website to see what the report says. If for some reason the report is delayed I will likely post that on my social media.

Please tune into the last 20 minutes of Essex Ontario Youtube to hear Councillor Vander Doelen's most recent comments.

---

**From:** Rachel Stadder [REDACTED]  
**Sent:** Saturday, April 10, 2021 5:54 PM  
**To:** CouncilMembers <CouncilMembers@essex.ca>  
**Subject:** Disgusted by racism of Chris Vander Doelen

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

Hello,

I am writing to express my disgust with the recent behaviour of Chris Vander Doelen on Twitter (although I am sure he has said far worse in the private sphere).

Although I am not a member of the Asian community, you do not need to be one to know that his remarks are hateful and will only contribute to rising racism against Asians. In fact, it is even more important for white people to stand up and denounce this when we see it so that the burden does not lie on the oppressed alone.

If you wish to read more about the fact that violence against Asians is rising, you can do so online. There are many resources which clearly indicate this concerning trend. It is not only embarrassing that Mr. Vander Doelen is still a council member, it is unacceptable.

The COVID-19 pandemic has been going on for over a year now. If he's saying this now, imagine

all the other things Mr. Vander Doelen has said to people over the past year. This is not the type of upstanding citizen who should be an elected official; he is, frankly, a disgrace.

Please do the right thing and do not let him off with a half-hearted (or non-existent) apology. Please show all members of the community that they will be respected and that you will not condone racism by allowing him to continue his duties.

Thank you,  
Rachel Stadder

NOTICE OF CONFIDENTIALITY This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

**From:** [Sarah Hurst](#)  
**To:** [Auger, Robert](#); [Brown, Shelley](#)  
**Cc:** [Bondy, Sherry](#)  
**Subject:** Re: In response to Chris Vander Doelen's tweets  
**Date:** Monday, May 10, 2021 9:50:19 PM

---

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

Please include my name and email [REDACTED] on the public agenda in regards to the tweets written by Councillor Vander Dolen, to show my support against racism here in Essex County.

Sarah Hurst

**From:** [Lil Lim](#)  
**To:** [Auger, Robert](#); [Brown, Shelley](#)  
**Cc:** [Bondy, Sherry](#)  
**Subject:** Re: My email to Mayor Snively, Councillors, and the Integrity Commissioner Robert Swayze  
**Date:** Sunday, May 9, 2021 9:49:39 PM

---

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

Dear Roger, Shelley, and Sherry,

Kindly include my email sent on April 11th, 2021 addressing Chris Vander Doelen titled "Racist statement from elected councillor".

Attached below.

Dear Mayor Snively and Councillors,

My name is Lilyanne Isabelle Lim. My family has lived in Essex County our whole lives and we love our town and neighbouring wards.

But when one of your influential officials, namely Mr. Vander Doelen, holding authority over a community spews racist remarks on an open public platform and thinks he will not be held accountable during an already tremendously trying time for Asians within our communities, they end up abusing that privilege which was evident by your elected councillor, Chris Vander Doelen, on April 9th, 2021. Since this address, there has been no formal proper apology made. It's time to call this into attention and right this wrong.

Essex County City Councillors must translate the many written commitments to racial justice it has issued into a continuous effort to support our community inclusive of all races, diversity, and to dismantle racism within and beyond the County wards. To fail to use your platform heft to advance justice when the moment so clearly demands it would be a profound, tragic moral abdication as elected officials.

The fact that Mr. Vander Doelen doubles down on his own conditioning means he's refusing to understand that what he stated continues to aggravate, escalate, and spread racism and divisiveness within our communities.

In Canada, human rights are protected by federal, provincial and territorial laws. Canada's human rights laws stem from the Universal Declaration of Human Rights prohibiting **discrimination** whereby defined as an action or a decision that treats a person or a group badly for reasons targeting race, age or disability. These grounds are protected under the Canadian Human Rights Act.

To be on this elected platform and have that bigot mentality is dangerous for Asian Canadians living in Essex County.

It's not just "concerning". It begs to question how you treat your Chinese Canadian constituents? How you treat Asians within your community with that biased mentality.

It's **not acceptable**. **No Code of Conduct will defend Mr. Vander Doelen's diction** and bad situations win when good people do nothing.

Essex County city councillors, there's 74 of you.

In your ward Mayor, there are 6 councillors one of whom made his racist stance clear.

This isn't "cancel culture" this is a call to do what is right, what is just.

We can't lose sight of the fact that if we *can* do better, we ***must*** do better, even if one of our elected officials have.

Please be advised it's time for a real apology Mr. Vander Doelen, kindly brush up on what constitutes as a violation against our country's human rights laws, then take full accountability.

The councillor's accountability right now serves as a bridge to our collective growth and transparency for

I'm sure we can unanimously agree there really is no place for this divisiveness in our beautiful ***diverse*** community.

Thank you.

Regards,

**Lil**

Thank you for your attention.

Best regards,

**Lilyanne Lim**

**Harvard University, Masters '23**



This E-mail may contain legally privileged and confidential information intended only for the individual or entity named in the message. If the reader of this message is not the intended recipient, or the agent responsible to deliver it to the intended recipient, you are hereby notified that any review, dissemination, distribution or copying of this communication is prohibited. If this communication was received in error, please notify the sender by reply E-mail and delete the original message

**From:** [Jaclyn Brown-Paquette](#)  
**To:** [Auger, Robert](#); [Brown, Shelley](#)  
**Subject:** sbondy@essex.ca  
**Date:** Monday, May 10, 2021 1:22:13 PM

---

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

Please accept this copy of my correspondence to be included in the public agenda re: Councillor Vader Doelen. Below is my original email:

"I am writing to you today with much disappointment, as I have been made aware of Council member Chris Vander Doelens recent twitter activity. As a Registered Social Worker in the town of Essex, I would be remiss if I didn't speak out over these overtly racist tweets. After all, council members are meant to serve the town and their voice echoes (or should echo) the voice of the people as a whole. This is not the voice of Essex.

While I am fully in support of people being able to respectfully disagree/maintain different viewpoints, racism is not and cannot be a matter of opinion. Council member Doelen's comments violate the Code of Conduct for Members of Council. See section 9.03:

**Discreditable Conduct**

All Members have a duty to treat members of the public, one another, committee and board members and staff appropriately and without abuse, bullying or intimidation, and to ensure that the work environment is free from discrimination and harassment. A Member shall not use indecent, abusive or insulting words or expressions toward any other Member, an employee or any member of the public and shall not speak in a manner that is discriminatory to any individual based on that person's race, ancestry, place of origin, creed, gender, sexual orientation, age, colour, marital status or disability.

As Council members, you all have a level of responsibility and accountability when using your voice (especially in a public forum). I stated this once and I'm going to state it again - this is not a matter of "opinion", this is a matter of racism, perpetuating Asian hate; there is no place for it here in Essex.

There needs to be accountability - I would like to see a public apology made by Mr. Doelen for his comments. Clearly he needs some education around proper use of Social Media, but more importantly, there needs to be education regarding why his comments, assertions and attempts at justifying them are in fact racist. If I'm being honest, someone with these ideas shouldn't even have a place on council.... its quite honestly, despicable.

I look forward to a response in this matter and I appreciate your time and attention".

Regards,

Jaclyn Brown-Paquette  
BA[H], MA, MSW, RSW



## Report to Council

Department: Community Services  
Division: Fire and Rescue Services  
Date: May 17, 2021  
Prepared by: Rick Arnel, Fire Chief  
Report Number: Fire and Rescue Services-2021-10  
Subject: Results of Request for Proposal - Delivery of Custom Stock or Demo Pumper/Rescue Fire Truck  
Number of Pages: 4

### Recommendation(s)

**That** Fire and Rescue Services –2021-10 entitled Results of Request for Proposal – Supply and Delivery of Custom Stock or Demo Pumper/Rescue Fire Truck dated March 09, 2021 be received; and,

**That** Council award the Request for Proposal - Supply and Delivery of Custom Stock or Demo Pumper/Rescue Fire Truck to Commercial Emergency Equipment Corporation in the total amount of \$637,282.18 including non-refundable Harmonized Sales Tax.



## Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required **for purchases in excess of \$100,000. This report is to seek Council's approval to appoint a** qualified supplier to provide the Town with one New Custom Pumper/Rescue Fire Truck.

## Background and Discussion

In 2017 the Town of Essex contracted Pomax Consulting to develop a five-year Master Fire Plan for Essex Fire and Rescue Services. The Master Plan is an organized set of decisions and directions proposed by our consulting team, on how to plan for the future.

The Master Plan identified that the Municipality should consider a reassignment schedule for fire apparatus. This reassignment has begun with the ordering of a Mini Pumper/Rescue Station 3 with a delivery anticipated for July 2021.

We are now in the next phase of the apparatus configuration plan, Engine 3A (1991 Pumper/Rescue) which we are replacing with the proposed Pumper/Rescue which will be housed at Station 2, and the Tanker at station 2 will be re-deployed to Station 3 once this unit is delivered. The recommended apparatus configuration is a means to rationalize vehicle and equipment flexibility, water supply, and seating capacity. The proposed configuration provides:

- Adequate seating for normal response turnout in each station
- Centralized location of the ladder/tower
- Maintains adequate pumping capacity for major emergencies
- Provides tanker water supply for rural responses in Station 2 and 3 coverage areas

Fire Underwriters Survey (FUS) provides direction on performance, ability and overall acceptability of fire apparatus and has developed a standard acceptance of apparatus as the apparatus becomes less reliable with age and use.

Fire Underwriters Survey identifies that firefighting apparatus that is older than 20 years provides a no Credit in Grading. This grading provides underwriter's with community specific data on public fire protection for fire insurance.

Pomax consultants also addressed firefighting apparatus age and estimated annual reserve fund contribution based on an expected vehicle replacement schedule of 15 years for each apparatus in the Master Fire Plan report.

A Request for Proposal, following the guidelines as set out in **the Town's Procurement By-Law Number 1043** was posted both on the Town's website and Merx, and closed on March 31, 2021 at 3:00:00 pm.

The request for proposals received were evaluated using a scorecard approach, taking into consideration the fee proposal, qualifications and experience, quality of the proposal, work schedule and delivery date, warranties, and workmanship, after sales services and technical assistance.

The proposal review process included a team made up of:

- Rick Arnel, Fire Chief, Fire and Rescue Services
- Jason Pillon, Deputy Fire Chief, Fire and Rescue Services
- Ed Lepain, District Chief Station 2, Harrow
- Jackson Tang, Assistant Manager, Business Services

After reviewing each proposal as submitted and totaling the scores, Commercial Emergency Equipment Corporation had the highest evaluated score as Commercial Emergency Equipment Corporation addressed all areas of the scope as identified in the request for proposal.

## Financial Impact

As per the 2021 Capital Budget, \$639,685.00 (Project FD-21-0015) was approved for the purchase of one New Custom Pumper/Rescue Fire Truck. The recommended proposal price of \$637,282.18 including non-refundable Harmonized Sales Tax falls within the approved budget.

## Link to Strategic Priorities

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

## Report Approval Details

|                      |                                                        |
|----------------------|--------------------------------------------------------|
| Document Title:      | Results of RFP - Fire and Rescue Services-2021-10.docx |
| Attachments:         |                                                        |
| Final Approval Date: | May 11, 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 - May 10, 2021 - 8:28 AM**

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

**Chris Nepszy, Chief Administrative Officer - May 11, 2021 - 10:59 AM**



## Report to Council

Department: Community Services  
Division: Parks and Facilities  
Date: May 17, 2021  
Prepared by: Jake Morassut, Manager, Parks and Facilities  
Report Number: Parks and Facilities-2021-06  
Subject: Expansion of Scope for Replacement of Rubber Floors in Two Dressing Rooms and the Main Hall of Libro Rink at the Essex Centre Sports Complex  
Number of Pages: 3

### Recommendation(s)

**That** Parks and Facilities-2021-06 entitled Expansion of Scope for Replacement of Rubber Floors in Two Dressing Rooms and the Main Hall of Libro Rink at the Essex Centre Sports Complex prepared by Jake Morassut, Manager of Parks and Facilities dated May 17, 2021 be received, and

**That** Council approve the additional budgeted expenditures of \$13,931.62 for the Capital Project: Expansion of Scope for Replacement of Rubber Floors in Two Dressing Rooms and the Main Hall of Libro Rink at the Essex Centre Sports Complex (CS-21-0044) through additional funding from the Asset Management Plan Lifecycle Reserve (AMP Reserve).

### Purpose

To obtain Council's approval to increase the 2021 Capital Budget for the Capital Project "Replacement of Rubber Floors in Two Dressing Rooms and the Main Hall of Libro Rink" (CS-21-0044).

## Background and Discussion

During the 2021 budget deliberations, Council approved that the Essex Centre Sports Complex have rubber flooring replaced (CS-21-0044) due to deterioration as it is at the end of its lifecycle. The Town of Essex approved \$66,700.00 in the capital budget. While the original plan was to replace two dressing rooms and the main hallway of Libro Rink, it was determined that we would have several different colour tones by only replacing these three areas. By also replacing the exterior areas in view of the public, we can ensure a uniform look as we cannot guarantee colours being available in future years.

The Town of Essex sought Tenders from qualified contractors for the removal and replacement of rubber flooring at the Essex Centre Sports Complex.

**A Request for Tender, following the guidelines as set out in the Town's Procurement By-Law Number 1043 was posted both on the Town's website and Merx, and closed on March 17, 2021 at 3:00:00 pm.**

The Tenders were reviewed for arithmetic errors, completeness, legibility, revisions and irregularities. In addition, there were no apparent unbalanced prices in the Schedule of Items and Prices. The results of the submitted tender prices are noted in Table below:

| Name of Tenderer              | Total Tender Price including non-refundable Harmonized Sales Tax (1.76%) |
|-------------------------------|--------------------------------------------------------------------------|
| Advantage Sport               | \$80,631.62                                                              |
| Southwestern Sales Corp. Ltd. | \$287,528.99                                                             |

The project has been tendered and the lowest price from Advantage Sport was \$80,631.62 (includes the non-refundable tax). We have completed a review of references and believe that they can complete the necessary works in a satisfactory manner.

## Financial Impact

The approved capital budget for project CS-21-0044 is \$66,700.00 with the recommended tender price being \$80,631.62 (includes the non-refundable tax) which results in a deficit of \$13,931.62.

**As the project is considered “replacement”, the additional \$13,931.62 will be funded from the Asset Management Plan Lifecycle Reserve.**

## Consultations

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

Jeffrey Morrison, Director, Corporate Services/Treasurer

Doug Sweet, Director, Community Services/Deputy CAO

## Link to Strategic Priorities

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



## Report Approval Details

|                      |                                                                                                                           |
|----------------------|---------------------------------------------------------------------------------------------------------------------------|
| Document Title:      | Reallocation of Funds for Rubber Floor Replacement at the Essex Centre Sports Complex - Parks and Facilities-2021-06.docx |
| Attachments:         |                                                                                                                           |
| Final Approval Date: | May 12, 2021                                                                                                              |

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

### No Signature found

**Jeffrey Morrison, Director, Corporate Services/Treasurer - May 12, 2021 - 9:20 AM**

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 - May 12, 2021 - 9:54 AM**

**Chris Nepszy, Chief Administrative Officer - May 12, 2021 - 10:48 AM**



## Report to Council

Department: Infrastructure Services  
Division: Capital Works and Infrastructure  
Date: May 17, 2021  
Prepared by: Kevin Girard, P.Eng., MBA,  
Director, Infrastructure Services  
Report Number: Capital Works and Infrastructure-2021-06  
Subject: Results of Request for Tender – Surface Treatment 2021  
Number of Pages: 4

### Recommendation(s)

**That** Capital Works and Infrastructure 2021-06 entitled, “Results of Request for Tender – Surface Treatment 2021” prepared by Kevin Girard, Director, Infrastructure Services dated May 17, 2021 be received;

**That** Council award the Request for Tender – Surface Treatment – 2021 (RFT-ID-21-013) to Shepley Road Maintenance Limited in the amount of \$621,103.55 including non-refundable HST; and

**That** Council approve the additional funding of \$7,694.42 (including non-refundable HST) above the approved 2021 Capital Budget of \$150,000 for Project PW-21-0013 from the Asset Management Lifecycle Reserve.

## Purpose

In accordance with the Town Procurement By-Law 1043, Council approval is required for purchases in excess of \$100,000.00. This report is to seek Council's approval to award the request for tender for the 2021 Surface Treatment contract.

## Background and Discussion

The Town of Essex sought Tenders from qualified contractors for the 2021 Surface Treatment including the supply and application of surface treatment pavement in accordance with Ontario Provincial Specification Standards 304 for various roads. As identified in the approved 2021 budget, this maintenance contract is used to conduct repairs on various town roads that will extend the useful life of the road.

A Request for Tender following the guidelines as set out in the Town's Procurement By-Law Number 1043 for the Surface Treatment was posted both on the Town's website and Merx, and closed on April 14, 2021 at 3:00:00 PM.

Two Tenders were received and reviewed for arithmetic errors, completeness, legibility, revisions and irregularities. There were no apparent unbalanced prices in the Schedule of Items and Prices. The results of the submitted tender prices are noted in Table below:

| Name of Tenderer                    | Total Tender Price | Total Tender Price including non-refundable Harmonized Sales Tax (1.76%) |
|-------------------------------------|--------------------|--------------------------------------------------------------------------|
| Shepley Road Maintenance Ltd.       | \$ 610,361.20      | \$ 621,103.56                                                            |
| Norjohn Contracting and Paving Ltd. | \$ 663,370.60      | \$ 675,045.92                                                            |

Shepley Road Maintenance Limited submitted the lower bid and they are the previous supplier for surface treatment with satisfactory services.

## Financial Impact

As per the 2021 approved budget and displayed in the table below, \$715,000.00 has been allocated for the subject works. This Request for Tender result (\$621,103.55 including the non-refundable Harmonized Sales Tax) is within our budgeted funds.

| Project Number     | Project Name                                                                      | Approved Budget | Total Tender Price including non-refundable Harmonized Sales Tax (1.76%) |
|--------------------|-----------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------|
| Operation's Budget | Spray Patching                                                                    | \$95,000.00     | \$ 94,982.78                                                             |
| PW-21-0039         | 8 <sup>th</sup> Concession between Ferriss and County Road 23                     | \$ 75,000.00    | \$64,295.02                                                              |
| PW-21-0038         | 4 <sup>th</sup> Concession Road Between Essex County Road # 23 and McCormick Road | \$ 95,000.00    | \$77,005.86                                                              |
| PW-21-0035         | Gore Road between Essex County Road # 13 to Wright Road                           | \$ 80,000.00    | \$ 70,848.57                                                             |
| PW-21-0006         | Old Malden Road between Concession Road # 14 to Concession Road # 12              | \$220,000.00    | \$156,276.90                                                             |

|            |                   |              |               |
|------------|-------------------|--------------|---------------|
| PW-21-0013 | Surface Treatment | \$150,000.00 | \$ 157,694.42 |
| Total      |                   | \$715,000.00 | \$ 621,103.55 |

The results of RFT-ID-21-013 resulted in a surplus of \$93,879.23 in the 2021 Capital Roads Budget. Since other roads projects have yet to be tendered, such as the Arthur-Gosfield-Maidstone Intersection Improvements, Victor Street Reconstruction, and Viscount Parkway, it is recommended that the surplus remain unspent to fund any potential overages of those projects, should funding methods align.

As shown in the table above, the 2021 capital budget for PW-21-0013 is not sufficient to complete this project. It is recommended that the additional \$7,694.42 for PW-21-0013 be funded from the Asset Management Lifecycle Reserve.

## Consultations

Jackson Tang, Assistant Manager, Business Services

Richard Beausoleil, Manager, Capital Works and Infrastructure

Jeffrey Morrison, Director, Corporate Services/Treasurer

Kate Giurissevich, Manager, Finance and 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.

### Report Approval Details

|                      |                                                                                                        |
|----------------------|--------------------------------------------------------------------------------------------------------|
| Document Title:      | Results of Request for Tender - Surface Treatment 2021 - Capital Works and Infrastructure-2021-06.docx |
| Attachments:         |                                                                                                        |
| Final Approval Date: | May 11, 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 - May 11, 2021 - 11:04 AM**



## Report to Council

Department: Infrastructure Services

Division: Capital Works and Infrastructure

Date: April 6, 2021

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

Report Number: Capital Works and Infrastructure-2021-07

Subject: Results of Request for Tender – Concrete Sidewalk  
Construction 2021

Number of Pages: 5

### Recommendation(s)

**That** Capital Works and Infrastructure 2021-07 entitled, “Results of Request for Tender – Concrete Sidewalk Construction 2021” prepared by Kevin Girard, Director, Infrastructure Services dated May 17, 2021 be received,

**That** Council award the Request for Tender – Concrete Sidewalk Construction 2021 (RFT-ID-21-014) to Windsor Concrete and Construction Ltd. in the amount of \$217,434.66 including non-refundable HST, and

**That** Council authorize the additional expense of \$6,003.30 for PW-21-0042 be funded from Trails Reserve and that the additional expense of \$4,721.44 for PW-21-0007 be funded from the Asset Management Lifecycle Reserve.



## Purpose

In accordance with the Town Procurement By-Law 1043, Council approval is required for purchases in excess of \$100,000.00. This report **is to seek Council's approval to** award the request for tender for the 2021 Concrete Construction contract.

## Background and Discussion

The Town of Essex sought Tenders from qualified contractors for the 2021 Concrete Construction.

**A Request for Tender following the guidelines as set out in the Town's Procurement By-Law Number 1043 for the Surface Treatment was posted both on the Town's website and Merx,** and closed on April 14, 2021 at 3:00:00 PM.

Five Tenders were received and reviewed for arithmetic errors, completeness, legibility, revisions and irregularities. There were no apparent unbalanced prices in the Schedule of Items and Prices. The results of the submitted tender prices are noted in Table below:

| Name of Tenderer                             | Total Tender Price | Total Tender Price<br>including non-refundable<br>Harmonized Sales Tax<br>(1.76%) |
|----------------------------------------------|--------------------|-----------------------------------------------------------------------------------|
| Windsor Concrete and<br>Construction Limited | \$ 213,674.00      | \$ 217,434.66                                                                     |
| L.V. Giorgi Construction Inc.                | \$ 234,508.00      | \$ 238,635.34                                                                     |
| Giorgi Bros. ( 1994 ) Inc,                   | \$ 245,745.00      | \$ 250,070.11                                                                     |

|                                       |               |               |
|---------------------------------------|---------------|---------------|
| Signature Contractors<br>Windsor Inc. | \$ 467,655.00 | \$ 475,885.72 |
| Neptune Security Services Inc.        | \$ 483,750.00 | \$ 492,264.00 |

Windsor Concrete and Construction Limited submitted the lowest bid and we have completed a review of references and believe that they can complete the necessary works in a satisfactory manner.

## Financial Impact

As per the 2021 approved budget and displayed in the table below, \$243,514.00 has been allocated for the subject works. This Request for Tender result of \$217,434.66 including the non-refundable Harmonized Sales Tax, is within **the Town's** budgeted funds.

| Project Number | Project Name                                                                          | Approved Budget | Total Tender Price including non-refundable Harmonized Sales Tax (1.76%) |
|----------------|---------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------|
| PW-21-0042     | 3 <sup>rd</sup> Concession Road Paved Shoulders between Grant Street and Queen Street | \$ 120,000.00   | \$126,003.30                                                             |
| PW-21-0007     | General Sidewalk Maintenance                                                          | \$ 50,000.00    | \$ 54,721.44                                                             |
| HS-21-0003     | Colchester Cemetery Parking Lot                                                       | \$ 5,000.00     | \$ 3,052.80                                                              |
| CS-19-0101     | Colchester Park                                                                       | \$ 18,514.00    | \$ 6,868.80                                                              |
| CS-21-0092     | <b>Sadler's Park Hard</b> Surface Trails                                              | \$ 35,000.00    | \$16,485.12                                                              |
| CS-21-0071     | Hunter Park Hard                                                                      | \$ 15,000.00    | \$ 10,303.20                                                             |

|       |               |               |               |
|-------|---------------|---------------|---------------|
|       | Surface Trail |               |               |
| Total |               | \$ 243,514.00 | \$ 217,434.66 |

As shown in the table above, the 2021 capital budgets for PW-21-0042 and PW-21-0007 are not sufficient to complete these projects. It is recommended that the additional \$6,003.30 for PW-21-0042 be funded from Trails Reserve and that the additional \$4,721.44 for PW-21-0007 be funded from the Asset Management Lifecycle Reserve.

## Consultations

Jackson Tang, Assistant Manager, Business Services

Richard Beausoleil, Manager, Capital Works and Infrastructure

Jeffrey Morrison, Director, Corporate Services/Treasurer

Kate Giurissevich, Manager, Finance and Business Services

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

Doug Sweet, Director, Community Services/Deputy CAO

## Link to Strategic Priorities

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

## Report Approval Details

|                      |                                                                                                                |
|----------------------|----------------------------------------------------------------------------------------------------------------|
| Document Title:      | Results of Request for Tender - Concrete Sidewalk Construction - Capital Works and Infrastructure-2021-07.docx |
| Attachments:         |                                                                                                                |
| Final Approval Date: | May 11, 2021                                                                                                   |

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

A handwritten signature in black ink, appearing to read "Chris Nepszy". The signature is fluid and cursive, with a large initial "C" and a stylized "N".

**Chris Nepszy, Chief Administrative Officer - May 11, 2021 - 11:06 AM**



## Report to Council

Department: Infrastructure Services  
Division: Environmental Services  
Date: May 17, 2021  
Prepared by: Kevin Girard, P.Eng, MBA  
Director, Infrastructure Services  
Report Number: Environmental Services-2021-02  
Subject: Harrow Lagoons Sludge Removal – Cell No. 2  
Number of Pages: 3 (plus 2 appended)

### Recommendation(s)

**That** Environmental Services – 2021-02 entitled, “Harrow Lagoons Sludge Removal – Cell No. 2” **prepared by** Kevin Girard, Director of Infrastructure Services dated May 17, 2021 be received, and

**That** Council appoint Ontario Clean Water Agency (OCWA) to provide engineering, operational, and contract administration services to design, procure, and administer the Harrow Lagoons Sludge Removal project (SS-19-004 and SS-19-0013) in the amount of \$1,000,000 including non-refundable HST, in accordance with the completed request under Section 22 of the Town of Essex Procurement By-law 1043.

### Purpose

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

## Background and Discussion

Cell No. 2 in the Harrow Lagoon currently has excess of sludge. Accumulation of sludge in a facultative lagoon occurs slowly in every cell. As the wastewater moves through each cell, heavier material settles to the bottom of the lagoon and accumulates into sludge.

Accumulated sludge reduces the available volume in the cell and therefore reduces the treatment effectiveness of the lagoon process. This necessitates the infrequent but regular cleaning of the lagoon cells to ensure their efficient operation.

The Ontario Clean Water Agency (OCWA) has been the sole operating authority for all Town of Essex sewage and water treatment facilities since its inception as a Crown agency in the Province of Ontario over 20 years ago. They currently operate over 800 facilities across Ontario. As our provider, the Town of Essex has fostered a strong working relationship with OCWA, and has received value, exceptional service, and consistent support. Furthermore, OCWA has intimate knowledge of all the plants, facilities, and equipment as well as a full **depth understanding of the operations of the Town's facilities they have been managing for** over 20 years. That existing knowledge and expertise will allow OCWA to competently manage this project effectively and efficiently, both creating savings and ensuring the project timelines are met.

## Financial Impact

Included in the 2021 capital budget, \$1,000,000 was approved for projects SS-19-0004 and SS-19-0013 for the removal of sludge from Cell No. 2 at the Harrow Lagoons.

**OCWA's proposed fee for engineering, operational, and administrative services for the project is \$83,574.47 including applicable taxes. Further, OCWA's estimate for the contracted services to remove the sludge from Cell No. 2 is \$916,425.53 including applicable taxes for a total project cost of \$1,000,000. Therefore, the budget of \$1,000,000 included in the 2021 capital budget is sufficient to cover the expenses of this project.**

## Consultations

Jackson Tang, Assistant Manager, Business Services

Andy Graf, Manager, Environmental Services

Jeffrey Morrison, Director, Corporate Services/Treasurer

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

## Link to Strategic Priorities

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



## Report Approval Details

|                      |                                                                                 |
|----------------------|---------------------------------------------------------------------------------|
| Document Title:      | Harrow Lagoon Sludge Removal - Cell No. 2 - Environmental Services-2021-02.docx |
| Attachments:         | - Procurement Section 22 - Harrow Lagoon Sludge Removal.pdf                     |
| Final Approval Date: | May 11, 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 - May 11, 2021 - 11:01 AM**



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

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

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

### 1. REASON FOR REQUEST

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

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

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

Name of Professional Service: Ontario Clean Water Agency (OCWA)

Type of Professional Service (*select one*):

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

### 3. EXPLANATION OF REQUEST

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

The Ontario Clean Water Agency (OCWA) has been the sole operating authority for all Town of Essex sewage and water treatment facilities since its inception as a Crown agency in the Province of Ontario over 20 years ago. They currently operate over 800 facilities across Ontario. As our provider, the Town of Essex has fostered a strong working relationship with OCWA, and has received value, exceptional service, and consistent support. Furthermore, OCWA has intimate knowledge of all the plants, facilities, and equipment as well as a full depth understanding of the operations of the Town's facilities they have been managing for over 20 years. That existing knowledge and expertise will allow OCWA to competently manage this project effectively and efficiently, both creating savings and ensuring the project timelines are met.



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

**4. REQUESTING DEPARTMENT INFORMATION**

Name of Department Head: Kevin Girard

Department Name: Infrastructure Services

Date of Request: 17 May 2021

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

☐

**Request Approved**

☐

**Request Not Approved**

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

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

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



## Report to Council

Department: Development Services  
Division: Economic Development  
Date: May 17, 2021  
Prepared by: Nelson Silveira, Economic Development Officer  
Report Number: Economic Development-2021-06  
Subject: Building Report and Development Overview April 2021  
Number of Pages: 2 plus attachments

### Recommendation(s)

**That** Economic Development -2021-06 entitled Building Report and Development Overview April 2021 prepared by Nelson Silveira, Economic Development Officer dated May 17, 2021 be received for information.

### Purpose

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

### Background and Discussion

Please refer to attached Building Report and Development Overview.

## Link to Strategic Priorities

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

## Report Approval Details

|                      |                                                                                         |
|----------------------|-----------------------------------------------------------------------------------------|
| Document Title:      | Building Report and Development Overview April 2021 - Economic Development-2021-06.docx |
| Attachments:         | - Building 2021-04.pdf<br>- Development Overview - April 2021.pdf                       |
| Final Approval Date: | May 11, 2021                                                                            |

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



**Lori Chadwick, Director, Development Services - May 11, 2021 - 12:08 PM**



**Chris Nepszy, Chief Administrative Officer - May 11, 2021 - 2:25 PM**

Report Number: Building 2021-04  
Date: May 5, 2021  
Subject: April 2021 Building Report

Number of Permits and Construction Value

| Permit Type                                      | Permits Issued | Prior Months | Year Total | Cancelled<br>Permits | Monthly (Current)<br>Construction Value | Prior Months<br>Construction<br>Value | Less Cancelled<br>Construction<br>Values | Construction<br>Values as of April<br>2021 | Construction<br>Values as April<br>2020 |
|--------------------------------------------------|----------------|--------------|------------|----------------------|-----------------------------------------|---------------------------------------|------------------------------------------|--------------------------------------------|-----------------------------------------|
| Single Family Residence                          |                |              |            |                      |                                         |                                       |                                          |                                            |                                         |
| Ward 1                                           | 4              | 7            | 11         |                      | \$ 2,118,000.00                         | \$ 3,699,250.00                       | \$ -                                     | \$ 5,817,250.00                            | \$ 15,570,000.00                        |
| Ward 2                                           | 2              | 0            | 2          |                      | \$ 687,375.00                           | \$ -                                  | \$ -                                     | \$ 687,375.00                              | \$ -                                    |
| Ward 3                                           | 3              | 3            | 6          |                      | \$ 1,770,500.00                         | \$ 2,548,750.00                       | \$ -                                     | \$ 4,319,250.00                            | \$ 3,060,000.00                         |
| Ward 4                                           | 1              | 0            | 1          |                      | \$ 1,256,500.00                         | \$ -                                  | \$ -                                     | \$ 1,256,500.00                            | \$ -                                    |
| Multiple Residential                             | 0              | 0            | 0          |                      | \$ -                                    | \$ -                                  | \$ -                                     | \$ -                                       | \$ -                                    |
| Addition/Sunrooms                                | 7              | 2            | 9          |                      | \$ 874,500.00                           | \$ 180,000.00                         | \$ -                                     | \$ 1,054,500.00                            | \$ 297,650.00                           |
| Garages/Carports                                 | 1              | 8            | 9          |                      | \$ 120,000.00                           | \$ 347,500.00                         | \$ -                                     | \$ 467,500.00                              | \$ 188,102.00                           |
| Decks/Porches                                    | 3              | 2            | 5          |                      | \$ 26,300.00                            | \$ 34,000.00                          | \$ -                                     | \$ 60,300.00                               | \$ -                                    |
| Fences/Pools                                     | 9              | 14           | 23         |                      | \$ 131,300.00                           | \$ 532,800.00                         | \$ -                                     | \$ 664,100.00                              | \$ 197,000.00                           |
| Demolition                                       | 2              | 4            | 6          |                      | \$ 36,000.00                            | \$ 122,980.00                         | \$ -                                     | \$ 158,980.00                              | \$ 35,000.00                            |
| House Raising                                    | 0              | 0            | 0          |                      | \$ -                                    | \$ -                                  | \$ -                                     | \$ -                                       | \$ -                                    |
| Pole Barns                                       | 1              | 6            | 7          |                      | \$ 46,000.00                            | \$ 491,000.00                         | \$ -                                     | \$ 537,000.00                              | \$ 1,321,000.00                         |
| Commercial/Industrial                            | 0              | 0            | 0          |                      | \$ -                                    | \$ -                                  | \$ -                                     | \$ -                                       | \$ 1,302,400.00                         |
| Miscellaneous                                    | 4              | 1            | 5          |                      | \$ 30,860.00                            | \$ -                                  | \$ -                                     | \$ 30,860.00                               | \$ 15,000.00                            |
| Shed                                             | 5              | 8            | 13         |                      | \$ 163,000.00                           | \$ 162,660.00                         | \$ -                                     | \$ 325,660.00                              | \$ 35,000.00                            |
| Roof                                             | 1              | 1            | 2          |                      | \$ 56,700.00                            | \$ 21,000.00                          | \$ -                                     | \$ 77,700.00                               | \$ 10,000.00                            |
| Septic System                                    | 2              | 1            | 3          |                      | \$ 52,000.00                            | \$ 35,000.00                          | \$ -                                     | \$ 87,000.00                               | \$ 85,000.00                            |
| Sign                                             | 0              | 4            | 4          |                      | \$ -                                    | \$ 4,000.00                           | \$ -                                     | \$ 4,000.00                                | \$ 2,500.00                             |
| Green Houses/Winery                              | 0              | 0            | 0          |                      | \$ -                                    | \$ -                                  | \$ -                                     | \$ -                                       | \$ -                                    |
| Renovations                                      | 2              | 5            | 7          |                      | \$ 50,000.00                            | \$ 722,000.00                         | \$ -                                     | \$ 772,000.00                              | \$ 100,000.00                           |
| Additions/Renovation-Commercial/Industrial/Insti | 1              | 2            | 3          |                      | \$ 75,000.00                            | \$ 105,000.00                         | \$ -                                     | \$ 180,000.00                              | \$ 4,447,000.00                         |
| Plumbing only                                    | 0              | 0            | 0          |                      | \$ -                                    | \$ -                                  | \$ -                                     | \$ -                                       | \$ 30,000.00                            |
| Demolition Out Buildings                         | 0              | 0            | 0          |                      | \$ -                                    | \$ -                                  | \$ -                                     | \$ -                                       | \$ 5,000.00                             |
| Total Permits/Construction Value                 | 48             | 68           | 116        | 0                    | \$ 7,494,035.00                         | \$ 9,005,940.00                       | \$ -                                     | \$ 16,499,975.00                           | \$ 26,700,652.00                        |

|                     |               |                        |                |               |
|---------------------|---------------|------------------------|----------------|---------------|
| Permit Fee Totals   |               | Development Charges    | Monthly Totals | Year To Date  |
|                     |               | Charged - SFR          | \$ 67,672.00   | \$ 170,568.00 |
| Monthly Total       | \$ 59,846.10  | Charged - Com/Ind/Inst | \$ -           | \$ -          |
| Yearly Total        | \$ 104,882.83 | Waived - SFR           |                |               |
| Previous Year Total | \$ 159,327.46 | Waived - Com/Ind/Inst  |                |               |

Monthly Building Permit Totals

| Permit Categories                                        |  | January | February | March | April | May | June | July | August | September | October | November | December | Total | Cancelled | Year Total |     |
|----------------------------------------------------------|--|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-------|-----------|------------|-----|
|                                                          |  |         |          |       |       |     |      |      |        |           |         |          |          |       | Permits   |            |     |
| Single Family Residence                                  |  |         |          |       |       |     |      |      |        |           |         |          |          |       |           |            |     |
| Ward 1                                                   |  | 6       | 0        | 1     | 4     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 11        | 11         |     |
| Ward 2                                                   |  | 0       | 0        | 0     | 2     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 2         | 2          |     |
| Ward 3                                                   |  | 2       | 0        | 1     | 3     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 6         | 6          |     |
| Ward 4                                                   |  | 0       | 0        | 0     | 1     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 1         | 1          |     |
| Multiple Residential                                     |  | 0       | 0        | 0     | 0     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 0         | 0          |     |
| Addition/Sunrooms                                        |  | 0       | 1        | 1     | 7     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 9         | 9          |     |
| Garages/Carports                                         |  | 2       | 2        | 4     | 1     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 9         | 9          |     |
| Decks/Porches                                            |  | 0       | 0        | 2     | 3     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 5         | 5          |     |
| Fences/Pools                                             |  | 0       | 7        | 7     | 9     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 23        | 23         |     |
| Demolition                                               |  | 0       | 4        | 0     | 2     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 6         | 6          |     |
| House Raising                                            |  | 0       | 0        | 0     | 0     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 0         | 0          |     |
| Pole Barns                                               |  | 2       | 2        | 2     | 1     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 7         | 7          |     |
| Commercial/Industrial                                    |  | 0       | 0        | 0     | 0     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 0         | 0          |     |
| Miscellaneous                                            |  | 0       | 1        | 0     | 4     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 5         | 5          |     |
| Shed                                                     |  | 1       | 2        | 5     | 5     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 13        | 13         |     |
| Roof                                                     |  | 0       | 0        | 1     | 1     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 2         | 2          |     |
| Septic System                                            |  | 0       | 1        | 0     | 2     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 3         | 3          |     |
| Sign                                                     |  | 1       | 3        | 0     | 0     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 4         | 4          |     |
| Green Houses/Winery                                      |  | 0       | 0        | 0     | 0     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 0         | 0          |     |
| Renovations                                              |  | 2       | 2        | 1     | 2     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 7         | 7          |     |
| Additions/Renovation-Commercial/Industrial/Institutional |  | 0       | 1        | 1     | 1     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 3         | 3          |     |
| Plumbing only                                            |  | 0       | 0        | 0     | 0     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 0         | 0          |     |
| Demolition Out Buildings                                 |  | 0       | 0        | 0     | 0     | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 0         | 0          |     |
| Total                                                    |  | 16      | 26       | 26    | 48    | 0   | 0    | 0    | 0      | 0         | 0       | 0        | 0        | 0     | 116       | 0          | 116 |



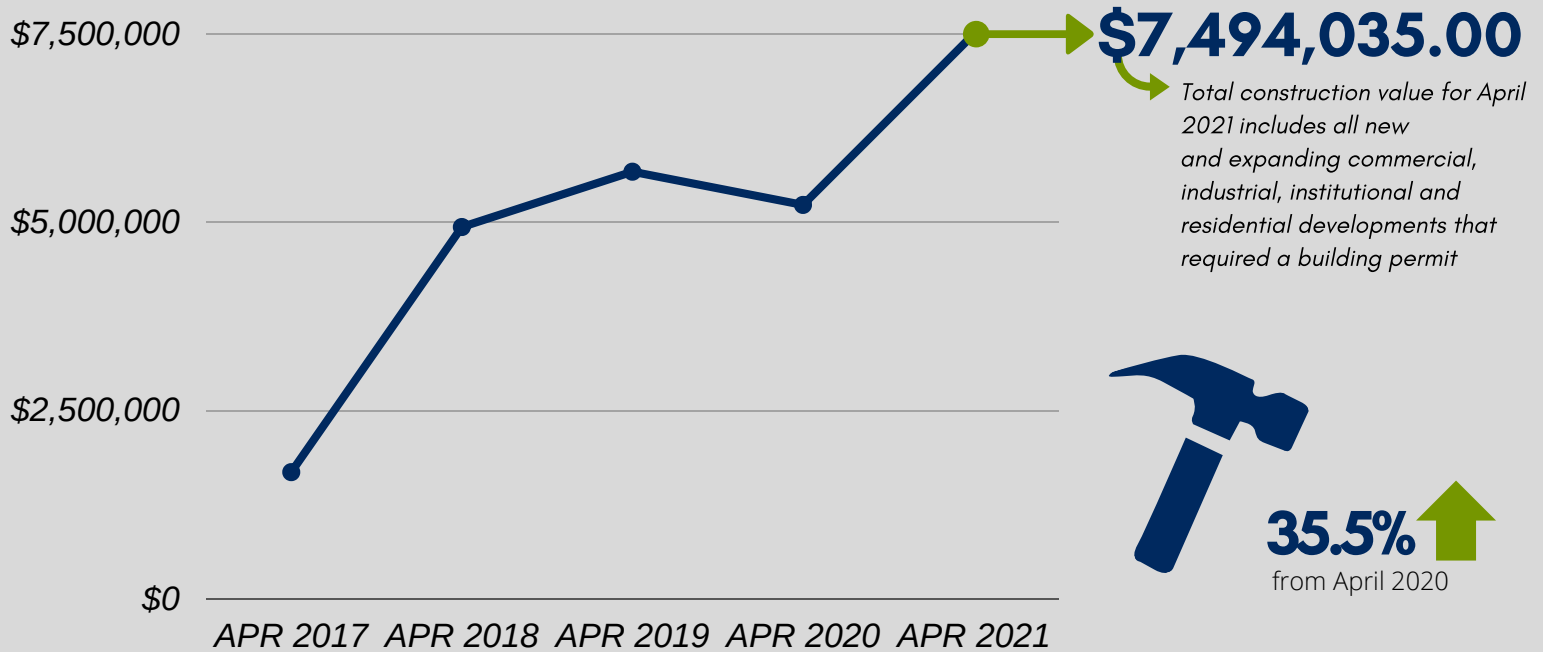
Monthly Permit Fee Totals

| Permit Categories                                        |              |             |              |              |      |      |      |        |           |         |          |          | Cancelled     |         |               |
|----------------------------------------------------------|--------------|-------------|--------------|--------------|------|------|------|--------|-----------|---------|----------|----------|---------------|---------|---------------|
|                                                          | January      | February    | March        | April        | May  | June | July | August | September | October | November | December | Total         | Permits | Year Total    |
| Single Family Residence                                  | \$ 26,462.60 | \$ -        | \$ 3,304.50  | \$ 31,124.15 | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 60,891.25  | \$ -    | \$ 60,891.25  |
| Single Family Residence-Plumbing                         | \$ 4,950.00  | \$ -        | \$ 750.00    | \$ 6,000.00  | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 11,700.00  | \$ -    | \$ 11,700.00  |
| Single Family Residence-Septic                           | \$ 700.00    | \$ -        | \$ -         | \$ 1,400.00  | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 2,100.00   | \$ -    | \$ 2,100.00   |
| Multiple Residential                                     | \$ -         | \$ -        | \$ -         | \$ -         | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ -          | \$ -    | \$ -          |
| Additions/Sunrooms                                       | \$ -         | \$ 360.00   | \$ 489.60    | \$ 4,457.70  | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 5,307.30   | \$ -    | \$ 5,307.30   |
| Garages/Carports                                         | \$ 228.50    | \$ 244.00   | \$ 1,236.00  | \$ 1,537.00  | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 3,245.50   | \$ -    | \$ 3,245.50   |
| Decks/Porches                                            | \$ -         | \$ -        | \$ 268.00    | \$ 458.00    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 726.00     | \$ -    | \$ 726.00     |
| Fences/Pools                                             | \$ -         | \$ 943.00   | \$ 640.00    | \$ 760.00    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 2,343.00   | \$ -    | \$ 2,343.00   |
| Demolition                                               | \$ -         | \$ 2,394.10 | \$ -         | \$ 842.50    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 3,236.60   | \$ -    | \$ 3,236.60   |
| House Raising                                            | \$ -         | \$ -        | \$ -         | \$ -         | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ -          | \$ -    | \$ -          |
| Pole Barns                                               | \$ 1,504.00  | \$ 1,014.00 | \$ 1,280.00  | \$ 368.00    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 4,166.00   | \$ -    | \$ 4,166.00   |
| Commercial/Industrial                                    | \$ -         | \$ -        | \$ -         | \$ -         | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ -          | \$ -    | \$ -          |
| Miscellaneous                                            | \$ -         | \$ 300.00   | \$ -         | \$ 450.00    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 750.00     | \$ -    | \$ 750.00     |
| Shed                                                     | \$ 100.00    | \$ 247.50   | \$ 588.00    | \$ 671.95    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 1,607.45   | \$ -    | \$ 1,607.45   |
| Roof                                                     | \$ -         | \$ -        | \$ 100.00    | \$ 100.00    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 200.00     | \$ -    | \$ 200.00     |
| Septic System                                            | \$ -         | \$ -        | \$ -         | \$ 1,400.00  | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 1,400.00   | \$ -    | \$ 1,400.00   |
| Sign                                                     | \$ 100.00    | \$ 75.00    | \$ -         | \$ -         | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 175.00     | \$ -    | \$ 175.00     |
| Green Houses/Winery                                      | \$ -         | \$ -        | \$ -         | \$ -         | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ -          | \$ -    | \$ -          |
| Renovations                                              | \$ 1,250.64  | \$ 1,542.25 | \$ 2,053.96  | \$ 842.52    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 5,689.37   | \$ -    | \$ 5,689.37   |
| Additions/Renovation-Commercial/Industrial/Institutional | \$ -         | \$ 361.08   | \$ 550.00    | \$ 434.28    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 1,345.36   | \$ -    | \$ 1,345.36   |
| Plumbing only                                            | \$ -         | \$ -        | \$ -         | \$ -         | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ -          | \$ -    | \$ -          |
| Demolition Out Buildings                                 | \$ -         | \$ -        | \$ -         | \$ -         | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ -          | \$ -    | \$ -          |
| Total                                                    | \$ 35,295.74 | \$ 7,480.93 | \$ 11,260.06 | \$ 50,846.10 | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 104,882.83 | \$ -    | \$ 104,882.83 |

Monthly Construction Value Total

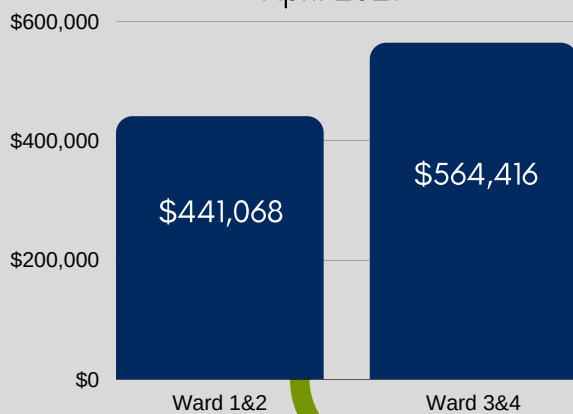
| Permit Categories                                        | January         | February        | March           | April           | May  | June | July | August | September | October | November | December | Total            | Cancelled<br>Permits | Year Total       |
|----------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|------|------|------|--------|-----------|---------|----------|----------|------------------|----------------------|------------------|
| Single Family Residence                                  |                 |                 |                 |                 |      |      |      |        |           |         |          |          |                  |                      |                  |
| Ward 1                                                   | \$ 3,499,250.00 | \$ -            | \$ 200,000.00   | \$ 2,118,000.00 | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 5,817,250.00  | \$ -                 | \$ 5,817,250.00  |
| Ward 2                                                   | \$ -            | \$ -            | \$ -            | \$ 687,375.00   | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 687,375.00    | \$ -                 | \$ 687,375.00    |
| Ward 3                                                   | \$ 1,764,750.00 | \$ -            | \$ 784,000.00   | \$ 1,770,500.00 | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 4,319,250.00  | \$ -                 | \$ 4,319,250.00  |
| Ward 4                                                   | \$ -            | \$ -            | \$ -            | \$ 1,256,500.00 | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 1,256,500.00  | \$ -                 | \$ 1,256,500.00  |
| Multiple Residential                                     | \$ -            | \$ -            | \$ -            | \$ -            | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ -             | \$ -                 | \$ -             |
| Additions/Sunrooms                                       | \$ -            | \$ 130,000.00   | \$ 50,000.00    | \$ 874,500.00   | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 1,054,500.00  | \$ -                 | \$ 1,054,500.00  |
| Garages/Carports                                         | \$ 125,000.00   | \$ 47,500.00    | \$ 175,000.00   | \$ 120,000.00   | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 467,500.00    | \$ -                 | \$ 467,500.00    |
| Decks/Porches                                            | \$ -            | \$ -            | \$ 34,000.00    | \$ 26,300.00    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 60,300.00     | \$ -                 | \$ 60,300.00     |
| Fences/Pools                                             | \$ -            | \$ 340,000.00   | \$ 192,800.00   | \$ 131,300.00   | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 664,100.00    | \$ -                 | \$ 664,100.00    |
| Demolition                                               | \$ -            | \$ 122,980.00   | \$ -            | \$ 36,000.00    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 158,980.00    | \$ -                 | \$ 158,980.00    |
| House Raising                                            | \$ -            | \$ -            | \$ -            | \$ -            | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ -             | \$ -                 | \$ -             |
| Pole Barns                                               | \$ 188,000.00   | \$ 143,000.00   | \$ 160,000.00   | \$ 46,000.00    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 537,000.00    | \$ -                 | \$ 537,000.00    |
| Commercial/Industrial                                    | \$ -            | \$ -            | \$ -            | \$ -            | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ -             | \$ -                 | \$ -             |
| Miscellaneous                                            | \$ -            | \$ -            | \$ -            | \$ 30,860.00    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 30,860.00     | \$ -                 | \$ 30,860.00     |
| Shed                                                     | \$ 9,700.00     | \$ 55,160.00    | \$ 97,800.00    | \$ 163,000.00   | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 325,660.00    | \$ -                 | \$ 325,660.00    |
| Roof                                                     | \$ -            | \$ -            | \$ 21,000.00    | \$ 56,700.00    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 77,700.00     | \$ -                 | \$ 77,700.00     |
| Septic System                                            | \$ -            | \$ 35,000.00    | \$ -            | \$ 52,000.00    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 87,000.00     | \$ -                 | \$ 87,000.00     |
| Sign                                                     | \$ 1,000.00     | \$ 3,000.00     | \$ -            | \$ -            | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 4,000.00      | \$ -                 | \$ 4,000.00      |
| Green Houses/Winery                                      | \$ -            | \$ -            | \$ -            | \$ -            | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ -             | \$ -                 | \$ -             |
| Renovations                                              | \$ 191,000.00   | \$ 100,000.00   | \$ 431,000.00   | \$ 50,000.00    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 772,000.00    | \$ -                 | \$ 772,000.00    |
| Additions/Renovation-Commercial/Industrial/Institutional | \$ -            | \$ 50,000.00    | \$ 55,000.00    | \$ 75,000.00    | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 180,000.00    | \$ -                 | \$ 180,000.00    |
| Plumbing only                                            | \$ -            | \$ -            | \$ -            | \$ -            | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ -             | \$ -                 | \$ -             |
| Demolition Out Buildings                                 | \$ -            | \$ -            | \$ -            | \$ -            | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ -             | \$ -                 | \$ -             |
| Total                                                    | \$ 5,778,700.00 | \$ 1,026,640.00 | \$ 2,200,600.00 | \$ 7,494,035.00 | \$ - | \$ - | \$ - | \$ -   | \$ -      | \$ -    | \$ -     | \$ -     | \$ 16,499,975.00 | \$ -                 | \$ 16,499,975.00 |

## Total Yearly Construction Value

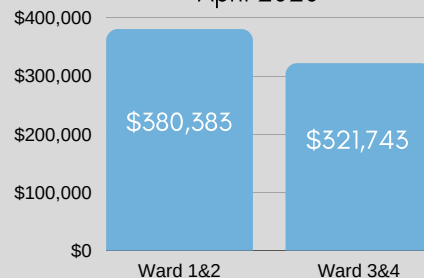


## Real Estate

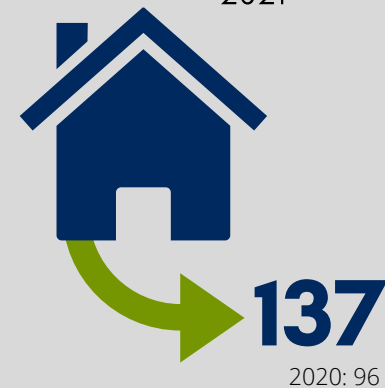
### Average Sale Price April 2021



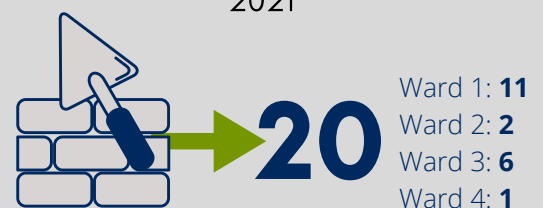
### Average Sale Price April 2020



### Total Single Family Dwellings Sold 2021



### Total Single Family Home Permits 2021





## Report to Council

Department: Office of the CAO

Division: Legal and Legislative Services

Date: May 3, 2021

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

Report Number: Legal and Legislative Services-2021-07

Subject: Appointment of Court of Revision Member for the Charles Shepley Drain, Town of Amherstburg (initiating Municipality)

Number of Pages: 3

### Recommendation(s)

**That** Kirk Carter, member of the Drainage Board, be selected and appointed to sit as the third member of the Court of Revision for the Charles Shepley Drain, Town of Amherstburg (initiating Municipality) and Town of Essex (neighbouring Municipality), County of Essex, Project No. 2019-1021 as per the report prepared by Mike Gerrits, Professional Engineer, R. Dobbin Engineering Inc. dated January 18, 2021 and including amendments for June 1, 2021 (**hereinafter the "Report"**), **such Court of Revision to be scheduled** for 6:00 pm on June 1, 2021, in the Town of Amherstburg.

### Purpose

A Court of Revision is required in accordance with Section 46 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010 (**hereinafter the "Drainage Act"**).

According to Section 97 (3) of the Drainage Act, where lands assessed for the drainage works extend from the initiating municipality into a neighboring municipality, the court of revision shall consist of two members appointed by the council of the initiating municipality, of whom one shall be chair and one member appointed by the council of each of the neighbouring municipalities and the court shall hear and rule on appeals as if the entire area affected by the drainage works were in one municipality.

As it pertains to the drainage works identified in this Report, the Town of Essex is the neighbouring municipality and the Town of Amherstburg is the initiating municipality. As such the Town of Essex shall appoint one member to the Court of Revision and the Town of Amherstburg shall appoint two members to the Court of Revision.

## **Background and Discussion**

R. Dobbin Engineering Inc. was instructed by the Town of Amherstburg to prepare a report for the above Charles Shepley Drain, pursuant to Section 78 of the Drainage Act.

On January 18, 2021, the Report was prepared by R. Dobbin Engineering Inc. to provide the details, estimates and assessments therein.

A Consideration Meeting for this Report was held on March 2, 2021 at which time Amherstburg Town Council resolved to receive and accept said Report and further direct its Administration to prepare a provisional by-law for adoption by Amherstburg Town Council and to proceed to a Court of Revision. A Court of Revision meeting was held on April 6, 2021 and due to some issues brought up at the meeting, the engineer was instructed to review and make some amendments. This meeting being scheduled is a second sitting of the Court.

### **Appointment of Court of Revision Members:**

Accordingly, it is recommended that Kirk Carter be selected and appointed to sit as the third member of the Charles Shepley Drain Court of Revision (with the other two members

appointed by the Town of Amherstburg), such Court of Revision to be scheduled for June 1, 2021 at 6:00 pm. In the Town of Amherstburg.

The Court of Revision is the next step in the process in accordance with Section 46 of the Drainage Act, R.S.O. 1990, Chapter D. 17, as amended 2010.

## Financial Impact

There is no financial impact.

## Consultations

Drainage Department

## Link to Strategic Priorities

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

## Report Approval Details

|                      |                                                                                       |
|----------------------|---------------------------------------------------------------------------------------|
| Document Title:      | Charles Shepley Drain - Legal and Legislative Services-2021-07.docx                   |
| Attachments:         | - 2019-1021 Charles Shepley Drain Report With Area Roll Numbers (January 18 2021).pdf |
| Final Approval Date: | May 11, 2021                                                                          |

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

**No Signature found**

**Lindsay Dean, Drainage Superintendent - May 11, 2021 - 9:40 AM**

A handwritten signature in black ink, appearing to be 'Lindsay Dean', with a long horizontal stroke extending to the right.

**Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk - May 11, 2021 - 4:27 PM**

A handwritten signature in black ink, appearing to be 'Chris Nepszy', with a stylized 'N' and a period at the end.

**Chris Nepszy, Chief Administrative Officer - May 11, 2021 - 4:29 PM**



January 18, 2021

The Mayor and Council  
Town of Amherstburg  
271 Sandwich Street South  
Amherstburg, Ontario  
N9V 2A5

Gentlemen and Mesdames:

**Re: Charles Shepley Drain**

As instructed, we have undertaken an examination of the Charles Shepley Main Drain and Charles Shepley Branch Drain with regards to an investigation of existing culverts and drain maintenance schedules.

Authorization under the Drainage Act

This Engineers Report has been prepared under Section 78 of the Drainage Act as per the request of an affected landowner.

Section 78 of the Drainage Act states that, where, for the better use, maintenance or repair of any drainage works constructed under a bylaw passed under this Act, or of lands or roads, it is considered expedient to change the course of the drainage works, or to make a new outlet for the whole or any part of the drainage works, or to construct a tile drain under the bed of the whole or any part of the drainage works as ancillary thereto, or to construct, reconstruct or extend embankments, walls, dykes, dams, reservoirs, bridges, pumping stations, or other protective works as ancillary to the drainage works, or to otherwise improve, extend to an outlet or alter the drainage works or to cover the whole or any part of it, or to consolidate two or more drainage works, the Council whose duty it is to maintain and repair the drainage works or any part thereof may, without a petition required under Section 4 but on the report of an Engineer appointed by it, undertake and complete the drainage works as set forth in such report.

#### Existing Drainage – Charles Shepley Main Drain

Two reports have been authored on the Charles Shepley Main Drain. The first report was by W. Settingington and was dated June 1968. The second report was prepared by M. Armstrong and was dated July 1980.

The existing drainage works consists of approximately 3,786 metres of open channel that outlets into the Long Marsh Drain in Lot 100, Concession 9. The drain extends approximately 1,813 m from the outlet in a southerly direction along the west side of Smith Road until the south side of Malden Colchester South Townline (Concession Road 4). The drain then extends approximately 1,890m in a westerly direction until the east side of Malden Colchester Townline (Concession Road 7) where it then extends approximately 72 m in a southerly direction until the northern limit of the lands identified with the Land Identification Number 19 in Part of Lot 1 Concession 3, Town of Essex.

The existing drain reports identified the following culverts.

Culvert 2– The culvert is located at Station 0+450 on the plan. The culvert provides access to the lands identified with the Land Identification Number 2 (Pt of Lot 101 Concession 9, Town of Amherstburg).

Culvert 3– The culvert is located at Station 1+153 on the plan. The culvert provides access to the lands identified with the Land Identification Number 6 (Pt of Lot 102 Concession 9, Town of Amherstburg).

Culvert 4– The culvert is located at Station 1+236 on the plan. The culvert provides access to the lands identified with the Land Identification Number 8 (Pt of Lot 102 Concession 9, Town of Amherstburg).

Culvert 5– The culvert is located at Station 1+813 on the plan. The culvert is a Malden Colchester South Townline centreline road culvert. The 1980 report identifies a bridge at this location.

Culvert 6 - The culvert is located at Station 2+751 on the plan. The culvert provides access to the lands identified with the Land Identification Number 22 (Pt of Lot 2 Concession 3, Town of Essex).

Culvert 7 - The culvert is located at Station 3+025 on the plan. The culvert provides access to the lands identified with the Land Identification Number 21 (Pt of Lot 1 Concession 3, Town of Essex).

There are two culverts on this drain that are not identified in either of the drain reports.

Culvert 1- The culvert is located at Station 0+135 on the plan. The culvert provides access to the lands identified with the Land Identification Number 1 (Pt of Lot 100 Concession 9, Town of Amherstburg).

Pedestrian Culvert (3+389) – The pedestrian culvert is located at Station 3+389 on the plan. The culvert provides access to the lands identified with the Land Identification Number 20 (Pt of Lot 1 Concession 3, Town of Essex).

The land identified with the Land Identification Number 8 does not currently have an access across the Charles Shepley Main Drain. The property is accessed from Concession Road 9 and a culvert on the Charles Shepley Branch Drain.

The lands identified with the Land Identification Numbers 3 and 4 do not have an access across the Charles Shepley Main Drain and utilize Culvert 2 to access their lands.

The lands identified with the Land Identification Numbers 24, 26 and 30 not have an access across the Charles Shepley Main Drain. The properties are accessed from Concession Road 3.

#### Existing Drainage – Charles Shepley Branch Drain

Two reports have been authored on the Charles Shepley Branch Drain. The first report was by W. Settingington and was dated June 1969. The second report was prepared by M. Armstrong and was dated July 1980.

The existing drainage works consists of approximately 990 metres of open channel that is located in the Town of Amherstburg and outlets into the Charles Shepley Main Drain at the easterly limit of Lot 102, Concession 9. The drain extends in a westerly direction along the north limit of the South ½ of Lot 102, Concession 9 for approximately 675 m after which it extends southerly for 315 m to the north limit of Lot 103, Concession 9.

The 1980 report identified one access culvert on the Charles Shepley Branch Drain at Station 4+832. The culvert was removed prior to this report.

There are three crossings on this drain that are not identified in the drain report.

Culvert 8 – The culvert is located at Station 4+385 on the plan. The culvert provides access between the land identified with the Land Identification Number 8 (Pt of the South ½ of Lot 102 Concession 8) and the land identified with the Land Identification Number 5 (Pt of the North ½ of Lot 102 Concession 8). Both lands are currently owned by the same landowner. The culvert does not front onto a Municipal road.

Farm Access Culvert (4+684) – The culvert is located at Station 4+684 on the plan. The culvert provides access across the Charles Shepley Branch Drain for the land identified with the Land Identification Number 7 (Part of Lot 100 Concession 9, Town of Amherstburg).

Culvert 9 – The culvert is located at Station 4+983 on the plan. The culvert provides access across the Charles Shepley Branch Drain for the land identified with the Land Identification Number 7 (Pt of Lot 100 Concession 9, Town of Amherstburg).

The drain has accumulated sediment throughout and the field tiles are located at the bottom of the channel at the top of the sediment. The existing culverts were not installed to the design grade line.

#### Drain Classification

The Charles Shepley Main Drain and the Charles Shepley Branch Drain are classified as a Class “F” drain. These classifications are according to the Ontario Ministry of Agriculture, Food and Rural Affairs’ Agricultural Information Atlas.

Class “F” drains are intermittent or ephemeral (dry for more than two consecutive months). Authorization is not required if work is done in the dry.

The proposed work will have very little effect on the drainage works if carried out during low flows in the channel. The work area is to be maintained in a dry condition during construction by the Contractor.

The Essex Region Conservation Authority (ERCA) reviewed and approved the project via email correspondence. A copy of the approvals (November 25, 2020 email) has been included in Appendix A.

The Department of Fisheries and Oceans Canada reviewed and approved the project. A copy of the Department of Fisheries and Oceans Canada Letter of Advice dated December 21, 2020 has been included in Appendix A.

#### Onsite Meeting and Landowner Correspondence

An onsite meeting was held on March 7, 2019 at #10596 Smith Road. The following attended the meeting.

Shane McVitty – The Corporation of the Town of Amherstburg  
Josh Warner – R. Dobbin Engineering  
Mike Gerrits – R. Dobbin Engineering  
Alen Beetham – Landowner  
Janet Labrecque – Landowner  
Chris Beaune – Landowner

A brief summary of the meeting is listed below:

- The Corporation of the Town of Amherstburg received a request for a bridge repair on the Charles Shepley Drain from M. & A. Beetham (Landowner Identification Number 1) whom own Part of Lot 100, Concession 9. Upon investigation it was noted the bridge was not part of a report and as such a report was required.
- ERCA has forwarded comments. The design will need to maintain flood elevations up to and including the 100-year storm event. It will also need to account for ice damming. A 2400 mm concrete box culvert was recently installed upstream of the crossing.
- Maintenance schedule updates will also be included in the new report.
- C. Beaune (Identification Number 4) cannot safely back vehicles and equipment across the Charles Shepley Main Drain. C. Beaune feels the Smith Road is too narrow and has requested a larger culvert. R. Dobbin Engineering Inc. will review the entrance and determine if the road width affects turning movements.
- R. Dobbin Engineering Inc. inspected the Beaune access and note the road width was approximately 7 m with narrow shoulders. It was clear the landowner utilized the entire road platform plus the road embankment to back equipment and vehicles across the Charles Shepley Main Drain.

Prior to issuing this report, R. Dobbin Engineering Inc. contacted the following landowners to discuss the drain grades and culverts.

A. Beetham – The Beetham's own the lands identified by the Landowner Identification Numbers 1,2, 3 and 4. The four properties are serviced by two access culverts. A. Beetham requested Culvert 1 be relocated from Station 0+153 to the southern limit of the property at Station 0+258. The landowner did not want culverts installed to each property nor did he want future replacement specifications incorporated into this report.

C. Beaune – C. Beaune requested the access to his land have a minimum top width equal to the existing culvert plus 1.83m (6 feet). The landowner is aware the costs to lengthen the culvert will be assessed as a benefit to his lands.

J. Grondin (Identification Number 26) – J. Grondin contacted R. Dobbin Engineering Inc. to discuss the Charles Shepley Branch Drain. J. Grondin feels Culvert 8 is an obstruction and needs to be removed or lowered at the landowner's expense. J. Grondin also mentioned the tiles are at the bottom of the channel and do not have a sufficient outlet. M. Gerrits of R. Dobbin Engineering Inc. informed J. Grondin a survey of the drain would be completed and determined if the culvert is an obstruction. The status and condition of the culvert will also be looked into. J. Grondin can access his lands identified with the Land Identification Number 7 (Part of Lot 100 Concession 9, Town of Amherstburg) without crossing over the drain and has informed R. Dobbin Engineering Inc. that he does not require Culvert 9. Culvert 9 has been included in this report for future replacement if there is a change in ownership of the adjacent lands or if the landowner requests the culvert be installed.

F. Miller (Identification Number 20) – F. Miller of Miller Cattle and Grain Ltd. confirmed he would like the pedestrian crossing at Station 3+389 removed and a new access installed at Station 3+786. The landowner requested the ditch be filled in as a culvert was not required. R. Dobbin Engineering Inc. reviewed the crossing and determined the ditch could be filled in to provide the landowner with an access across the Charles Shepley Main Drain.

Bonnefield Farmland Ontario (Identification Numbers 5 & 8) – Bonnefield Farmland Ontario confirmed they wanted to keep the access across the Charles Shepley Branch Drain at Station 4+385 (Culvert 8). The culvert is perched and will be replaced in the future under maintenance.

### Design

The proposed residential access culverts will be sized to convey a minimum 2-year design storm. The Municipal road culvert will be designed to convey a minimum 25-year design storm. In order to meet the ERCA requirements the proposed culvert diameters and flow rates will not be reduced.

R Dobbin Engineering Inc. has reviewed the C. Beaune access culvert, Culvert 3, with respect to the Smith Road width, road side ditching and the proximity of the Charles Shepley Main Drain. Smith Road has a 7.0 m paved width with minimal shoulders. When considering the cross section of Smith Road, R Dobbin Engineering Inc. feels the minimum top width for accesses that front onto Municipal Roads should be increased from the standard 6.0 m to 8.5 m to provide safe access to the property. The minimum top width for accesses that do not front onto a Municipal road allowances will remain 6.0 m.

### Discussion

Culvert (Station 0+153) – The culvert located on the Charles Shepley Main Drain in Pt. of the Lot 100, Concession 9 (Land Identification Number 1) consists of 7.0 m of a 2000 mm dia. CSP with concrete bag headwalls and is located at Station 0+135. The pipe is in very poor condition. The pipe is to be replaced under this report with 10.5 m of 2200 mm dia. CSP culvert to account for the minimum top width of 8.5 m with concrete block end walls. The landowner has requested the access be moved to the southerly limit of his farm at Station 0+258.

Culvert 2 – The culvert located on the Charles Shepley Main Drain in Pt. of the Lot 101, Concession 9 (Land Identification Number 2) consists of 7.0 m of a 2400 mm X 2400 mm concrete box culvert. The culvert immediately upstream is a 1600 mm dia. CSP and the culvert downstream is a 2000mm dia. CSP. The concrete box culvert is in good condition. In the future, the culvert will be replaced with a 2400 mm X 2400 mm concrete box culvert of similar length unless the approval authorities permit an equivalent CSPA or a smaller 2200 mm dia. CSP since the flows are governed by both the upstream and downstream culverts. The replacement culvert can be lengthened to 10.5 m to account for the minimum top width of 8.5 m with concrete block end walls.

Culvert 3 – The culvert located on the Charles Shepley Main Drain in Pt. of the Lot 102, Concession 9 (Land Identification Number 6) consists of 8.0 m of a 1200 mm CSP with concrete bag headwalls. The pipe is in very poor condition. The pipe is to be replaced under this report with 12 m of 1600 mm dia. CSP culvert to account for the minimum top width of 8.5 m with concrete block end walls.

Culvert 4 – The culvert located on the Charles Shepley Main Drain in Pt. of the Lot 102, Concession 9 (Land Identification Number 8) consists of 6.0 m of a 1200 mm CSP with concrete bag headwalls. The pipe is in poor condition. In the future the pipe shall be replaced with 10.5 m of 1600 mm dia. CSP culvert to account for the minimum top width of 8.5 m with concrete block end walls.

Culvert 5 – The culvert is located on the Charles Shepley Main Drain in the Malden Colchester South Townline road Allowances and consists of 28 m of a 2200 mm CSP with rip rap end protection. The pipe is in good condition. In the future the culvert shall be replaced with 28.0 m of 2200 mm dia. CSP with rip rap end protection.

Culvert 6 – The culvert is located on the Charles Shepley Main Drain in Pt. of the Lot 2, Concession 3 (Land Identification Number 22) consists of 18.0 m of a 1200 mm concrete pipe with rip rap end walls. The pipe is in good condition. In the future the pipe shall be replaced with 18.0 m of 1400 mm dia. CSP culvert to account for the minimum top width of 8.5 m, 5.0 m lawn enclosure with rip rap end protection.

Culvert 7 – The culvert is located on the Charles Shepley Main Drain in Pt. of the Lot 1, Concession 3 (Land Identification Number 21) consists of 8.0 m of a 900 mm CSP pipe with rip rap end walls. The pipe is in good condition. In the future the pipe shall be replaced with 103.0 m of 1000 mm dia. CSP culvert to account for the minimum top width of 8.5 m with concrete block end walls.

Culvert 8 – The culvert is located on the Charles Shepley Branch Drain in Pt. of the South ½ of Lot 102 Concession 8 (Land Identification Number 8) is 10.0 m in length and consists of a CSP culvert with 760 mm dia. High Density Polyethylene (HDPE) culvert extensions. The culvert is in poor condition and is perched. In the future the pipe shall be replaced with 10.5 m of 750 mm dia. HDPE culvert to account for the minimum top width of 6.0 m with rip rap end protection.



Culvert 9 – The culvert is located on the Charles Shepley Branch Drain in Pt. of Lot 100 Concession 9 (Land Identification Number 7) consists of 6.0 m of a 400 mm CSP pipe. In the future the pipe shall be replaced with 10.0 m of 450 mm dia. HDPE pipe culvert to account for the minimum top width of 6.0 m with rip rap end protection.

Farm Access (Station 3+389) – The culvert is located on the Charles Shepley Main Drain in Pt. of the Lot 1, Concession 3 (Land Identification Number 20) consists of 2.0 m of a 900 mm CSP culvert with concrete bag headwalls. The pipe is very short and will be removed under this report and the affected lands will be accessed by a new access at Station 3+786. The new access is at the top end of the drain and will included filling in the existing ditch since a culvert is not required. No subsurface drainage was observed during the survey. Once the access is constructed the portion of the drain between Station 3+780 and 3+810 shall be abandoned as it is not longer required.

Farm Access (4+684) – The culvert is located on the Charles Shepley Branch Drain at Station 4+684 on the plan. The culvert provides access across the drain for the land identified with the Land Identification Number 7 (Part of Lot 100 Concession 9, Town of Amherstburg). The culvert is considered a secondary culvert and will be removed from the drain when maintenance is competed on the drain by the Landowner or the Contractor retained to complete maintenance.

### Recommendations

It is therefore recommended that the following work be carried out:

1. Remove the culvert at Station 0+135 and restore the crossing to its design cross section complete with the placement of topsoil and seed on all disturbed areas including the bank.
2. Install a new access culvert, Culvert 1 in Pt. of the Lot 100, Concession 9 (Land Identification Number 1) with 10.5 m of 2200 mm dia. corrugated steel pipe culvert with concrete block end walls.
3. Remove and replace Culvert 3 in Pt. of the Lot 102, Concession 9 (Land Identification Number 6) with 12 m of 1600 mm dia. corrugated steel pipe culvert concrete block end walls.
4. Remove the culvert at Station 3+389 and restore the crossing to its design cross section complete with the placement of topsoil and seed on all disturbed areas including the bank.

5. Construct a new access at Station 3+786 by filling in the ditch. A culvert is not required at this location. Once the access is constructed the portion of the drain between Station 3+780 and 3+810 shall be abandoned as it is not longer required.

#### Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying Specification of Work and the profile, which form part of this Report. There has been prepared an Estimate of Cost in the amount of \$73,336.00, including the cost of engineering. A plan has been prepared showing the location of the work and the approximate drainage area.

#### Assessment

As per Section 21 of the Drainage Act, the Engineer in his report shall assess for benefit and outlet for each parcel of land and road liable for assessment.

Lands, roads, buildings, utilities, or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance, or repair of a drainage works may be assessed for benefit. (Section 22)

Lands and roads that use a drainage works as an outlet, or for which, when the drainage works is constructed or improved, an improved outlet is provided either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse may be assessed for outlet. The assessment for outlet shall be based on the volume and rate of flow of the water artificially caused to flow into the drainage works from the lands and roads liable for such assessments. (Section 23)

The Engineer may assess for special benefit any lands for which special benefits have been provided by the drainage works. (Section 24)

A Schedule of Assessment for lands and roads affected by the work and therefore liable for the cost thereof has been prepared as per the Drainage Act. Any affected public utility or road authority shall be assessed, as per Section 26 of the Drainage Act, any increased costs for the removal or relocation of any of its facilities and plant that may be necessitated by construction or future maintenance and repair work. The cost of any fees for permits or approvals or any extra work required by any affected utility or road authority shall be assessed to that organization requiring the permit, approval, or extra

work. Items to be assessed under Section 26 shall be tendered separately with the actual cost plus a portion of the engineering (25% of the cost).

1. Culvert 1 has been assessed with 41% of the cost applied as benefit assessment to the landowner of the property and the remainder of the cost assessed as an outlet assessment on upstream lands and roads based on equivalent hectares.
2. Culvert 3 has been assessed with 8.5 metres of the culvert and concrete block end walls assessed with 51% of the cost applied as benefit assessment to the landowner of the property and the remainder of the cost assessed as an outlet assessment on upstream lands and roads based on equivalent hectares. The remainder of the costs has been assessed as a benefit assessment to the landowner of the property for the additional length of culvert beyond the 8.5 m standard access top width.
3. Farm Access (Station 3+786) has been assessed with 9.5 metres of the ditch infilling and end protection assessed with 62% of the cost applied as benefit assessment to the landowner of the property and the remainder of the cost assessed as an outlet assessment on upstream lands and roads based on equivalent hectares. The remainder of the ditch that is filled in has been assessed as a benefit assessment to the landowner of the property for the additional length of infilling beyond the 8.5 m standard access top width.
4. Future culvert replacement engineering costs have generally been assessed as follows:

| Description | Benefit Assessment<br>Landowner(s) | Outlet<br>Assessment |
|-------------|------------------------------------|----------------------|
| Culvert 2   | 41%                                | 59%                  |
| Culvert 4   | 51%                                | 49%                  |
| Culvert 5   | 100%                               |                      |
| Culvert 6   | 58%                                | 42%                  |
| Culvert 7   | 62%                                | 38%                  |
| Culvert 8   | 78%                                | 22%                  |
| Culvert 9   | 50%                                | 50%                  |

The outlet portion of the assessment is assessed to upstream lands and roads based on equivalent hectares.

5. Updating the Maintenance Schedules for each drain has been assessed with 100% of the costs applied as an outlet assessment on upstream lands and roads based on equivalent hectares.

The report includes the following Schedules of Assessments tables.

*Schedule of Assessment – Charles Shepley Main Drain*

The Schedule of Assessment includes the removal of existing culverts at Station 0+135 and Station 3+389, the installation of Culvert 1 at Station 0+258, installation of Culvert 3 at Station 1+153, construction of the access at Station 3+786, future culvert engineering costs, updating the Schedule of Maintenance and updating the Main Drain specifications.

*Schedule of Assessment – Charles Shepley Branch Drain*

The Schedule of Assessment includes future culvert engineering costs, updating the Schedule of Maintenance and updating the Branch Drain specifications.

*Composite Schedule of Assessment – Charles Shepley Main and Branch Drains*

The Composite Schedule of Assessment is a summary of total assessment and is calculated by combining each landowner's assessment from the Main Drain and Branch Drain.

Allowances

Under Section 30 of the Drainage Act, the Engineer shall determine the amount to be paid to persons entitled thereto to damage, if any, to ornamental trees, fences, land, and crops occasioned by the disposal of material removed from a drainage works. This shall be considered an allowance for damages. Section 30 allowances will be provided under this report.

Access and Working Area

Access to the work site shall be gained from road allowances when possible, along existing private lanes and along the fence lines. Access to the drainage works shall be supplied through each property. Access to the working area along the private lanes and fence lines shall be restricted to a width of 6.0 m.

The working area shall be on the same side of the drain on which the excavated material is disposed of. The working corridor is 10.0 m. The working corridor will be measured from the adjacent finished top of bank.

Access for culvert installation or replacements shall be from the property which the culvert is located in. The access shall be along the property line or as agreed to by the landowner. When possible, maintenance should be completed when crops are off.

The working area around culverts shall extend to 12m from the adjacent finished top of bank on each side of the drain for a distance of 20.0 m upstream and downstream of the culvert.

The excavated earth from Station 0+000 to Station 1+813 shall be cast onto the adjacent lands to the west. From Station 1+813 to 3+786 the excavated material shall be cast onto the adjacent lands to the east and south. When a drain passes in front of any house, lawn, garden driveway orchard etc. the excavated material shall be hauled away and spread upon the adjoining lands or as directed by the Drainage Superintendent. The Contractor will to be required to haul material more than 150m.

The excavated earth from Station 4+000 to Station 4+684 (Charles Shepley Branch Drain) shall be cast onto the adjacent lands to the south. From Station 4+684 to 4+983 the excavated material shall be cast onto the adjacent lands to the east.

#### Restrictions

No trees and shrubs shall be planted nor shall permanent structures be erected within 10 m of either side of the proposed drain without prior written permission of Council. If trees are planted that interfere with access for future maintenance of the drainage works, they shall be removed at the expense of the landowner.

Attention is also drawn to Sections 80 and 82 of the Drainage Act that refers to the obstruction of a drainage works.

#### Agricultural Grant

Agricultural Grants are determined by OMAFRA's ADIP policies and are not included in this report. It is recommended that application for subsidy be made for eligible agricultural properties be made on behalf of the eligible Landowners. Any assessments against non agricultural properties are shown separately in the Schedule of Assessment. R. Dobbin Engineering Inc. contacted the landowner who will be assessed a benefit on Culvert 8 and informed them the culvert may not be eligible for grant. The Culvert 8 assessments reflect this assumption.

### Maintenance

Upon completion of the work, the open channel drainage works shall be maintained as per the applicable Schedules of Maintenance and the specifications enclosed with this report unless otherwise altered under the provisions of the Drainage Act or as outlined below.

#### *Schedule of Maintenance Charles Shepley Main Drain – Section 1*

This Schedule of Maintenance includes the work completed between Station 0+000 (Outlet to the Long Marsh Drain) and to Station 1+824 (4<sup>th</sup> Concession Road). Culverts are to be maintained in accordance with the following culvert maintenance table.

#### *Schedule of Maintenance Charles Shepley Main Drain – Section 2*

This Schedule of Maintenance includes the work completed between Station 1+824 (Intersection of Smith Road and 4<sup>th</sup> Concession Road). Culverts are to be maintained in accordance with the following culvert maintenance table.

#### *Schedule of Maintenance Charles Shepley Branch Drain – Section 1*

This Schedule of Maintenance includes the work completed between Station 4+000 (Outlet to the Charles Shepley Main Drain) and to Station 4+990. Culverts are to be maintained in accordance with the following culvert maintenance table.

The standard culvert length for culverts that front onto road allowances shall be based on an 8.5 m top width plus the length required for concrete block end walls or rip rap end protection. The standard culvert length for all other culverts shall be based on a 6.0 m top width plus the length required for rip rap end protection. The rip rap shall be placed with a backslope of 1.5 H:1.0 V. If a landowner requests an additional length of culvert beyond the standard width the extra cost shall be borne by the landowner making the request including the future maintenance and repair.

The cost to maintain the standard culvert length shall be assessed as follows, cost beyond the standard length will be assessed to the benefiting landowner:

Culvert Maintenance Table

| Station | Description                            | Benefiting Landowner(s)              | Benefit Assessment Landowner(s) | Outlet Assessment |
|---------|----------------------------------------|--------------------------------------|---------------------------------|-------------------|
| 0+258   | Culvert 1                              | 1                                    | 41%                             | 59%               |
| 0+450   | Culvert 2                              | 2                                    | 41%                             | 59%               |
| 1+153   | Culvert 3                              | 6                                    | 51%                             | 49%               |
| 1+236   | Culvert 4                              | 8                                    | 51%                             | 49%               |
| 1+813   | Culvert 5                              | Town of Amherstburg<br>Town of Essex | 50%<br>50%                      |                   |
| 2+751   | Culvert 6                              | 22                                   | 58%                             | 42%               |
| 3+025   | Culvert 7                              | 21                                   | 62%                             | 38%               |
| 4+385   | Culvert 8 - Removal of Private Culvert | 5/8                                  | 50% Each                        |                   |
| 4+385   | Culvert 8 - Installation               | 5/8                                  | 39% Each                        | 22%               |
| 4+684   | Private Culvert                        | 7                                    | 100%                            |                   |
| 4+983   | Culvert 9                              | 7                                    | 50%                             | 50%               |

Each property is allowed one access culvert for each municipal drain with any second culvert on the property maintained and repaired 100% by the landowner.

The report includes the following Schedules of Maintenance

These above conditions will apply unless otherwise altered under the provisions of the Drainage Act.

All of the above is submitted for your consideration.

Yours truly,

  
Jan 18, 2021  
2019-1021

Mike Gerrits, P. Eng.  
R. Dobbin Engineering Inc.



Charles Shepley Drain  
 Town of Amherstburg  
 January 18, 2021

### ALLOWANCES

Allowances have been made as per Section 30 of the Drainage Act for damages to lands and crops including for future maintenance operations.

| Conc.                             | Lot<br>or part | Owner<br>I.D.<br>Number | Roll<br>No. | Owner                        | Section 30<br>(\$) | Total<br>(\$) |
|-----------------------------------|----------------|-------------------------|-------------|------------------------------|--------------------|---------------|
| <u>Charles Shepley Main Drain</u> |                |                         |             |                              |                    |               |
| 9                                 | Pt Lot 100     | 1                       | 560-03000   | A. & K. Beetham              | 100                | 100           |
|                                   | Pt Lot 102     | 6                       | 560-03400   | P. McFadden & C. Beaune      | 100                | 100           |
| 3                                 | Pt Lot 1       | 20                      | 750-02000   | Miller Cattle and Grain Ltd. | 100                | 100           |
| Total Allowances                  |                |                         |             |                              | \$ 300             | \$ 300        |



Charles Shepley Drain  
Town of Amherstburg  
January 18, 2021

**ESTIMATE OF COST  
CHARLES SHEPLEY MAIN DRAIN & BRANCH DRAIN**

|                                                                                    | Quantity | Unit   | Material<br>(\$) | Labour<br>(\$) | Total<br>(\$) |
|------------------------------------------------------------------------------------|----------|--------|------------------|----------------|---------------|
| <hr/>                                                                              |          |        |                  |                |               |
| <u>Main Drain</u>                                                                  |          |        |                  |                |               |
| Allowances:                                                                        |          |        |                  |                | 300           |
| Culvert (Station 0+135)                                                            |          |        |                  |                |               |
| Removal of Existing 2000mm dia. CSP Structure and Headwalls<br>and Restore Channel | 1        | L.S.   | 250              | 660            | 910           |
| Culvert 2 (Station 0+258)                                                          |          |        |                  |                |               |
| Supply & Install 2200mm dia CSP c/w Bedding Material                               | 11       | m      | 6,006            | 4,400          |               |
| Supply and Install Backfill Material                                               | 100      | t      | 1,000            | 1,120          |               |
| Granular 'A'                                                                       | 37       | t      | 555              | 463            |               |
| Concrete Block End Walls                                                           | 32       | Blocks | 2,560            | 1,600          |               |
| Restoration                                                                        | 1        | LS     | 500              | 500            | 18,704        |
| Culvert 3 (Station 1+153)                                                          |          |        |                  |                |               |
| Removal of Existing 1200mm dia. CSP Structure and Headwalls                        | 1        | L.S.   | 100              | 220            |               |
| Remove and Reinstall Mail Box                                                      | 1        | L.S.   | -                | 250            |               |
| Supply & Install 1600mm dia CSP c/w Bedding Material                               | 12.0     | m      | 5,232            | 3,960          |               |
| Supply & Install Backfill Material                                                 | 110      | t      | 1,100            | 1,280          |               |
| Granular 'A'                                                                       | 40       | t      | 600              | 500            |               |
| Concrete Block End Walls                                                           | 32       | Blocks | 2,560            | 1,600          |               |
| Restoration                                                                        | 225      | sq.m.  | 563              | 563            | 18,528        |

Estimate of Costs (cont'd)  
(Charles Shepley Drain)

|                                                                                                   | Quantity | Unit  | Material | Labour | Total            |
|---------------------------------------------------------------------------------------------------|----------|-------|----------|--------|------------------|
| <b>Culvert (Station 3+389)</b>                                                                    |          |       |          |        |                  |
| Removal of Existing 900mm dia CSP Pedestrian Crossing Structure and Headwalls and Restore Channel | 1        | L.S.  | 100      | 220    | 320              |
| <b>Farm Assess 8 (Station 3+786)</b>                                                              |          |       |          |        |                  |
| Strip Existing Ditch                                                                              | 1        | L.S.  | -        | 250    |                  |
| Fill Ditch with Imported Material                                                                 | 61       | t     | 458      | 305    |                  |
| Granular 'A'                                                                                      | 20       | t     | 300      | 250    |                  |
| Rip Rap                                                                                           | 15       | sq.m. | 375      | 375    |                  |
| Restoration                                                                                       | 1        | L.S.  | 250      | 250    | 2,813            |
| Sub Total                                                                                         |          |       |          |        | 41,575           |
| Miscellaneous                                                                                     |          |       |          |        | 2,048            |
| Engineering                                                                                       |          |       |          |        | 11,263           |
| Future Culvert Engineering                                                                        |          |       |          |        | 6,500            |
| Update Schedules                                                                                  |          |       |          |        | 4,000            |
| ERCA Fee                                                                                          |          |       |          |        | 800              |
| <b>Estimated Cost Main Drain</b>                                                                  |          |       |          |        | <b>\$ 66,186</b> |
| Non-Recoverable HST (1.76%)                                                                       |          |       |          |        | 1,146            |
| <b>Total Estimated Cost Main Drain</b>                                                            |          |       |          |        | <b>\$ 67,332</b> |
| <b>Branch Drain</b>                                                                               |          |       |          |        |                  |
| Future Culvert Engineering                                                                        |          |       |          |        | 4,543            |
| Update Schedules                                                                                  |          |       |          |        | 1,357            |
| <b>Estimated Cost Branch Drain</b>                                                                |          |       |          |        | <b>\$ 5,900</b>  |
| Non-Recoverable HST (1.76%)                                                                       |          |       |          |        | 104              |
| <b>Total Estimated Cost Branch Drain</b>                                                          |          |       |          |        | <b>\$ 6,004</b>  |

**Total Estimate Charles Shepley Drain** **\$ 73,336**

Charles Shepley Drain  
Town of Amherstburg  
January 18, 2021

**SCHEDULE OF ASSESSMENT**  
**CHARLES SHEPLEY MAIN DRAIN**

For the removal of existing culverts at Station 0+135 and Station 3+389, the installation of Culvert 1 at Station 0+258, installation of Culvert 3 at Station 1+153, construction of the access at Station 3+786, future culvert engineering costs, updating the Schedule of Maintenance and updating the Main Drain specifications.

| Conc.                                                   | Lot or Part                   | Affected Hect. | Roll No.  | Owner I.D. Number | Owner                                          | Special Benefit (\$) | Benefit (\$) | Outlet (\$) | Total (\$) |
|---------------------------------------------------------|-------------------------------|----------------|-----------|-------------------|------------------------------------------------|----------------------|--------------|-------------|------------|
| <b><u>Town of Amherstburg</u></b>                       |                               |                |           |                   |                                                |                      |              |             |            |
| <b>3. <u>Municipal Lands</u></b>                        |                               |                |           |                   |                                                |                      |              |             |            |
|                                                         | Malden Colchester S. Townline | 1.6            |           |                   | Town of Amherstburg                            | -                    | 650          | 659         | 1,309      |
|                                                         | Smith Road                    | 1.8            |           |                   | Town of Amherstburg                            | -                    | -            | 738         | 738        |
|                                                         |                               |                |           |                   |                                                | -                    | 650          | 1,397       | 2,047      |
|                                                         |                               |                |           |                   |                                                | -                    |              |             |            |
|                                                         |                               |                |           |                   | Total - Special Benefit                        | -                    |              |             |            |
|                                                         |                               |                |           |                   | Total - Benefit                                | 650                  |              |             |            |
|                                                         |                               |                |           |                   | Total - Outlet                                 | 1,397                |              |             |            |
|                                                         |                               |                |           |                   | Total - Municipal Lands                        | 2,047                |              |             |            |
| <b>4. <u>Privately-Owned Non-Agricultural Lands</u></b> |                               |                |           |                   |                                                |                      |              |             |            |
| 9                                                       | Pt Lot 101                    | 1.0            | 560-03200 | 3                 | M. & A. Beetham                                | -                    | -            | 165         | 165        |
|                                                         | Pt Lot 103                    | 0.4            | 560-01601 | 9                 | S. & K. Klomp                                  | -                    | -            | 110         | 110        |
|                                                         |                               |                |           |                   |                                                | -                    | -            | 275         | 275        |
|                                                         |                               |                |           |                   |                                                | -                    |              |             |            |
|                                                         |                               |                |           |                   | Total - Special Benefit                        | -                    |              |             |            |
|                                                         |                               |                |           |                   | Total - Benefit                                | -                    |              |             |            |
|                                                         |                               |                |           |                   | Total - Outlet                                 | 275                  |              |             |            |
|                                                         |                               |                |           |                   | Total - Privately-Owned Non-Agricultural Lands | 275                  |              |             |            |

| Conc.                                                                        | Lot or Part | Affected Hect. | Roll No.  | Owner I.D. Number | Owner                       | Special Benefit (\$) | Benefit (\$) | Outlet (\$) | Total (\$) |
|------------------------------------------------------------------------------|-------------|----------------|-----------|-------------------|-----------------------------|----------------------|--------------|-------------|------------|
| <b>5. Privately-Owned Agricultural Lands (Eligible for Available Grants)</b> |             |                |           |                   |                             |                      |              |             |            |
| 9                                                                            | Pt Lot 100  | 9.5            | 560-03000 | 1                 | A. & K. Beetham             | -                    | 10,555       | 204         | 10,759     |
|                                                                              | Pt Lot 101  | 13.5           | 560-03100 | 2                 | M. & A. Beetham             | -                    | 650          | 1,079       | 1,729      |
|                                                                              | Pt Lot 101  | 13.5           | 560-03300 | 4                 | M. & A. Beetham             | -                    | -            | 1,114       | 1,114      |
|                                                                              | Pt Lot 102  | 19.4           | 560-01700 | 7                 | Grondin Farms Ltd           | -                    | -            | 2,545       | 2,545      |
|                                                                              | Pt Lot 102  | 2.7            | 560-01850 | 5                 | Bonnefield Farmland Ontario | -                    | -            | 219         | 219        |
|                                                                              | Pt Lot 102  | 1.1            | 560-03400 | 6                 | P. McFadden & C. Beaune     | -                    | 14,140       | 87          | 14,227     |
|                                                                              | Pt Lot 102  | 16.0           | 560-03500 | 8                 | Bonnefield Farmland Ontario | -                    | -            | 2,116       | 2,116      |
|                                                                              | Pt Lot 103  | 28.7           | 560-01600 | 10                | Grondin Farms Ltd           | -                    | -            | 3,857       | 3,857      |
|                                                                              |             |                |           |                   |                             | -                    | 25,345       | 11,221      | 36,566     |
| Total - Special Benefit                                                      |             |                |           |                   |                             | -                    |              |             |            |
| Total - Benefit                                                              |             |                |           |                   |                             | 25,345               |              |             |            |
| Total - Outlet                                                               |             |                |           |                   |                             | 11,221               |              |             |            |
| Total - Privately-Owned Agricultural Lands                                   |             |                |           |                   |                             | 36,566               |              |             |            |
| Total - Special Benefit                                                      |             |                |           |                   |                             | -                    |              |             |            |
| Total - Benefit                                                              |             |                |           |                   |                             | 25,995               |              |             |            |
| Total - Outlet                                                               |             |                |           |                   |                             | 12,893               |              |             |            |
| Total - Town of Amherstburg                                                  |             |                |           |                   |                             | 38,888               |              |             |            |

| Conc.                                                   | Lot or Part                   | Affected Hect. | Roll No.  | Owner I.D. Number | Owner                               | Special Benefit (\$) | Benefit (\$) | Outlet (\$) | Total (\$) |
|---------------------------------------------------------|-------------------------------|----------------|-----------|-------------------|-------------------------------------|----------------------|--------------|-------------|------------|
| <b><u>Town of Essex</u></b>                             |                               |                |           |                   |                                     |                      |              |             |            |
| <b>3. <u>Municipal Lands</u></b>                        |                               |                |           |                   |                                     |                      |              |             |            |
|                                                         | Smith Road                    | 0.7            |           |                   | Town of Essex                       | -                    | -            | 348         | 348        |
|                                                         | Malden Colchester S. Townline | 2.4            |           |                   | Town of Essex                       | -                    | 650          | 2,093       | 2,743      |
|                                                         | Malden Colchester Townline    | 0.1            |           |                   | Town of Essex                       | -                    | -            | 200         | 200        |
|                                                         |                               |                |           |                   |                                     | -                    | 650          | 2,641       | 3,291      |
|                                                         |                               |                |           |                   |                                     | -                    |              |             |            |
|                                                         |                               |                |           |                   |                                     | 650                  |              |             |            |
|                                                         |                               |                |           |                   |                                     | 2,641                |              |             |            |
|                                                         |                               |                |           |                   |                                     | 3,291                |              |             |            |
| <b>4. <u>Privately-Owned Non-Agricultural Lands</u></b> |                               |                |           |                   |                                     |                      |              |             |            |
| 3                                                       | Pt Lot 1                      | 0.4            | 750-02002 | 19                | R. & M. Ferriss                     | -                    | -            | 359         | 359        |
|                                                         | Pt Lot 2                      | 0.3            | 750-02610 | 25                | J. & A. Brush                       | -                    | -            | 78          | 78         |
|                                                         | Pt Lot 3                      | 2.9            | 750-02300 | 30                | K. Pritchard & L. Roessler-Pritchar | -                    | -            | 389         | 389        |
|                                                         | Pt Lot 3                      | 0.4            | 750-02405 | 34                | A. Liser & M. Sahinidis             | -                    | -            | 116         | 116        |
|                                                         | Pt Lot 3                      | 0.2            | 750-02410 | 33                | L. Pillon                           | -                    | -            | 46          | 46         |
|                                                         | Pt Lot 3                      | 1.6            | 750-02415 | 32                | K. Kimball                          | -                    | -            | 420         | 420        |
|                                                         | Pt Lot 3                      | 0.8            | 750-02420 | 35                | K. Kimball                          | -                    | -            | 205         | 205        |
|                                                         | Pt Lot 3                      | 0.7            | 750-02500 | 29                | M. Heleeji                          | -                    | -            | 186         | 186        |
|                                                         | Pt Lot 3                      | 0.2            | 700-02590 | 28                | R. & C. Shaw                        | -                    | -            | 54          | 54         |
|                                                         | Pt Lot 3                      | 0.4            | 750-02601 | 27                | F. Randall & J. Cooke               | -                    | -            | 119         | 119        |
| 4                                                       | Pt Lot 3                      | 1.9            | 740-01100 | 18                | H. Hepner                           | -                    | -            | 295         | 295        |
|                                                         | Pt Lot 3                      | 0.4            | 740-01200 | 17                | S. Scurk                            | -                    | -            | 116         | 116        |
|                                                         |                               |                |           |                   |                                     | -                    | -            | 2,383       | 2,383      |
|                                                         |                               |                |           |                   |                                     | -                    |              |             |            |
|                                                         |                               |                |           |                   |                                     | -                    |              |             |            |
|                                                         |                               |                |           |                   |                                     | 2,383                |              |             |            |
|                                                         |                               |                |           |                   |                                     | 2,383                |              |             |            |

| Conc.                                                                        | Lot or Part | Affected Hect. | Roll No.  | Owner I.D. Number | Owner                        | Special Benefit (\$) | Benefit (\$) | Outlet (\$) | Total (\$) |
|------------------------------------------------------------------------------|-------------|----------------|-----------|-------------------|------------------------------|----------------------|--------------|-------------|------------|
| <u>5. Privately-Owned Agricultural Lands (Eligible for Available Grants)</u> |             |                |           |                   |                              |                      |              |             |            |
| 3                                                                            | Pt Lot 1    | 13.8           | 750-02000 | 20                | Miller Cattle and Grain Ltd. | -                    | 2,950        | 2,567       | 5,517      |
|                                                                              | Pt Lot 1    | 12.2           | 750-02100 | 21                | S. Zavaros                   | -                    | 650          | 1,865       | 2,515      |
|                                                                              | Pt Lot 2    | 19.7           | 750-02200 | 22                | B. & N. Gorski               | -                    | 650          | 2,658       | 3,308      |
|                                                                              | Pt Lot 3    | 13.1           | 750-02400 | 31                | P. Rupert                    | -                    | -            | 1,764       | 1,764      |
|                                                                              | Pt Lot 3    | 18.5           | 750-02600 | 26                | J. Grondin                   | -                    | -            | 2,487       | 2,487      |
|                                                                              | Pt Lot 2    | 38.3           | 750-02700 | 24                | J. & A. Brush                | -                    | -            | 5,161       | 5,161      |
|                                                                              | Pt Lot 2    | 6.1            | 750-02900 | 23                | L. McLean                    | -                    | -            | 817         | 817        |
| 4                                                                            | Pt Lot 3    | 9.3            | 740-01300 | 16                | J. Drouillard                | -                    | -            | 1,201       | 1,201      |
|                                                                              |             |                |           |                   |                              | -                    | 4,250        | 18,520      | 22,770     |
| Total - Special Benefit                                                      |             |                |           |                   |                              | -                    |              |             |            |
| Total - Benefit                                                              |             |                |           |                   |                              | 4,250                |              |             |            |
| Total - Outlet                                                               |             |                |           |                   |                              | 18,520               |              |             |            |
| Total - Privately-Owned Agricultural Lands                                   |             |                |           |                   |                              | 22,770               |              |             |            |
| Total - Special Benefit                                                      |             |                |           |                   |                              | -                    |              |             |            |
| Total - Benefit                                                              |             |                |           |                   |                              | 4,900                |              |             |            |
| Total - Outlet                                                               |             |                |           |                   |                              | 23,544               |              |             |            |
| Total - Town of Essex                                                        |             |                |           |                   |                              | 28,444               |              |             |            |
| Total - Town of Essex                                                        |             |                |           |                   |                              | 28,444               |              |             |            |
| Total - Town of Amherstburg                                                  |             |                |           |                   |                              | 38,888               |              |             |            |
| Total - Assessment                                                           |             |                |           |                   |                              | \$ 67,332            |              |             |            |

Charles Shepley Drain  
Town of Amherstburg  
January 18, 2021

**SCHEDULE OF ASSESSMENT  
CHARLES SHEPLEY BRANCH DRAIN**

For the future culvert engineering costs, updating the Schedule of Maintenance and updating the Branch Drain specifications.

| Conc.                                                                               | Lot or<br>Part | Affected<br>Hect. | Roll<br>No. | Owner<br>I.D.<br>Number | Owner                       | Special<br>Benefit<br>(\$) | Benefit<br>(\$) | Outlet<br>(\$) | Total<br>(\$) |
|-------------------------------------------------------------------------------------|----------------|-------------------|-------------|-------------------------|-----------------------------|----------------------------|-----------------|----------------|---------------|
| <b><u>Town of Amherstburg</u></b>                                                   |                |                   |             |                         |                             |                            |                 |                |               |
| <b>5. <u>Privately-Owned Agricultural Lands (Eligible for Available Grants)</u></b> |                |                   |             |                         |                             |                            |                 |                |               |
| 9                                                                                   | Pt Lot 102     | 19.4              | 560-01700   | 7                       | Grondin Farms Ltd           | -                          | 1,300           | 1,505          | 2,805         |
|                                                                                     | Pt Lot 102     | 2.7               | 560-01850   | 5                       | Bonnefield Farmland Ontario | -                          | 761             | -              | 761           |
|                                                                                     | Pt Lot 102     | 12.0              | 560-03500   | 8                       | Bonnefield Farmland Ontario | -                          | 761             | 712            | 1,473         |
|                                                                                     | Pt Lot 103     | 4.1               | 560-01600   | 10                      | Grondin Farms Ltd           | -                          | -               | 965            | 965           |
|                                                                                     |                |                   |             |                         |                             | -                          | 2,822           | 3,182          | 6,004         |
| Total - Special Benefit                                                             |                |                   |             |                         |                             | -                          |                 |                |               |
| Total - Benefit                                                                     |                |                   |             |                         |                             | 2,822                      |                 |                |               |
| Total - Outlet                                                                      |                |                   |             |                         |                             | 3,182                      |                 |                |               |
| Total - Privately-Owned Agricultural Lands                                          |                |                   |             |                         |                             | 6,004                      |                 |                |               |
| Total Assessment                                                                    |                |                   |             |                         |                             | \$                         | 6,004           |                |               |

Charles Shepley Drain  
Town of Amherstburg  
January 18, 2021

**COMPOSITE SCHEDULE OF ASSESSMENT**  
**CHARLES SHEPLEY MAIN DRAIN & CHARLES SHEPLEY BRANCH DRAIN**

The Composite Schedule of Assessment is a summary of total assessment and is calculated by combining each landowner's assessment from the Main Drain and Branch Drain.

| Conc.                                                   | Lot or<br>Part                | Affected<br>Hect.                              | Roll<br>No. | Owner<br>I.D.<br>Number | Owner               | Special<br>Benefit<br>(\$) | Benefit<br>(\$) | Outlet<br>(\$) | Total<br>(\$) |
|---------------------------------------------------------|-------------------------------|------------------------------------------------|-------------|-------------------------|---------------------|----------------------------|-----------------|----------------|---------------|
| <b><u>Town of Amherstburg</u></b>                       |                               |                                                |             |                         |                     |                            |                 |                |               |
| <b><u>3. Municipal Lands</u></b>                        |                               |                                                |             |                         |                     |                            |                 |                |               |
|                                                         | Malden Colchester S. Townline | 1.6                                            |             |                         | Town of Amherstburg | -                          | 650             | 659            | 1,309         |
|                                                         | Smith Road                    | 1.8                                            |             |                         | Town of Amherstburg | -                          | -               | 738            | 738           |
|                                                         |                               |                                                |             |                         |                     | -                          | 650             | 1,397          | 2,047         |
|                                                         |                               | Total - Special Benefit                        |             |                         |                     | -                          |                 |                |               |
|                                                         |                               | Total - Benefit                                |             |                         |                     | 650                        |                 |                |               |
|                                                         |                               | Total - Outlet                                 |             |                         |                     | 1,397                      |                 |                |               |
|                                                         |                               | Total - Municipal Lands                        |             |                         |                     | 2,047                      |                 |                |               |
| <b><u>4. Privately-Owned Non-Agricultural Lands</u></b> |                               |                                                |             |                         |                     |                            |                 |                |               |
| 9                                                       | Pt Lot 101                    | 1.0                                            | 560-03200   | 3                       | M. & A. Beetham     | -                          | -               | 165            | 165           |
|                                                         | Pt Lot 103                    | 0.4                                            | 560-01601   | 9                       | S. & K. Klomp       | -                          | -               | 110            | 110           |
|                                                         |                               |                                                |             |                         |                     | -                          | -               | 275            | 275           |
|                                                         |                               | Total - Special Benefit                        |             |                         |                     | -                          |                 |                |               |
|                                                         |                               | Total - Benefit                                |             |                         |                     | -                          |                 |                |               |
|                                                         |                               | Total - Outlet                                 |             |                         |                     | 275                        |                 |                |               |
|                                                         |                               | Total - Privately-Owned Non-Agricultural Lands |             |                         |                     | 275                        |                 |                |               |



| Conc.                                                                        | Lot or Part | Affected Hect. | Roll No.  | Owner I.D. Number | Owner                       | Special Benefit (\$) | Benefit (\$) | Outlet (\$) | Total (\$) |
|------------------------------------------------------------------------------|-------------|----------------|-----------|-------------------|-----------------------------|----------------------|--------------|-------------|------------|
| <u>5. Privately-Owned Agricultural Lands (Eligible for Available Grants)</u> |             |                |           |                   |                             |                      |              |             |            |
| 9                                                                            | Pt Lot 100  | 9.5            | 560-03000 | 1                 | A. & K. Beetham             | -                    | 10,555       | 204         | 10,759     |
|                                                                              | Pt Lot 101  | 13.5           | 560-03100 | 2                 | M. & A. Beetham             | -                    | 650          | 1,079       | 1,729      |
|                                                                              | Pt Lot 101  | 13.5           | 560-03300 | 4                 | M. & A. Beetham             | -                    | -            | 1,114       | 1,114      |
|                                                                              | Pt Lot 102  | 19.4           | 560-01700 | 7                 | Grondin Farms Ltd           | -                    | 1,300        | 4,050       | 5,350      |
|                                                                              | Pt Lot 102  | 2.7            | 560-01850 | 5                 | Bonnefield Farmland Ontario | -                    | 761          | 219         | 980        |
|                                                                              | Pt Lot 102  | 1.1            | 560-03400 | 6                 | P. McFadden & C. Beaune     | -                    | 14,140       | 87          | 14,227     |
|                                                                              | Pt Lot 102  | 16.0           | 560-03500 | 8                 | Bonnefield Farmland Ontario | -                    | 761          | 2,828       | 3,589      |
|                                                                              | Pt Lot 103  | 28.7           | 560-01600 | 10                | Grondin Farms Ltd           | -                    | -            | 4,822       | 4,822      |
|                                                                              |             |                |           |                   |                             | -                    | 28,167       | 14,403      | 42,570     |
| Total - Special Benefit                                                      |             |                |           |                   |                             | -                    |              |             |            |
| Total - Benefit                                                              |             |                |           |                   |                             | 28,167               |              |             |            |
| Total - Outlet                                                               |             |                |           |                   |                             | 14,403               |              |             |            |
| Total - Privately-Owned Agricultural Lands                                   |             |                |           |                   |                             | 42,570               |              |             |            |
| Total - Special Benefit                                                      |             |                |           |                   |                             | -                    |              |             |            |
| Total - Benefit                                                              |             |                |           |                   |                             | 28,817               |              |             |            |
| Total - Outlet                                                               |             |                |           |                   |                             | 16,075               |              |             |            |
| Total - Town of Amherstburg                                                  |             |                |           |                   |                             | 44,892               |              |             |            |

| Conc.                                                   | Lot or Part                   | Affected Hect.                                 | Roll No.  | Owner I.D. Number | Owner                               | Special Benefit (\$) | Benefit (\$) | Outlet (\$) | Total (\$) |
|---------------------------------------------------------|-------------------------------|------------------------------------------------|-----------|-------------------|-------------------------------------|----------------------|--------------|-------------|------------|
| <b><u>Town of Essex</u></b>                             |                               |                                                |           |                   |                                     |                      |              |             |            |
| <b><u>3. Municipal Lands</u></b>                        |                               |                                                |           |                   |                                     |                      |              |             |            |
|                                                         | Smith Road                    | 0.7                                            |           |                   | Town of Essex                       | -                    | -            | 348         | 348        |
|                                                         | Malden Colchester S. Townline | 2.4                                            |           |                   | Town of Essex                       | -                    | 650          | 2,093       | 2,743      |
|                                                         | Malden Colchester Townline    | 0.1                                            |           |                   | Town of Essex                       | -                    | -            | 200         | 200        |
|                                                         |                               |                                                |           |                   |                                     | -                    | 650          | 2,641       | 3,291      |
|                                                         |                               | Total - Special Benefit                        |           |                   |                                     | -                    |              |             |            |
|                                                         |                               | Total - Benefit                                |           |                   |                                     | 650                  |              |             |            |
|                                                         |                               | Total - Outlet                                 |           |                   |                                     | 2,641                |              |             |            |
|                                                         |                               | Total - Municipal Lands                        |           |                   |                                     | 3,291                |              |             |            |
| <b><u>4. Privately-Owned Non-Agricultural Lands</u></b> |                               |                                                |           |                   |                                     |                      |              |             |            |
| 3                                                       | Pt Lot 1                      | 0.4                                            | 750-02002 | 19                | R. & M. Ferriss                     | -                    | -            | 359         | 359        |
|                                                         | Pt Lot 2                      | 0.3                                            | 750-02610 | 25                | J. & A. Brush                       | -                    | -            | 78          | 78         |
|                                                         | Pt Lot 3                      | 2.9                                            | 750-02300 | 30                | K. Pritchard & L. Roessler-Pritchar | -                    | -            | 389         | 389        |
|                                                         | Pt Lot 3                      | 0.4                                            | 750-02405 | 34                | A. Liser & M. Sahinidis             | -                    | -            | 116         | 116        |
|                                                         | Pt Lot 3                      | 0.2                                            | 750-02410 | 33                | L. Pillon                           | -                    | -            | 46          | 46         |
|                                                         | Pt Lot 3                      | 1.6                                            | 750-02415 | 32                | K. Kimball                          | -                    | -            | 420         | 420        |
|                                                         | Pt Lot 3                      | 0.8                                            | 750-02420 | 35                | K. Kimball                          | -                    | -            | 205         | 205        |
|                                                         | Pt Lot 3                      | 0.7                                            | 750-02500 | 29                | M. Heleeji                          | -                    | -            | 186         | 186        |
|                                                         | Pt Lot 3                      | 0.2                                            | 700-02590 | 28                | R. & C. Shaw                        | -                    | -            | 54          | 54         |
|                                                         | Pt Lot 3                      | 0.4                                            | 750-02601 | 27                | F. Randall & J. Cooke               | -                    | -            | 119         | 119        |
| 4                                                       | Pt Lot 3                      | 1.9                                            | 740-01100 | 18                | H. Hepner                           | -                    | -            | 295         | 295        |
|                                                         | Pt Lot 3                      | 0.4                                            | 740-01200 | 17                | S. Scurk                            | -                    | -            | 116         | 116        |
|                                                         |                               |                                                |           |                   |                                     | -                    | -            | 2,383       | 2,383      |
|                                                         |                               | Total - Special Benefit                        |           |                   |                                     | -                    |              |             |            |
|                                                         |                               | Total - Benefit                                |           |                   |                                     | -                    |              |             |            |
|                                                         |                               | Total - Outlet                                 |           |                   |                                     | 2,383                |              |             |            |
|                                                         |                               | Total - Privately-Owned Non-Agricultural Lands |           |                   |                                     | 2,383                |              |             |            |

| Conc.                                                                        | Lot or Part | Affected Hect. | Roll No.  | Owner I.D. Number | Owner                        | Special Benefit (\$) | Benefit (\$) | Outlet (\$) | Total (\$) |
|------------------------------------------------------------------------------|-------------|----------------|-----------|-------------------|------------------------------|----------------------|--------------|-------------|------------|
| <u>5. Privately-Owned Agricultural Lands (Eligible for Available Grants)</u> |             |                |           |                   |                              |                      |              |             |            |
| 3                                                                            | Pt Lot 1    | 13.8           | 750-02000 | 20                | Miller Cattle and Grain Ltd. | -                    | 2,950        | 2,567       | 5,517      |
|                                                                              | Pt Lot 1    | 12.2           | 750-02100 | 21                | S. Zavaros                   | -                    | 650          | 1,865       | 2,515      |
|                                                                              | Pt Lot 2    | 19.7           | 750-02200 | 22                | B. & N. Gorski               | -                    | 650          | 2,658       | 3,308      |
|                                                                              | Pt Lot 3    | 13.1           | 750-02400 | 31                | P. Rupert                    | -                    | -            | 1,764       | 1,764      |
|                                                                              | Pt Lot 3    | 18.5           | 750-02600 | 26                | J. Grondin                   | -                    | -            | 2,487       | 2,487      |
|                                                                              | Pt Lot 2    | 38.3           | 750-02700 | 24                | J. & A. Brush                | -                    | -            | 5,161       | 5,161      |
|                                                                              | Pt Lot 2    | 6.1            | 750-02900 | 23                | L. McLean                    | -                    | -            | 817         | 817        |
| 4                                                                            | Pt Lot 3    | 9.3            | 740-01300 | 16                | J. Drouillard                | -                    | -            | 1,201       | 1,201      |
|                                                                              |             |                |           |                   |                              | -                    | 4,250        | 18,520      | 22,770     |
| Total - Special Benefit                                                      |             |                |           |                   |                              | -                    |              |             |            |
| Total - Benefit                                                              |             |                |           |                   |                              | 4,250                |              |             |            |
| Total - Outlet                                                               |             |                |           |                   |                              | 18,520               |              |             |            |
| Total - Privately-Owned Agricultural Lands                                   |             |                |           |                   |                              | 22,770               |              |             |            |
| Total - Special Benefit                                                      |             |                |           |                   |                              | -                    |              |             |            |
| Total - Benefit                                                              |             |                |           |                   |                              | 4,900                |              |             |            |
| Total - Outlet                                                               |             |                |           |                   |                              | 23,544               |              |             |            |
| Total - Town of Essex                                                        |             |                |           |                   |                              | 28,444               |              |             |            |
| Total - Town of Essex                                                        |             |                |           |                   |                              | 28,444               |              |             |            |
| Total - Town of Amherstburg                                                  |             |                |           |                   |                              | 44,892               |              |             |            |
| Total - Assessment                                                           |             |                |           |                   |                              | \$ 73,336            |              |             |            |

Charles Shepley Drain  
Town of Amherstburg  
January 18, 2021

**SCHEDULE OF MAINTENANCE - CHARLES SHEPLEY MAIN DRAIN  
SECTION 1 - STATION 0+000 TO STATION 1+824**

For maintaining the open channel section of the Charles Shepley Drain between 0+000 (Outlet to the Long Marsh Drain) and Station 1+824 (4th Concession Road). The culverts are to be maintained in accordance with the culvert maintenance table in the maintenance section of the Report.

| Conc.                                                                               | Lot or Part                   | Affected Hect. | Roll No.  | Owner I.D. Number | Owner                       | Benefit (\$) | Outlet (\$)  | Total (\$)   |
|-------------------------------------------------------------------------------------|-------------------------------|----------------|-----------|-------------------|-----------------------------|--------------|--------------|--------------|
| <b><u>Town of Amherstburg</u></b>                                                   |                               |                |           |                   |                             |              |              |              |
| <b>3. <u>Municipal Lands</u></b>                                                    |                               |                |           |                   |                             |              |              |              |
|                                                                                     | Malden Colchester S. Townline | 1.6            |           |                   | Town of Amherstburg         | -            | 99           | 99           |
|                                                                                     | Smith Road                    | 1.8            |           |                   | Town of Amherstburg         | 2,250        | 57           | 2,307        |
| <b>4. <u>Privately-Owned Non-Agricultural Lands</u></b>                             |                               |                |           |                   |                             |              |              |              |
| 9                                                                                   | Pt Lot 101                    | 1.0            | 560-03200 | 3                 | M. & A. Beetham             | 31           | 9            | 40           |
|                                                                                     | Pt Lot 103                    | 0.4            | 560-01601 | 9                 | S. & K. Klomp               | -            | 17           | 17           |
| <b>5. <u>Privately-Owned Agricultural Lands (Eligible for Available Grants)</u></b> |                               |                |           |                   |                             |              |              |              |
| 9                                                                                   | Pt Lot 100                    | 9.5            | 560-03000 | 1                 | A. & K. Beetham             | 307          | -            | 307          |
|                                                                                     | Pt Lot 101                    | 13.5           | 560-03100 | 2                 | M. & A. Beetham             | 369          | 32           | 401          |
|                                                                                     | Pt Lot 101                    | 13.5           | 560-03300 | 4                 | M. & A. Beetham             | 400          | 74           | 474          |
|                                                                                     | Pt Lot 102                    | 19.4           | 560-01700 | 7                 | Grondin Farms Ltd           | -            | 246          | 246          |
|                                                                                     | Pt Lot 102                    | 2.7            | 560-01850 | 5                 | Bonnefield Farmland Ontario | 200          | 24           | 224          |
|                                                                                     | Pt Lot 102                    | 1.1            | 560-03400 | 6                 | P. McFadden & C. Beaune     | 229          | 11           | 240          |
|                                                                                     | Pt Lot 102                    | 16.0           | 560-03500 | 8                 | Bonnefield Farmland Ontario | 370          | 203          | 573          |
|                                                                                     | Pt Lot 103                    | 28.7           | 560-01600 | 10                | Grondin Farms Ltd           | 345          | 463          | 808          |
|                                                                                     |                               |                |           |                   |                             | <u>4,501</u> | <u>1,235</u> | <u>5,736</u> |
| Total - Benefit                                                                     |                               |                |           |                   |                             | 4,501        |              |              |
| Total - Outlet                                                                      |                               |                |           |                   |                             | <u>1,235</u> |              |              |
| Total - Town of Amherstburg                                                         |                               |                |           |                   |                             | <u>5,736</u> |              |              |

Schedule of Maintenance Charles Shepley Main Drain (cont'd)  
(Section 1 - Station 0+000 to Station 1+824)

Page 2 of 3

| Conc.                                                                               | Lot or Part                   | Affected Hect. | Roll No.  | Owner I.D. Number | Owner                                | Benefit (\$) | Outlet (\$) | Total (\$) |
|-------------------------------------------------------------------------------------|-------------------------------|----------------|-----------|-------------------|--------------------------------------|--------------|-------------|------------|
| <b><u>Town of Essex</u></b>                                                         |                               |                |           |                   |                                      |              |             |            |
| <b><u>3. Municipal Lands</u></b>                                                    |                               |                |           |                   |                                      |              |             |            |
|                                                                                     | Malden Colchester S. Townline | 2.4            |           |                   | Town of Essex                        | -            | 151         | 151        |
|                                                                                     | Smith Road                    | 0.7            |           |                   | Town of Essex                        | -            | 42          | 42         |
|                                                                                     | Malden Colchester Townline    | 0.1            |           |                   | Town of Essex                        | -            | 10          | 10         |
| <b><u>4. Privately-Owned Non-Agricultural Lands</u></b>                             |                               |                |           |                   |                                      |              |             |            |
| 3                                                                                   | Pt Lot 1                      | 0.4            | 750-02002 | 19                | R. & M. Ferriss                      | -            | 17          | 17         |
|                                                                                     | Pt Lot 2                      | 0.3            | 750-02610 | 25                | J. & A. Brush                        | -            | 12          | 12         |
|                                                                                     | Pt Lot 3                      | 2.9            | 750-02300 | 30                | K. Pritchard & L. Roessler-Pritchard | -            | 62          | 62         |
|                                                                                     | Pt Lot 3                      | 0.4            | 750-02405 | 34                | A. Liser & M. Sahinidis              | -            | 18          | 18         |
|                                                                                     | Pt Lot 3                      | 0.2            | 750-02410 | 33                | L. Pillon                            | -            | 7           | 7          |
|                                                                                     | Pt Lot 3                      | 1.6            | 750-02415 | 32                | K. Kimball                           | -            | 66          | 66         |
|                                                                                     | Pt Lot 3                      | 0.8            | 750-02420 | 35                | K. Kimball                           | -            | 32          | 32         |
|                                                                                     | Pt Lot 3                      | 0.7            | 750-02500 | 29                | M. Heleeji                           | -            | 29          | 29         |
|                                                                                     | Pt Lot 3                      | 0.2            | 700-02590 | 28                | R. & C. Shaw                         | -            | 9           | 9          |
|                                                                                     | Pt Lot 3                      | 0.4            | 750-02601 | 27                | F. Randall & J. Cooke                | -            | 19          | 19         |
| 4                                                                                   | Pt Lot 3                      | 1.9            | 740-01100 | 18                | H. Hepner                            | -            | 41          | 41         |
|                                                                                     | Pt Lot 3                      | 0.4            | 740-01200 | 17                | S. Scurk                             | -            | 13          | 13         |
| <b><u>5. Privately-Owned Agricultural Lands (Eligible for Available Grants)</u></b> |                               |                |           |                   |                                      |              |             |            |
| 3                                                                                   | Pt Lot 1                      | 13.8           | 750-02000 | 20                | Miller Cattle and Grain Ltd.         | -            | 294         | 294        |
|                                                                                     | Pt Lot 1                      | 12.2           | 750-02100 | 21                | S. Zavaros                           | -            | 260         | 260        |
|                                                                                     | Pt Lot 2                      | 19.7           | 750-02200 | 22                | B. & N. Gorski                       | -            | 420         | 420        |
|                                                                                     | Pt Lot 3                      | 13.1           | 750-02400 | 31                | P. Rupert                            | -            | 279         | 279        |
|                                                                                     | Pt Lot 3                      | 18.5           | 750-02600 | 26                | J. Grondin                           | -            | 393         | 393        |
|                                                                                     | Pt Lot 2                      | 38.3           | 750-02700 | 24                | J. & A. Brush                        | -            | 815         | 815        |
|                                                                                     | Pt Lot 2                      | 6.1            | 750-02900 | 23                | L. McLean                            | -            | 129         | 129        |
| 4                                                                                   | Pt Lot 3                      | 9.3            | 740-01300 | 16                | J. Drouillard                        | -            | 146         | 146        |
|                                                                                     |                               |                |           |                   |                                      | -            | 3,264       | 3,264      |

Schedule of Maintenance Charles Shepley Main Drain (cont'd)  
 (Section 1 - Station 0+000 to Station 1+824)

| Conc.                       | Lot or<br>Part | Affected<br>Hect. | Roll<br>No. | Owner<br>I.D.<br>Number | Owner | Benefit<br>(\$) | Outlet<br>(\$) | Total<br>(\$) |
|-----------------------------|----------------|-------------------|-------------|-------------------------|-------|-----------------|----------------|---------------|
| Total - Benefit             |                |                   |             |                         |       | -               |                |               |
| Total - Outlet              |                |                   |             |                         |       | 3,264           |                |               |
| Total - Town of Essex       |                |                   |             |                         |       | 3,264           |                |               |
| Total - Town of Amherstburg |                |                   |             |                         |       | 5,736           |                |               |
| Total - Town of Essex       |                |                   |             |                         |       | 3,264           |                |               |
| Total Assessment            |                |                   |             |                         |       | \$ 9,000        |                |               |

Charles Shepley Drain  
Town of Amherstburg  
January 18, 2021

**SCHEDULE OF MAINTENANCE - CHARLES SHEPLEY MAIN DRAIN  
SECTION 2 - STATION 1+824 TO STATION 3+800**

For maintaining the section of the Charles Shepley Drain between Station 1+824 (Intersection of Smith Road and 4th Concession Road).  
The culverts are to be maintained in accordance with the culvert maintenance table in the maintenance section of the Report.

| Conc.                                                   | Lot or<br>Part                | Affected<br>Hect.           | Roll<br>No. | Owner<br>I.D.<br>Number | Owner                                | Benefit<br>(\$) | Outlet<br>(\$) | Total<br>(\$) |
|---------------------------------------------------------|-------------------------------|-----------------------------|-------------|-------------------------|--------------------------------------|-----------------|----------------|---------------|
| <b><u>Town of Amherstburg</u></b>                       |                               |                             |             |                         |                                      |                 |                |               |
| <b>3. <u>Municipal Lands</u></b>                        |                               |                             |             |                         |                                      |                 |                |               |
|                                                         | Malden Colchester S. Townline | 1.6                         |             |                         | Town of Amherstburg                  | -               | 77             | 77            |
| <b>4. <u>Privately-Owned Non-Agricultural Lands</u></b> |                               |                             |             |                         |                                      |                 |                |               |
| 9                                                       | Pt Lot 103                    | 0.4                         | 560-01601   | 9                       | S. & K. Klomp                        | -               | 45             | 45            |
|                                                         |                               |                             |             |                         |                                      | -               | 122            | 122           |
|                                                         |                               | Total - Benefit             |             |                         |                                      | -               |                |               |
|                                                         |                               | Total - Outlet              |             |                         |                                      | 122             |                |               |
|                                                         |                               | Total - Town of Amherstburg |             |                         |                                      | 122             |                |               |
| <b><u>Town of Essex</u></b>                             |                               |                             |             |                         |                                      |                 |                |               |
| <b>3. <u>Municipal Lands</u></b>                        |                               |                             |             |                         |                                      |                 |                |               |
|                                                         | Malden Colchester S. Townline | 2.4                         |             |                         | Town of Essex                        | 2,355           | 269            | 2,624         |
|                                                         | Malden Colchester Townline    | 0.1                         |             |                         | Town of Essex                        | 213             | 601            | 814           |
| <b>4. <u>Privately-Owned Non-Agricultural Lands</u></b> |                               |                             |             |                         |                                      |                 |                |               |
| 3                                                       | Pt Lot 1                      | 0.4                         | 750-02002   | 19                      | R. & M. Ferriss                      | -               | 1,292          | 1,292         |
|                                                         | Pt Lot 2                      | 0.3                         | 750-02610   | 25                      | J. & A. Brush                        | -               | 5              | 5             |
|                                                         | Pt Lot 3                      | 2.9                         | 750-02300   | 30                      | K. Pritchard & L. Roessler-Pritchard | 213             | -              | 213           |
|                                                         | Pt Lot 3                      | 0.7                         | 750-02500   | 29                      | M. Heleeji                           | -               | 5              | 5             |
|                                                         | Pt Lot 3                      | 0.2                         | 700-02590   | 28                      | R. & C. Shaw                         | -               | 1              | 1             |
|                                                         | Pt Lot 3                      | 0.4                         | 750-02601   | 27                      | F. Randall & J. Cooke                | -               | 3              | 3             |

Schedule of Maintenance Charles Shepley Main Drain (cont'd)  
(Section 2 - Station 1+824 to Station 3+800)

Page 2 of 2

| Conc.                                                                        | Lot or<br>Part | Affected<br>Hect. | Roll<br>No. | Owner<br>I.D.<br>Number | Owner                        | Benefit<br>(\$) | Outlet<br>(\$) | Total<br>(\$) |
|------------------------------------------------------------------------------|----------------|-------------------|-------------|-------------------------|------------------------------|-----------------|----------------|---------------|
| <u>5. Privately-Owned Agricultural Lands (Eligible for Available Grants)</u> |                |                   |             |                         |                              |                 |                |               |
| 3                                                                            | Pt Lot 1       | 13.8              | 750-02000   | 20                      | Miller Cattle and Grain Ltd. | 800             | 1,023          | 1,823         |
|                                                                              | Pt Lot 1       | 12.2              | 750-02100   | 21                      | S. Zavaros                   | 163             | 676            | 839           |
|                                                                              | Pt Lot 2       | 19.7              | 750-02200   | 22                      | B. & N. Gorski               | 469             | 506            | 975           |
|                                                                              | Pt Lot 2       | 38.3              | 750-02700   | 24                      | J. & A. Brush                | 475             | 309            | 784           |
|                                                                              | Pt Lot 2       | 6.1               | 750-02900   | 23                      | L. McLean                    | -               | 49             | 49            |
|                                                                              | Pt Lot 3       | 18.5              | 750-02600   | 26                      | J. Grondin                   | 238             | 63             | 301           |
|                                                                              |                |                   |             |                         |                              | <u>4,926</u>    | <u>4,802</u>   | <u>9,728</u>  |
| Total - Benefit                                                              |                |                   |             |                         |                              | 4,926           |                |               |
| Total - Outlet                                                               |                |                   |             |                         |                              | <u>4,802</u>    |                |               |
| Total - Town of Essex                                                        |                |                   |             |                         |                              | 9,728           |                |               |
| Total - Town of Amherstburg                                                  |                |                   |             |                         |                              | 122             |                |               |
| Total - Town of Essex                                                        |                |                   |             |                         |                              | <u>9,728</u>    |                |               |
| Total Assessment                                                             |                |                   |             |                         |                              | <u>\$ 9,850</u> |                |               |



Charles Shepley Branch Drain  
 Town of Amherstburg  
 January 18, 2021

**SCHEDULE OF MAINTENANCE - CHARLES SHEPLEY BRANCH DRAIN  
 SECTION 1 - STATION 4+000 TO STATION 4+990**

For maintaining the section of the Charles Shepley Branch Drain between 4+000 (Outlet to the Charles Shepley Drain ) and Station 4+990. The culverts are to be maintained in accordance with the culvert maintenance table in the maintenance section of the Report.

| Conc.                                                                               | Lot or<br>Part | Affected<br>Hect. | Roll<br>No. | Owner<br>I.D.<br>Number | Owner                       | Benefit<br><br>(\$) | Outlet<br><br>(\$) | Total<br><br>(\$) |
|-------------------------------------------------------------------------------------|----------------|-------------------|-------------|-------------------------|-----------------------------|---------------------|--------------------|-------------------|
| <b><u>Town of Amherstburg</u></b>                                                   |                |                   |             |                         |                             |                     |                    |                   |
| <b><u>5. Privately-Owned Agricultural Lands (Eligible for Available Grants)</u></b> |                |                   |             |                         |                             |                     |                    |                   |
| 9                                                                                   | Pt Lot 102     | 19.4              | 560-01700   | 7                       | Grondin Farms Ltd           | 765                 | 1,414              | 2,179             |
|                                                                                     | Pt Lot 102     | 12.0              | 560-03500   | 8                       | Bonnefield Farmland Ontario | 1,710               | -                  | 1,710             |
|                                                                                     | Pt Lot 103     | 4.1               | 560-01600   | 10                      | Grondin Farms Ltd           | -                   | 1,061              | 1,061             |
|                                                                                     |                |                   |             |                         |                             | <hr/>               | <hr/>              | <hr/>             |
|                                                                                     |                |                   |             |                         |                             | 2,475               | 2,475              | 4,950             |
| Total - Benefit                                                                     |                |                   |             |                         |                             | 2,475               |                    |                   |
| Total - Outlet                                                                      |                |                   |             |                         |                             | 2,475               |                    |                   |
| Total Assessment                                                                    |                |                   |             |                         |                             | <hr/>               | <hr/>              | <hr/>             |
|                                                                                     |                |                   |             |                         |                             | \$                  | 4,950              |                   |

Charles Shepley Main Drain and  
Charles Shepley Branch Drain  
Town of Amherstburg  
January 18, 2021

## SPECIFICATION OF WORK

### **1. Scope of Work**

The work to be included in this specification includes the removal and replacement access culverts and drain maintenances.

### **2. General**

Each tenderer must inspect the site prior to submitting their tender and satisfy themselves by personal examination as to the local conditions that may be encountered during this project. The Contractor shall make allowance in the tender for any difficulties which they may encounter. Quantities or any information supplied by the Engineer is not guaranteed and is for reference only.

All work and materials shall be to the satisfaction of the Drainage Superintendent who may vary these specifications as to minor details but in no way decrease the proposed capacity of the drain.

The Contractor shall be responsible for the notification of all utilities prior to the start of construction.

### **3. Plans and Specifications**

These specifications shall apply and be part of the contract along with the General Specifications for Open Drains. This specification of work shall take precedence over all plans and general conditions pertaining to the contract. The Contractor shall provide all labour, equipment, and supervision necessary to complete the work as shown in the plans and described in these specifications. Any work not described in these specifications shall be completed according to the applicable Ontario Provincial Standard Specifications and Standard Drawings.

#### **4. Health and Safety**

The Contractor at all times shall be responsible for health and safety on the worksite including ensuring that all employees wear suitable personal protective equipment including safety boots and hard hats.

The Contractor shall be responsible for traffic control as per the Ontario Traffic Manual Book 7 – Temporary Conditions (latest revision) when working on public road allowances. A copy of a traffic control plan shall be kept on site at all times. The Contractor shall maintain suitable barricades, warning lights, and temporary traffic notices, at his expense, in their proper position to protect the public both day and night. Flagmen are the responsibility of the Contractor when working on the road allowance and when entering or exiting a worksite onto a roadway.

The Contractor shall be responsible to ensure that all procedures are followed under the Occupational Health and Safety Act to ensure that work sites are safe and that accidents are prevented. In the event of a serious or recurring problem, a notice of noncompliance will be issued. The Contractor will be responsible for reacting immediately to any deficiency and correcting any potential health and safety risk. Continuous disregard for any requirement of the Occupational Health and Safety Act could be cause for the issuance of a stop work order or even termination of the contract.

He shall also ensure that only competent workmen are employed onsite and that appropriate training and certification is supplied to all employees.

#### **5. Workplace Safety and Insurance Board**

Upon award of the contract and prior to commencement of work, the Contractor shall furnish the Town of Amherstburg with a satisfactory Certificate of Insurance (COI) containing the information below, for the period of the execution of the work:

- i. A Commercial General Liability (CGL) policy that shall be not less than 5 million dollars per occurrence.
- ii. The CGL policy shall include bodily injury including death, personal injury, property damage, tenants legal liability, non-owned automobile and contain a cross liability/severability of interest clause. The certificate must also include acknowledgement that coverage under the policy specifically extends to the works in question. The COI shall name the Town of Amherstburg as additional insured to the policy.

- iii. The CGL policy shall not contain any exclusion or limitation in respect to shoring, underpinning, raising or demolition of any building or structure, pile driving, caisson work, collapse of any structure or subsidence of any property, structure or land from any cause.
- iv. The Contractor shall note that where construction works are performed within lands owned by the County of Essex or Ministry of Transportation the CGL policy shall also name the County of Essex and/or the Ministry of Transportation as additional insured to the policy.
- v. The liability insurance shall be endorsed to provide that the policy shall not be altered, cancelled or allowed to lapse without 30 days prior written notice to the Town of Amherstburg.

## **6. MNRF Drain Registration**

The Contractor is advised that the Town of Amherstburg has conducted an "Endangered Species Act Review" and has registered its drainage activities with the Ministry of Natural Resources and Forestry.

The Town of Amherstburg, in pursuant to the Endangered Species Act Municipal Agreement, has identified the potential presence of certain species within the project area. It is the responsibility of the Contractor to make certain that necessary provisions are undertaken to ensure the protection of all species at risk and their habitats throughout the course of construction. It is also the responsibility of the Contractor to make itself familiar with the following documents:

- 1. Town of Amherstburg – Complete Mitigation Documents
- 2. Town of Amherstburg - Additional Mitigation Measures for Snakes Species
- 3. Town of Amherstburg - Additional Mitigation Measures for Turtle Species
- 4. Snakes of Ontario Identifier Guide
- 5. Turtles of Ontario Identifier Guide

These documents will be provided to the successful bidder.

The Contractor will be responsible for providing the necessary equipment and materials required by the mitigation plans and shall contact the Town of Amherstburg Drainage

Superintendent immediately if any endangered species are encountered during construction.

## **7. Benchmarks**

The benchmarks are based on geodetic elevations. The benchmark information is available on the plan and profile drawings.

## **8. Access and Working Area**

Access to the work site shall be gained from road allowances when possible, along existing private lanes and along the fence lines. Access to the drainage works shall be supplied through each property. Access to the working area along the private lanes and fence lines shall be restricted to a width of 6 m.

The working area shall be on the same side of the drain on which the excavated material is disposed of. The working corridor is 10.0 m. The working corridor will be measured from the adjacent finished top of bank.

Access for culvert installation or replacements shall be from the property which the culvert is located in. The access shall be along the property line or as agreed to by the landowner. When possible, maintenance should be completed when crops are off.

The working area around culverts shall extend to 12m from the adjacent finished top of bank on each side of the drain for a distance of 20.0 m upstream and downstream of the culvert.

The excavated earth from Station 0+000 to Station 1+813 shall be cast onto the adjacent lands to the west. From Station 1+813 to 3+786 the excavated material shall be cast onto the adjacent lands to the east and south. When a drain passes in front of any house, lawn, garden driveway orchard etc. the excavated material shall be hauled away and spread upon the adjoining lands or as directed by the Drainage Superintendent. The Contractor will to be required to haul material more than 150m.

The excavated earth from Station 4+000 to Station 4+684 shall be cast onto the adjacent lands to the south. From Station 4+684 to 4+983 the excavated material shall be cast onto the adjacent lands to the east.

**9. Removal of Existing Access Culverts**

The existing access culverts shall be removed in their entirety from the open channel. The steel culvert, concrete rubble and excavated material shall be disposed offsite at the expense of the Contractor.

When mailboxes or 911 signs need to be removed to facilitate construction, the Contractor shall remove, store and reinstall them for the duration of the culvert installation. The mailbox or sign shall be reinstalled to the existing conditions or better using the existing materials.

Removals in accordance with OPSS 511.

**10. Brushing and Tree Removal**

All brush, trees, woody vegetation, etc. shall be removed from the working area/allowance of the drain. Trees and brush shall be removed in their entirety including stumps and piled and burnt by the Contractor. Trees and brush on the side slopes shall be close cut.

Brush can be cut with a chainsaw. A mechanical tree shear mower can be used on brush smaller than 35 mm in diameter. The Contractor shall be responsible for obtaining all necessary burning permits.

Certain trees may be left in place at the direction of the Drainage Superintendent. Any trees to be salvaged by the individual landowners shall be removed by the landowners with all resulting brush and branches cleaned up prior to the start of construction. If the Contractor agrees to remove any trees and set them aside for a landowner, the landowner will be responsible for any cleanup as above.

Brushing and tree removal in accordance with OPSS 201.

## 11. Excavation of Channel

Channel works shall have a minimum of 1.5H:1V side slopes.

The side slopes of any disturbed areas shall be seeded as soon as the final grading is completed. The channel shall be excavated to the proper depth using a laser or similar approved device with a labourer onsite to ensure correctness of grade and to confirm location of tile ends.

Spoils shall be placed a minimum 1.5 m back from the top of the bank. The excavated material shall be placed and levelled to a maximum depth of 200 mm and shall not impede overland drainage or cultivation of the land using farm machinery. If the spoils have sub-soil in them, the topsoil shall be windrowed along the edge of the working corridor prior to placing the sub-soil. After the excavated material has been levelled, the topsoil shall be spread to its original depth and left in a condition suitable for cultivation.

If landowners request the spoils be disposed of outside the working area, a sign-off from the receiving property must be obtained. Costs associated with disposing of spoils outside the working area are the responsibility of the Contactor. No additional payment will be made for disposing of spoils outside the working area.

Excavation in accordance with OPSS 206.

Restoration shall be in accordance with the restoration specification.

## 12. Installation of Culvert

The Contractor shall supply, install, and backfill pipe culverts. High density polyethylene (HDPE) smooth wall pipe (320 kPa) for pipe culvert sizes 900 mm and smaller shall be Boss 2000 or approved equal with coupler joints. Corrugated Steel Pipe (CSP) culverts shall be aluminized CSP with a minimum wall thickness of 2.8 mm in all cases. All corrugation profiles shall be of helical lockseam manufacture using 68 mm x 13 mm corrugations for 1600 mm diameter pipe and smaller and 125 mm x 25 mm corrugations for 1800 mm diameter pipe and larger. Pipe with 125 mm x 25 mm corrugations shall be used if 68 mm x 13 mm corrugations are not available. Future culvert replacements shall be to the same specifications

The proposed access culvert shall be installed in the same general location as the existing culvert with the exception of Culvert 1 which will be relocated to the south property limit. The culvert shall be installed with the invert 10% (minimum 150 mm) below the proposed channel bottom elevation, as shown on the drawings. The location

of the culvert may be moved a short distance upstream or downstream if approved by the Drainage Superintendent or Engineer.

If a landowner requests a longer culvert than that specified above, please refer to the report.

The culvert length is based on using rip rap ends. If concrete block ends are to be utilized in the future, the culvert will be shortened the travelled portion plus the width of the concrete block headwalls. The culvert may be moved upstream or downstream as necessary to avoid existing tile outlets. If the pipes cannot be avoided, they shall be extended upstream or downstream of the proposed culvert and shall be done with non-perforated HDPE agricultural tubing with a manufactured coupling, elbow and rodent grate. Any tile outlets extended as a result of extra length requested by a landowner shall be extended at the landowner's expense.

The bottom of the excavation shall be excavated to the required depth with any over excavation backfilled with granular material or drainage stone. When the pipe has been installed to the proper grade and depth, the excavation shall be backfilled with granular or drainage stone from the bottom of the excavation to the springline of the pipe. Care shall be taken to ensure that the backfill on either side of the culvert does not differ by more than 300 mm so that the pipe is not displaced.

Access culverts shall be backfilled from the springline to finished grade with free draining native material or Granular "B" to within 300 mm of finished grade. The top 300 mm shall be backfilled with compacted Granular "A" material to finished grade. If excavated material is found unsuitable for backfill purposes, then Granular 'B' material will be required as backfill at the expense of the drainage works.

Municipal road culverts shall be backfilled from the springline to finished grade with Granular "B" to within 500 mm of finished grade. The top 500 mm shall match the existing road base materials.

All granular bedding and backfill material shall be mechanically compacted to 95% standard proctor maximum dry density. The Granular "B" material shall be mechanically compacted to 98% standard proctor maximum dry density and the Granular "A" material shall be mechanically compacted to 100% standard proctor maximum dry density.



Rip rap ends are to be used with 1.5H:1V side slopes. The rip rap shall consist of 100 mm x 250 mm quarry stone or approved equal. The area to receive the rip rap shall be graded to a depth of 400 mm below finished grade. Filter fabric (Terrafix 270R or approved equal) shall then be placed with any joints overlapped a minimum 600mm. The quarry stone shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

If concrete blocks are used the concrete blocks shall have dimensions of approx. 600 mm x 600 mm x 1200 mm, 600 mm x 600 mm x 2400 mm or 300 mm x 600 mm x 1200 mm as required. The top of the culvert shall govern block elevation. The correct block shall be set with the top of the block equal to the top of the culvert. The blocks shall be set at each end of the culvert so that each row of blocks will be offset approx. 100mm from the row below. The bottom row shall consist of one block placed parallel to the culvert. The blocks shall be imbedded a minimum of 300 mm into each bank and shall extend into the drain bottom to match the pipe invert or below.

The blocks shall be placed over a layer of filter fabric (Terrafix 270R or approved equal). The culvert shall be backfilled in conjunction with the placement of the blocks. The gaps between the culvert and the blocks shall be filled with concrete cinder blocks/bricks and mortar to give the endwall a finished appearance.

Excavation in accordance with OPSS 206.  
Compaction in accordance with OPSS 501.  
Granular in accordance with OPSS 1010.

### **13. Access at Station 3+786 (Access 8)**

The Contractor will be required to remove any topsoil within the footprint of the access and stockpile it for restoration. Any existing tiles or culverts encountered during Construction shall be extended to the open channel at an expense to the drain. The drain shall be backfilled with imported fill to within 300 mm of finished grade. The top 300 mm shall be backfilled with compacted granular "A" material to finished grade.

All imported fill shall be mechanically compacted to 95% standard proctor maximum dry density. The Granular "A" material shall be mechanically compacted to 100% standard proctor maximum dry density.

Compaction in accordance with OPSS 501.  
Granular in accordance with OPSS 1010.

#### **14. Subsurface Drainage**

All existing subsurface drains encountered during construction shall be reconnected to the open channel unless otherwise noted on the drawings or as directed by the Drainage Superintendent. The downstream end shall be plugged to the satisfaction of the Drainage Superintendent.

#### **15. Trucking of Excavated Material**

When a drain passes in front of any house, lawn, garden driveway orchard etc. the excavated material shall be loaded, hauled away and spread upon the adjoining lands or as directed by the Drainage Superintendent. The Contractor will to be required to haul material more than 150 m. The cost of trucking will form part of the drain maintenance cost and be assessed as per the Schedule of Maintenance.

If other agricultural landowners request the spoils be disposed of outside the working area, a sign-off from the receiving property must be obtained. Costs associated with disposing of spoils outside the working area are the responsibility of the Contractor. No additional payment will be made for disposing of spoils outside the working area.

#### **16. Silt Fence**

Light duty silt fencing shall be installed immediately downstream of any channel works or culvert replacements for the duration of construction. The silt fence shall consist of filter fabric or manufactured silt fence supported with posts.

The light duty silt fencing shall be supplied and installed in accordance with OPSS 577 and OPSD 219.110. The light duty silt fencing shall be removed once the disturbed area has been revegetated.

#### **17. Restoration**

Road restoration shall be in accordance with the following:

Disturbed areas within the road right-of-way shall be restored in accordance with 100 mm of native topsoil and seed. Topsoil in accordance with OPSS 802. Seed in accordance with OPSS 804.

Seeding Application rates are as follows:

- Primary seed (85 kg/ha.) consisting of 50% red fescue, 40% perennial ryegrass and 5% white clover.
- Nurse crop consisting of Italian (annual) ryegrass at 25% of total weight.

- Fertilizer (300 kg/ha.) consisting of 8-32-16.

### **18. Environmental Considerations**

The Contractor shall take care to adhere to the following considerations.

1. All excavated and stockpiled material shall be placed a minimum of 1.5 m from the top of the bank. Material shall not be placed in surface water runs or open inlets that enter the channel.
2. All granular and erosion control materials shall be stockpiled a minimum of 1.5 m from the top of the bank. Material shall not be placed in surface water runs or open inlets that enter the channel.
3. All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicle and equipment refuelling and maintenance shall be conducted away from the channel, any surface water runs, or open inlets. All waste materials shall be stockpiled well back from the top of the bank and all surface water runs and open inlets that enter the drain.
4. All construction in the channel shall be carried out during periods of low flow. The Contractor shall maintain a dry working area during construction. A temporary dam consisting of excavated material shall be constructed upstream and downstream of the work area if working during low water flow. The temporary dams shall be covered with filter fabric or plastic that shall be anchored with rip rap material or broken concrete. Water shall be bailed and pumped from the work area to an area downstream of the temporary dam and upstream of the silt fence. Water will be controlled in the area between the two temporary dams for the duration of construction using pumps, if necessary.

After completion of the construction, the temporary dams and any collected sediment shall be removed. The final removal shall be the silt fence. By following the above procedure, the work should have little or no impact on the existing channel if carried out during low flows.

5. The Contractor shall take care to adhere to the following Best Management Practices prepared by the Department of Fisheries and Ocean.

a) Culvert Replacements in Municipal Drains (Appendix A)

6. The Contractor shall take care to familiarize them with the Town of Amherstburg's mitigation documents and species identification guidelines which will be provided to the successful bidder.

#### **19. Culvert Maintenance**

The Contractor shall be responsible for maintenance of the access culverts for a period of one year after their installation. This will include repairing any settlement areas on the travel surface with Granular "A".

#### **20. Miscellaneous**

Any subsurface drains encountered upstream of the culvert that conflict with the proposed culvert shall be extended to an outlet to the open channel to the approval of the Drainage Superintendent.

Any fences that must be removed to allow construction or maintenance shall be reinstalled by the Contractor using the existing materials.

The contractor may be required to work around utilities.

It is the landowner's responsibility to mark all tile and tile mains prior to maintenance being carried out.



## APPENDIX A



Fisheries and Oceans  
Canada

Ontario and Prairie Region  
Fish and Fish Habitat Protection Program  
867 Lakeshore Rd.  
Burlington, ON  
L7S 1A1

Pêches et Océans  
Canada

Région de l'Ontario et des Prairies  
Programme de protection du poisson et de son habitat  
867 chemin Lakeshore  
Burlington, ON  
L7S 1A1

December 21, 2020

*Our file*      *Notre référence*  
**20-HCAA-02438**

Michael Gerrits  
4218 Oil Heritage Road, P.O. Box 1928  
Petrolia, ON N0N 1R0

**Subject: Culvert Replacements, Charles Shepley Drain, Town of Amherstburg (20-HCAA-02438) – Implementation of Measures to Avoid and Mitigate the Potential for Prohibited Effects to Fish and Fish Habitat**

Dear Michael Gerrits:

The Fish and Fish Habitat Protection Program (the Program) of Fisheries and Oceans Canada (DFO) received your proposal on November 27, 2020. We understand that you propose to:

- Remove existing 2m x 7m CSP culvert and install new 2.2m x 10.5m CSP culvert in a new location;
- Replace existing 1.2m x 8m CSP culvert with new 1.6m x 12m CSP culvert;
- Remove existing 900mm x 2m CSP culvert and infill approximately 9m of channel at the top end of the drain with riprap;
- Perform all activities in adherence to the [Best Management Practices-Culvert Replacements in Municipal Drains](#); and
- Restore any disturbed areas following work completion.

Our review considered the following information:

- Request for Review form and associated documents submitted on November 27, 2020.

Your proposal has been reviewed to determine whether it is likely to result in:

- the death of fish by means other than fishing and the harmful alteration, disruption or destruction of fish habitat which are prohibited under subsections 34.4(1) and 35(1) of the *Fisheries Act*; and
- effects to listed aquatic species at risk, any part of their critical habitat or the residences of their individuals in a manner which is prohibited under sections 32, 33 and subsection 58(1) of the *Species at Risk Act*.

The aforementioned impacts are prohibited unless authorized under their respective legislation and regulations.

To avoid and mitigate the potential for prohibited effects to fish and fish habitat (as listed above), we recommend implementing the measures listed below:

- Plan in-water works, undertakings and activities to respect [timing windows](#) to protect fish, including their eggs, juveniles, spawning adults and/or the organisms upon which they feed and migrate;
- Capture, relocate and monitor for fish trapped within isolated, enclosed, or dewatered areas;
- Conduct in-water undertakings and activities during periods of low water levels;
- Limit the duration of in-water works, undertakings and activities so that it does not diminish the ability of fish to carry out one or more of their life processes (spawning, rearing, feeding, migrating);
- Limit impacts on riparian vegetation to those approved for the work, undertaking or activity;
- Replace/restore any other disturbed habitat features and remediate any areas impacted by the work, undertaking or activity;
- Develop and implement an erosion and sediment control plan to avoid the introduction of sediment into any waterbody during all phases of the work, undertaking or activity;
  - Install effective erosion and sediment control measures prior to beginning work, undertaking or activity in order to stabilize all erodible and exposed areas;
  - Monitor the watercourse to observe signs of sedimentation during all phases of the work, undertaking or activity and take corrective action;
  - Schedule work to avoid wet, windy and rainy periods (and heed weather advisories) that may result in high flow volumes and/ or increase erosion and sedimentation;
  - Operate machinery on land in stable dry areas; and,
- Develop and implement a response plan to avoid a spill of deleterious substances

Provided that you incorporate these measures into your plans, the Program is of the view that your proposal will not require an authorization under the *Fisheries Act*, the *Aquatic Invasive Species Regulations* or the *Species at Risk Act*.

Should your plans change or if you have omitted some information in your proposal, further review by the Program may be required. Consult our website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) or consult with a qualified environmental consultant to determine if further review may be necessary. It remains your responsibility to remain in compliance with the *Fisheries Act* and the *Species at Risk Act*.

It is also your *Duty to Notify* DFO if you have caused, or are about to cause, the death of fish by means other than fishing and/or the harmful alteration, disruption or destruction of

.../3



fish habitat. Such notifications should be directed to (<http://www.dfo-mpo.gc.ca/pnw-ppe/CONTACT-eng.html>).

We recommend that you notify this office at least 10 days before starting your project and that a copy of this letter be kept on site while the work is in progress. It remains your responsibility to meet all other federal, territorial, provincial and municipal requirements that apply to your proposal.

If you have any questions with the content of this letter, please contact Kyle Mataya at [Kyle.Mataya@dfo-mpo.gc.ca](mailto:Kyle.Mataya@dfo-mpo.gc.ca). Please refer to the file number referenced above when corresponding with the Program.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'K. Mataya', is positioned above the printed name.

Kyle Mataya  
Biologist, Triage and Planning  
Fish and Fish Habitat Protection Program

**From:** Ashley Gyori <AGyori@erca.org>  
**Sent:** Wednesday, November 25, 2020 2:43 PM  
**To:** mike@mgerritsconsulting.ca  
**Subject:** RE: 2019-1021 Charles Shepley Drain Draft Pans (November 2, 2020), 2019-1021 Charles Shepley Drain Draft Report (November 2, 2020)  
**Attachments:** ERCA Watershed Management Services 2020 Fee Schedule.pdf

Good afternoon,

We acknowledge receipt of the Draft Engineering Report and Plans for the proposed drainage works to the Charles Shepley Drain. We have reviewed the plans prepared by your office, Project No. 2019-1021, and have determined that the draft proposal satisfies this office's concerns with respect to Section 28 of the *Conservation Authorities Act*.

For this project to proceed, we will need a copy of the signed and sealed final drainage report and drawings and an ERCA application for permit form, completed by the municipality. Our office will invoice the Town of Amherstburg the application for permit fee of \$800.00 in accordance with Item 22 of the attached Board-approved Fee Schedule, upon issuance of the approval.

If you have any questions, please do not hesitate to contact me.

Kind regards,



**ASHLEY GYORI**  
Regulations Analyst  
Essex Region Conservation Authority  
360 Fairview Avenue West, Suite 311 • Essex, Ontario • N8M 1Y6  
P. 519-776-5209 x 247 • F. 519-776-8688  
[agyori@erca.org](mailto:agyori@erca.org) • [essexregionconservation.ca](http://essexregionconservation.ca)

**Please consider the environment before printing this email**

*This e-mail transmission is confidential and may contain proprietary information for the express use of the intended recipient. Any use, distribution or copying of this transmission, other than by the intended recipient, is strictly prohibited. If you are not the intended recipient, please notify us by telephone at the number above and arrange to return this transmission to us or destroy it.*

**Follow us on Twitter: @essexregionca**

**\*\* Please note that the ERCA office is closed to the public; however, staff are continuing to respond to inquiries and review applications in a modified capacity. We appreciate your understanding and patience at this time.\*\***

-----Original Message-----

**From:** Dan Jenner <DJenner@erca.org>  
**Sent:** Monday, November 9, 2020 7:30 AM  
**To:** Ashley Gyori <AGyori@erca.org>  
**Subject:** FW: 2019-1021 Charles Shepley Drain Draft Pans (November 2, 2020), 2019-1021 Charles Shepley Drain Draft Report (November 2, 2020)

DAN JENNER

Regulations Coordinator  
Essex Region Conservation Authority  
360 Fairview Avenue West, Suite 311 Essex, Ontario N8M 1Y6  
P. 519-776-5209 x 359 F. 519-776-8688

djenner@erca.org essexregionconservation.ca Please consider the environment before printing this email This e-mail transmission is confidential and may contain proprietary information for the express use of the intended recipient. Any use, distribution or copying of this transmission, other than by the intended recipient, is strictly prohibited. If you are not the intended recipient, please notify us by telephone at the number above and arrange to return this transmission to us or destroy it. Follow us on Twitter: @essexregionca

**\*\*NOTE:** As per public health guidelines, our offices are closed to the public, but staff are working remotely to provide responses to inquiries and review applications as efficiently as possible. Your patience and understanding is greatly appreciated at this time. **\*\***

-----Original Message-----

From: mike@mgerritsconsulting.ca <mike@mgerritsconsulting.ca>  
Sent: Tuesday, November 3, 2020 9:16 AM  
To: Dan Jenner <DJenner@erca.org>  
Subject: 2019-1021 Charles Shepley Drain Draft Pans (November 2, 2020), 2019-1021 Charles Shepley Drain Draft Report (November 2, 2020)

Hello Dan,

Please review the report and forward any comments. We had some original comments from ERCA. If you would like I can send them to you. They said we had to consider ice damming and the 100 year flood levels. The culverts are equal or larger than the existing conditions. Please review the replacement spec for Culvert 2, it is a concrete box culvert however the culverts upstream and downstream are smaller csp's. In the future is it possible to replace the box culvert with a smaller CSP that matches the adjacent culverts.

Thanks

Mike

## Best Management Practices – Culvert Replacements in Municipal Drains

This document describes the conditions on which one may proceed with a culvert replacement in a municipal drain without DFO approval/notification. All municipal, provincial, or federal legislation that applies to the work being proposed must be respected. If the conditions/requirements below cannot be met, please complete the drain notification form and submit it to the Fisheries Protection Program form review at: [FisheriesProtection@dfo-mpo.gc.ca](mailto:FisheriesProtection@dfo-mpo.gc.ca).

### Potential Impacts to Fish Habitat

- Infilling fish habitat by encroachment of the water crossing footprint or channel realignment to accommodate culvert
- Harmful substrate alteration of fish habitat (e.g. blockage of groundwater upwellings, critical SAR habitat, spawning areas)
- Removal of riparian vegetation and cover along the banks of the municipal drain
- Removal of edge habitat (e.g. undercut bank, shallower areas with lower velocity, aquatic vegetation) creation of barriers to fish movement (e.g. perched crossings, velocity barriers, alteration of the natural stream gradient)
- Alteration of channel flow velocity and/or depth (e.g. oversized culvert resulting in insufficient depth for fish passage at low flow or undersized culvert resulting in a flow velocity barrier at high flow)
- Alteration of channel morphology and sediment transport processes caused by the physical structure of the crossing resulting in upstream and downstream sediment aggradation/erosion
- Re-entry of sediment that was removed/stockpiled into the watercourse
- Erosion downstream from sudden release of water due to the failure of site isolation
- Stranding of fish in isolated ponds following de-watering of the site
- Impingement or entrainment of fish when de-watering pumps are used
- Short term or chronic transport of deleterious substances, including sediment, into fish habitat from construction or road drainage

### Requirements

The following requirements must be met:

- There are no aquatic Species at Risk present in the work zone or impact zone. To confirm there are no aquatic Species at Risk present, refer to the document, A Guide for Interpreting Fish and Mussel Species at Risk Maps in Ontario which can be found at: <http://www.dfo-mpo.gc.ca/Library/356763.pdf>. Links for Ontario Conservation Area specific fish and mussel maps that include critical habitat extents and a list of aquatic Species at Risk found within the conversation authority boundary can be found on Page 5 of A Guide for Interpreting Fish and Mussel Species at Risk Maps in Ontario.
- The culvert is embedded into the streambed and must allow for the free passage of fish.
- The work involves like-for-like replacements of existing road or private access culverts on all drain types without SAR.
- On C and F Drains only, this can also include replacements with extensions and end walls for the purposes of providing the property or road with safe access, but the project permanent footprint will not increase more than 250 m<sup>2</sup> below the high water mark.
- The project does not involve replacing a bridge or arch with one or more culverts installed in parallel or a larger-diameter culvert with more than one culvert installed in parallel.

- The project does not involve building more than one culvert installed in parallel on a single watercourse crossing site (e.g. twin culvert).
- The project does not involve temporarily narrowing the watercourse to an extent or for a duration that is likely to cause erosion, structural instability or fish passage problems.
- The municipal drain has no flow/low flow or is frozen to the bottom at the time of the replacement.
- In-water work is scheduled to respect timing windows (Tables 1 and 2) to protect fish, including their eggs, juveniles, spawning adults, and/or the organisms upon which they feed.
- The work can be conducted using the Culvert Removal Method described below and Standard Measures to Avoid Causing Serious Harm to Fish will be implemented when required.

Note: If your project must be conducted without delay in response to an emergency (e.g. the project is required to address an emergency that poses a risk to public health or safety or to the environment or property), you may apply for an Emergency Authorization (<http://www.dfo-mpo.gc.ca/asp/forceDownload.asp?FilePath=/pnw-ppe/reviews-revues/Emergency-Authorizations-Autorisations-Urgences-eng.pdf>).

### **Culvert Removal Methodology**

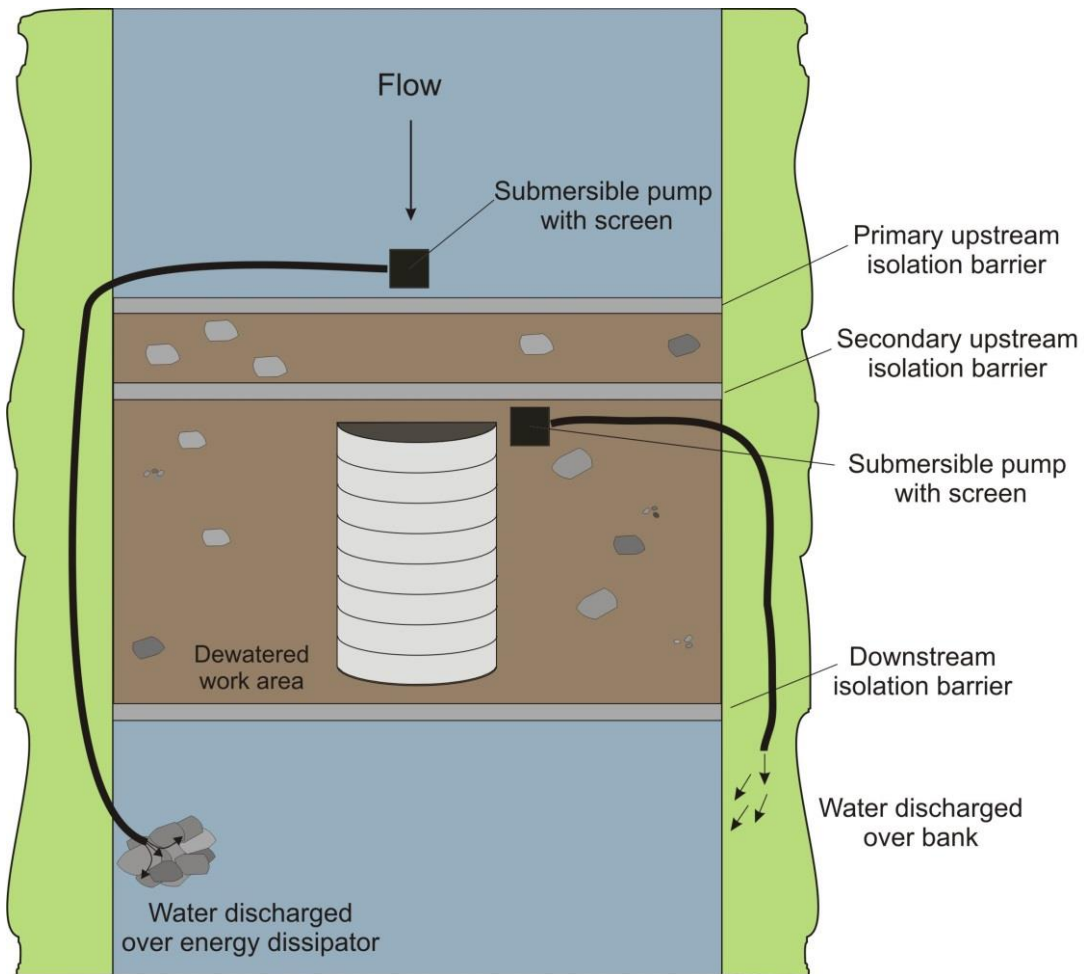
- Plan/manage the work site in a manner that prevents sediment from entering the municipal drain by installing sediment and erosion control materials where required. Ensure that a sediment and erosion control plan is developed and modified as necessary for the site.
- Where required, install effective erosion and sediment control measures before starting work to prevent sediment from entering the municipal drain.
- Implement site isolation measures when in-water work is required.
  - Install an impervious barrier upstream of the work area (Figure 1). If possible, install a secondary barrier upstream of the work area for added protection.
  - Attempt to drive out the fish from the work area and then install the impervious barrier downstream of the work area. This may reduce or eliminate the need for a fish salvage.
  - When the drain is flowing, maintain downstream flows (e.g. bypass water around the work site using pumps or flume pipes; Figure 2). Provide temporary energy dissipation measures (e.g. rip-rap) at discharge point of the hose or temporary outlet pipe when required. Routinely inspect bypass pump and hose or pipe to ensure proper operation. Inspect discharge point for erosion and reposition hose/pipe or install additional temporary energy dissipation material as needed.
  - Dewater the isolated work area. The hose for a pump may discharge along the top of the bank into existing vegetation; however, the area should be monitored for signs of erosion. Reposition the hose or install additional temporary energy dissipation material as needed.
  - A fish screen with openings no larger than 2.54 mm (0.10 inches) should be equipped on any pump used during the operation. Note: Additional information regarding fish screens can be found in the DFO Freshwater Intake End-of-Pipe Fish Screen Guideline document (<http://www.dfo-mpo.gc.ca/Library/223669.pdf>).
  - Collect any fish present in the isolated work area and relocate them downstream.
  - Fish salvage operations must be conducted under a license issued by the Ontario Ministry of Natural Resources and Forestry (MNRF). The MNRF should be contacted well in advance of any work to obtain the required fish collection license.
- Install the culvert so that it is embedded into the streambed; ensure the culvert remains passable (e.g. does not become perched) by fish and wildlife.

- Decommission the site isolation in a manner that minimizes the introduction of sediment. The downstream isolation barrier shall gradually be removed first, to equalize water levels inside and outside of the isolated area and to allow suspended sediments to settle.
- Stabilize and remove waste from the site.
- Where required, maintain effective erosion and sediment control measures until complete re-vegetation of disturbed areas is achieved.



**Figure 2. Isolation of Site**





**Figure 3. Isolation and Bypass Diversion when Working In-Water**

## Timing Windows

Figure 1 and Tables 1 and 2 can be used to determine the Restricted Activity period for the drain based on its classification. Note: Timing windows identified on [Conservation Authority](#) permits or [Ministry of Natural Resources](#) (Government of Ontario) work permits may differ and take precedence.



**Figure 1. Ontario's Northern and Southern Region boundaries for determining application of restricted activity timing windows.**

**Table 1. Restricted Activity timing windows for the protection of spawning fish and developing eggs and fry in the Northern Region. Dates represent when work should be avoided.**

| DRAIN TYPE | RESTRICTED ACTIVITY PERIOD |
|------------|----------------------------|
| A          | SEPTEMBER 1 TO JULY 15     |
| B          | SEPTEMBER 1 TO JULY 15     |
| C          | APRIL 1 TO JULY 15         |
| D          | SEPTEMBER 1 TO JULY 15     |
| E          | APRIL 1 TO JULY 15         |

**Table 2. Restricted Activity timing windows for the protection of spawning fish and developing eggs and fry in the Southern Region. Dates represent when work should be avoided.**

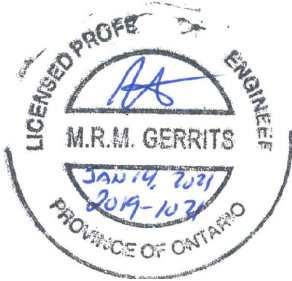
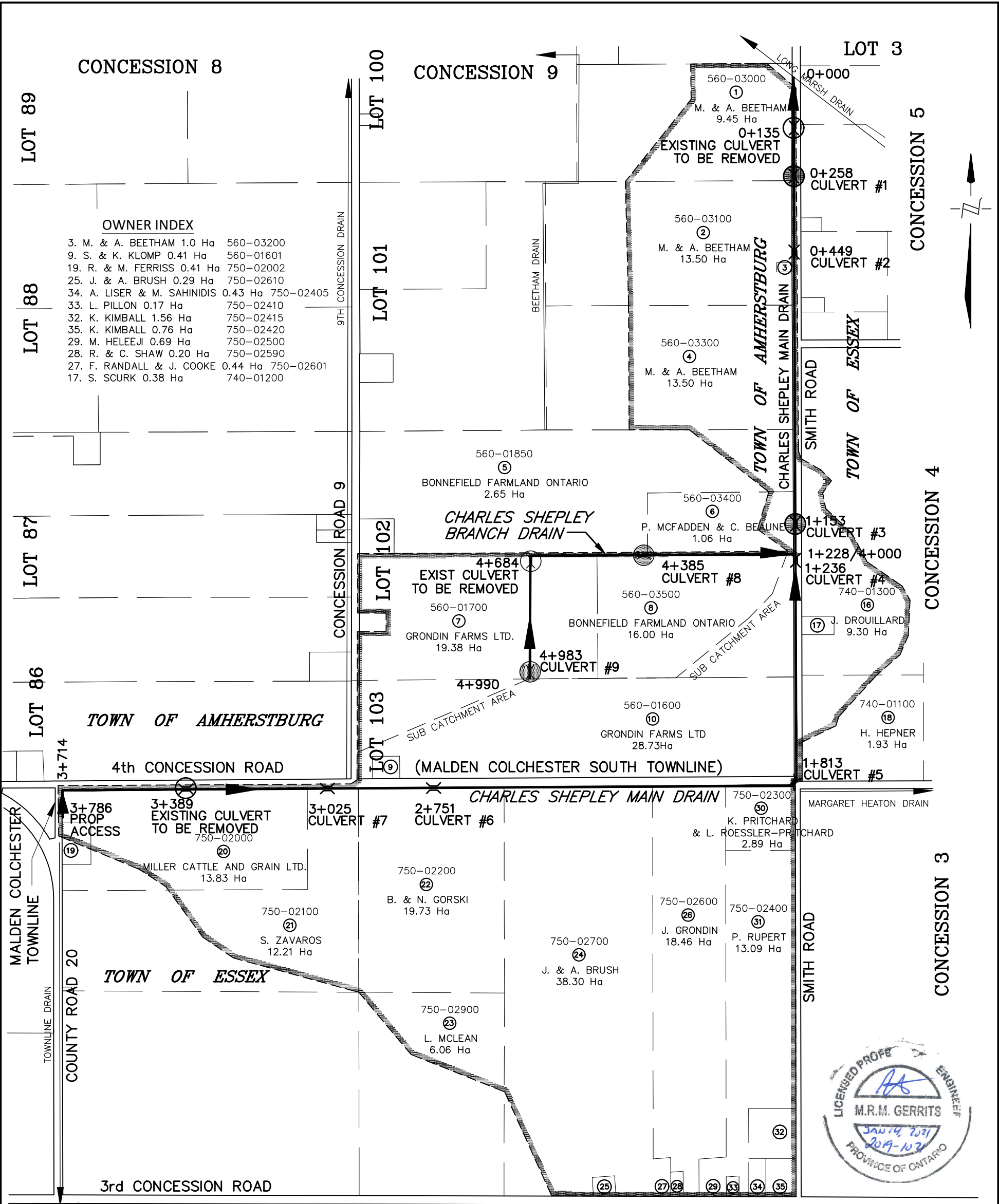
| DRAIN TYPE | RESTRICTED ACTIVITY PERIOD |
|------------|----------------------------|
| A          | SEPTEMBER 15 TO JULY 15    |
| B          | MARCH 15 TO JULY 15        |
| C          | MARCH 15 TO JULY 15        |
| D          | OCTOBER 1 TO JULY 15       |
| E          | MARCH 15 TO JULY 15        |



### Standard Measures to Avoid Causing *Serious Harm to Fish*

When implementing a culvert removal project in a municipal drain, the *Fisheries Act* still requires an individual/company to ensure they avoid causing *serious harm to fish* during any activities in or near water. The following advice will help one avoid causing harm and comply with the *Act* (for additional information see <http://www.dfo-mpo.gc.ca/pnw-ppe/measures-mesures/measures-mesures-eng.html>).

1. Schedule work to avoid wet, windy and rainy periods that may increase erosion and sedimentation.
2. Whenever possible, operate machinery on land above the high water mark or on ice and in a manner that minimizes disturbance to the banks and bed of the municipal drain.
  - Ensure that machinery arrives on site in a clean condition and is maintained free of fluid leaks.
  - Limit machinery fording of the municipal drain to a one-time event (i.e., over and back), and only if no alternative crossing method is available. If repeated crossings of the municipal drain are required, construct a temporary crossing structure.
  - Wash, refuel and service machinery and store fuel and other materials for the machinery in such a way as to prevent any deleterious substances from entering the water.
  - Keep an emergency spill kit on site in case of fluid leaks or spills from machinery.
3. Install effective sediment and erosion control measures before starting work to prevent sediment from entering the municipal drain. Inspect them regularly during the course of construction and make all necessary repairs if any damage occurs.
4. Erosion and sediment control measures should be maintained until all disturbed ground has been permanently stabilized, suspended sediment has resettled to the bed of the municipal drain and runoff water is clear.
5. Undertake all in-water activities in isolation of open or flowing water while maintaining the natural flow of water downstream and avoid introducing sediment into the municipal drain.
6. Ensure applicable permits for relocating fish are obtained and relocate any fish that become trapped in isolated pools or stranded in newly flooded areas to the main channel of the watercourse.
7. Ensure that the water that is being pumped/diverted from the site is filtered (sediment remove) prior to being released (e.g. pumping/diversion of water to a vegetated area).
8. Implement measures for containing and stabilizing waste material (e.g. dredging spoils, construction waste and materials, commercial logging waste, uprooted or cut aquatic plants, accumulated debris) above the high water mark of nearby waterbodies to prevent re-entry.
9. Stabilize shoreline or banks disturbed by any activity associated with the project to prevent erosion and/or sedimentation, preferably through re-vegetation with native species suitable for the site.
10. If replacement rock reinforcement/armouring is required to stabilize eroding or exposed areas, then ensure that appropriately-sized, clean rock is used; and that rock is installed at a similar slope to maintain a uniform bank/shoreline and natural stream/shoreline alignment.
11. Remove all construction materials from site upon project completion.



APPROVED  
M. GERRITS

CHECKED  
J. WARNER

DRAWN  
B. VAN RUITENBURG

SCALE

NO. REVISIONS

2 FINAL REPORT

1 DRAFT REPORT

PLAN

1:10,000

DATE

JAN.18, 2021

DEC.16, 2020

BY

MG

MG

LEGEND

EXISTING CULVERT

CULVERT TO BE REMOVED

CULVERT TO BE REPLACED

DRAINAGE AREA

LANDOWNER IDENTIFICATION NUMBER

CHARLES SHEPLEY MAIN DRAIN AND BRANCH DRAIN

MUNICIPAL DRAIN

SCALE: 1:10,000

0 150 300 450m

**R Dobbin**  
Engineering Inc.

4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
Charles Shepley Drain Plan

PROJECT No.  
2019-1021

TOWN of AMHERSTBURG

CHARLES SHEPLEY DRAIN PLAN

1

OF 9

Page 158 of 253

GENERAL NOTES

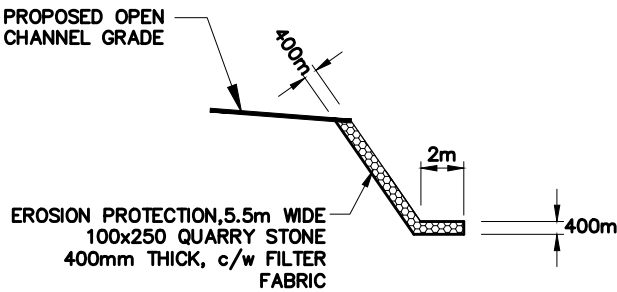
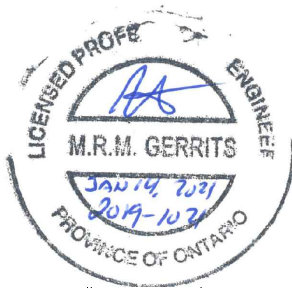
1. BENCHMARK No.1 ELEV. 185.99

TOP NORTH END OF EXISTING 2200mmØ CSP AT STATION 0+131

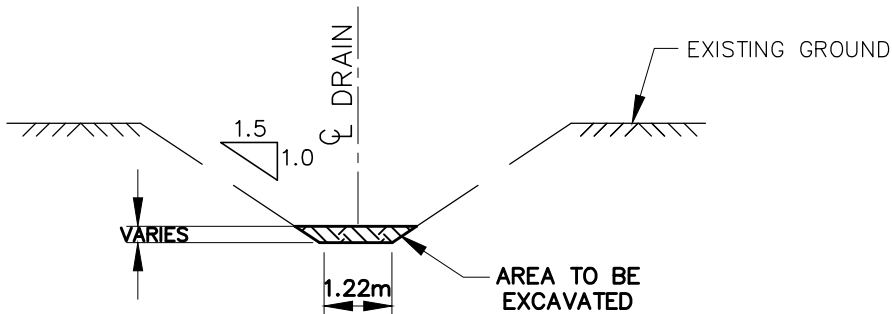
CULVERT #1
- BENCHMARK No.2 ELEV. 186.837

TOP NORTH END OF EXISTING HEADWALL AT STATION 0+446

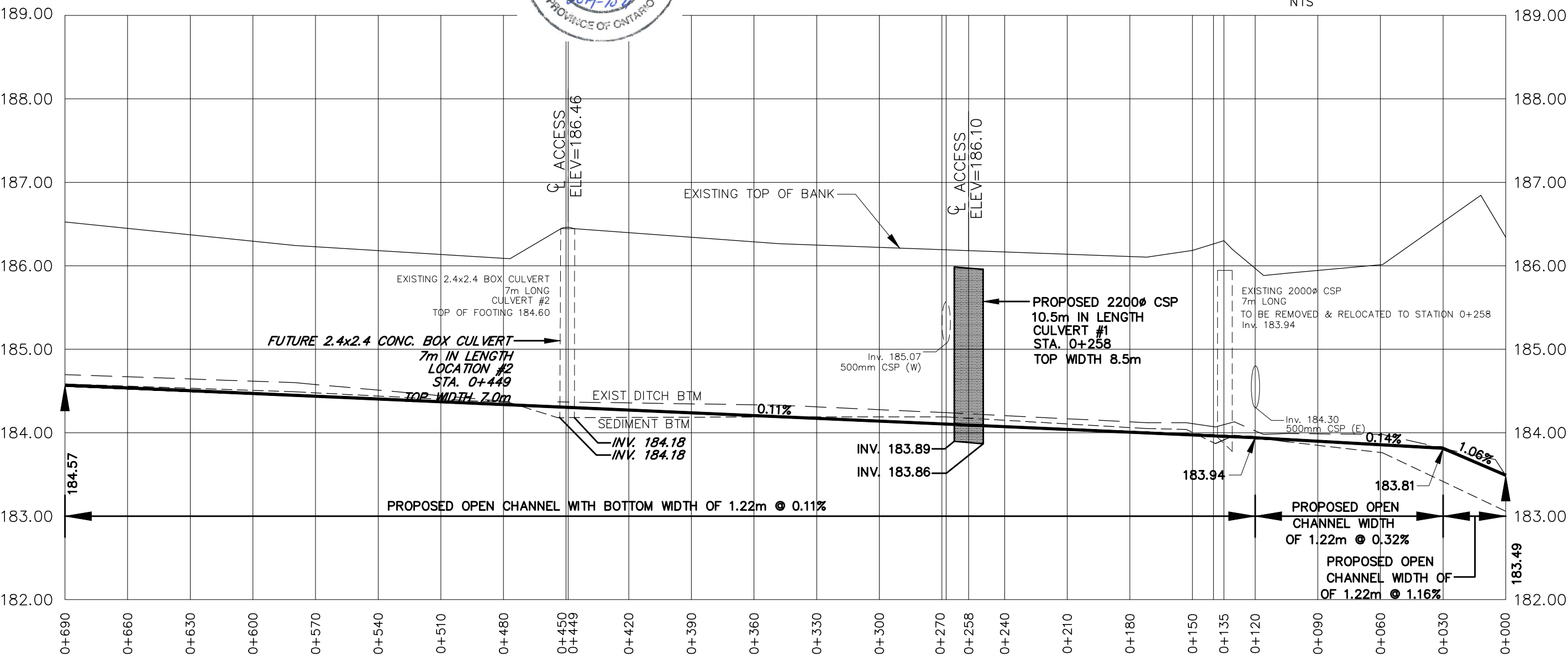
CULVERT #2



OUTLET DETAIL  
NTS



TYPICAL DRAIN CROSS SECTION  
(STA. 0+000 TO 1+265)  
NTS



4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
Charles Shepley Drain Profile1

PROJECT No.  
2019-1021

APPROVED  
M. GERRITS

CHECKED  
J. WARNER

DRAWN  
B. VAN RUITENBURG

| NO. | REVISIONS    | DATE         | BY |
|-----|--------------|--------------|----|
| 2   | FINAL REPORT | JAN.18, 2021 | MG |
| 1   | DRAFT REPORT | DEC.16, 2020 | MG |

SCALE: 1:2,000  
0 20 40 60m

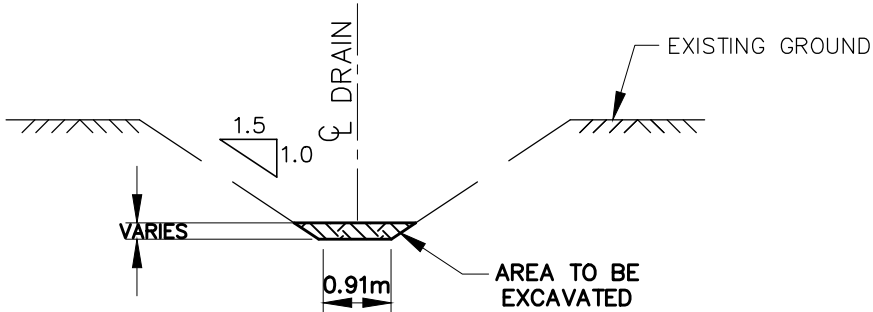
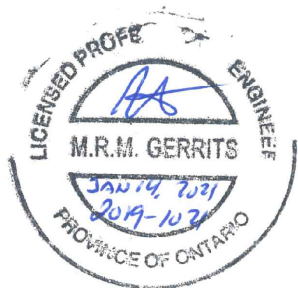
TOWN of AMHERSTBURG  
CHARLES SHEPLEY MAIN DRAIN  
PROFILE

2  
OF 9

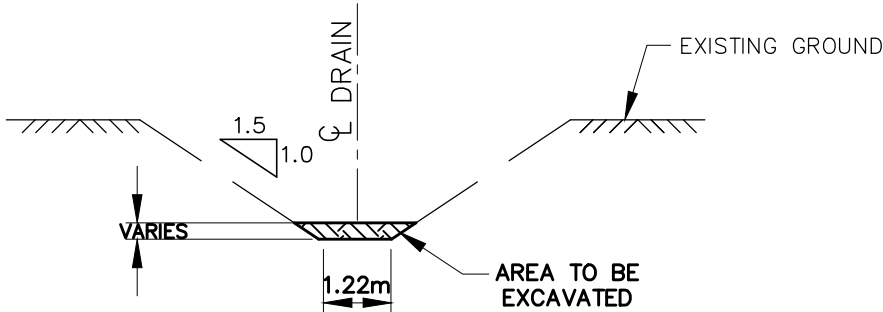
Last Updated: January 15, 2021

GENERAL NOTES

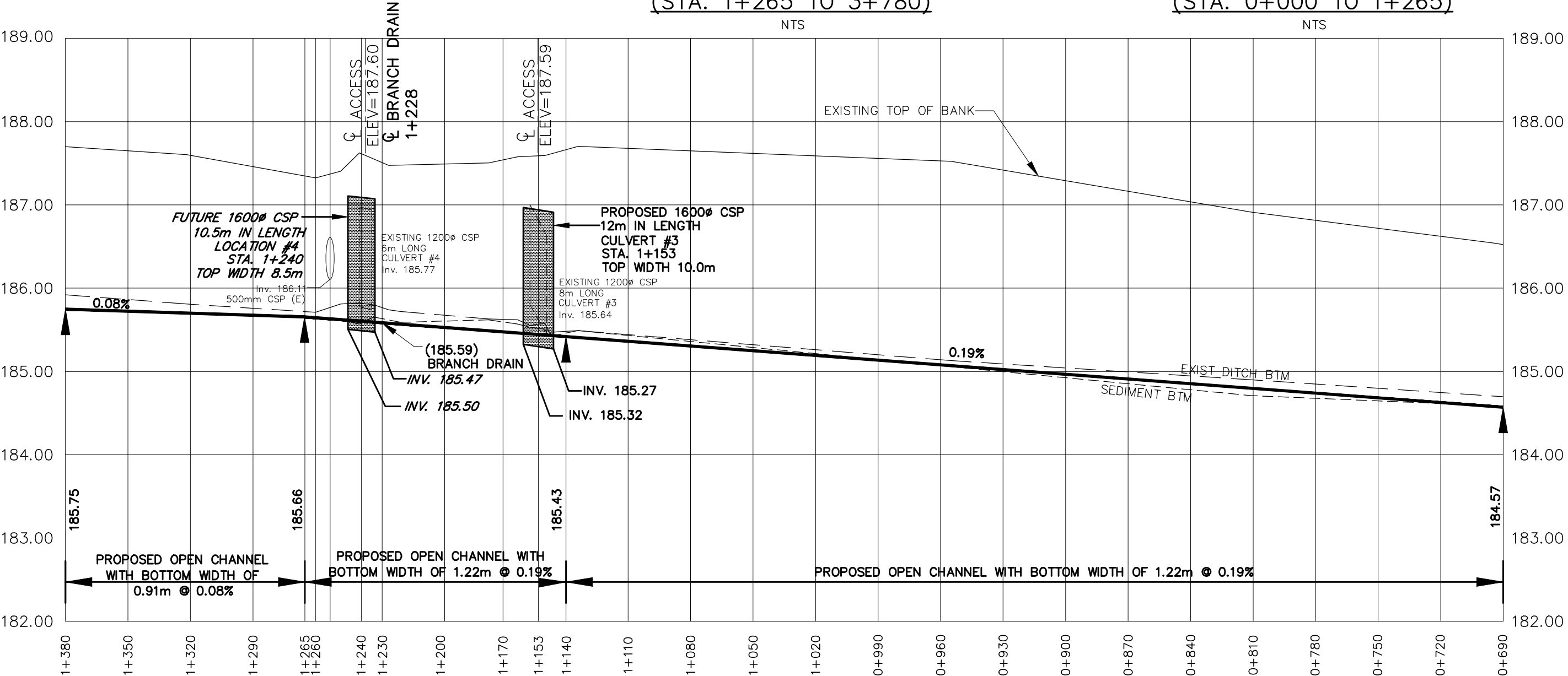
- 1. BENCHMARK No.3 ELEV. 186.99  
TOP SOUTH END OF EXISTING 1200mmØ  
CSP AT STATION 1+157  
CULVERT #3
- BENCHMARK No.4 ELEV. 186.99  
TOP SOUTH END OF EXISTING 1200mmØ  
CSP AT STATION 1+239  
CULVERT #4



TYPICAL DRAIN CROSS SECTION  
(STA. 1+265 TO 3+780)  
NTS



TYPICAL DRAIN CROSS SECTION  
(STA. 0+000 TO 1+265)  
NTS



4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
Charles Shepley Drain Profile2

PROJECT No.  
2019-1021

|                   |     |              |              |    |
|-------------------|-----|--------------|--------------|----|
| APPROVED          | NO. | REVISIONS    | DATE         | BY |
| M. GERRITS        | 2   | FINAL REPORT | JAN.18, 2021 | MG |
| CHECKED           | 1   | DRAFT REPORT | DEC.16, 2020 | MG |
| J. WARNER         |     |              |              |    |
| DRAWN             |     |              |              |    |
| B. VAN RUITENBURG |     |              |              |    |

SCALE: 1:2,000  
0 20 40 60m

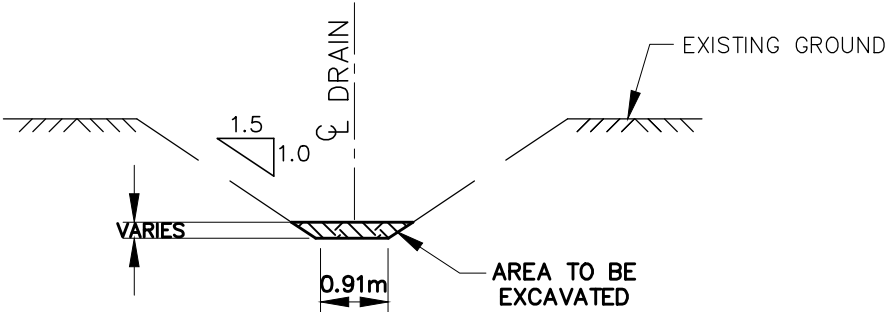
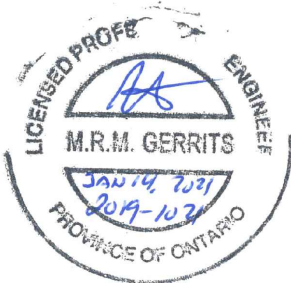
TOWN of AMHERSTBURG  
CHARLES SHEPLEY MAIN DRAIN  
PROFILE

3  
OF 9

Last Updated: January 15, 2021

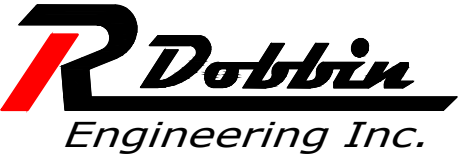
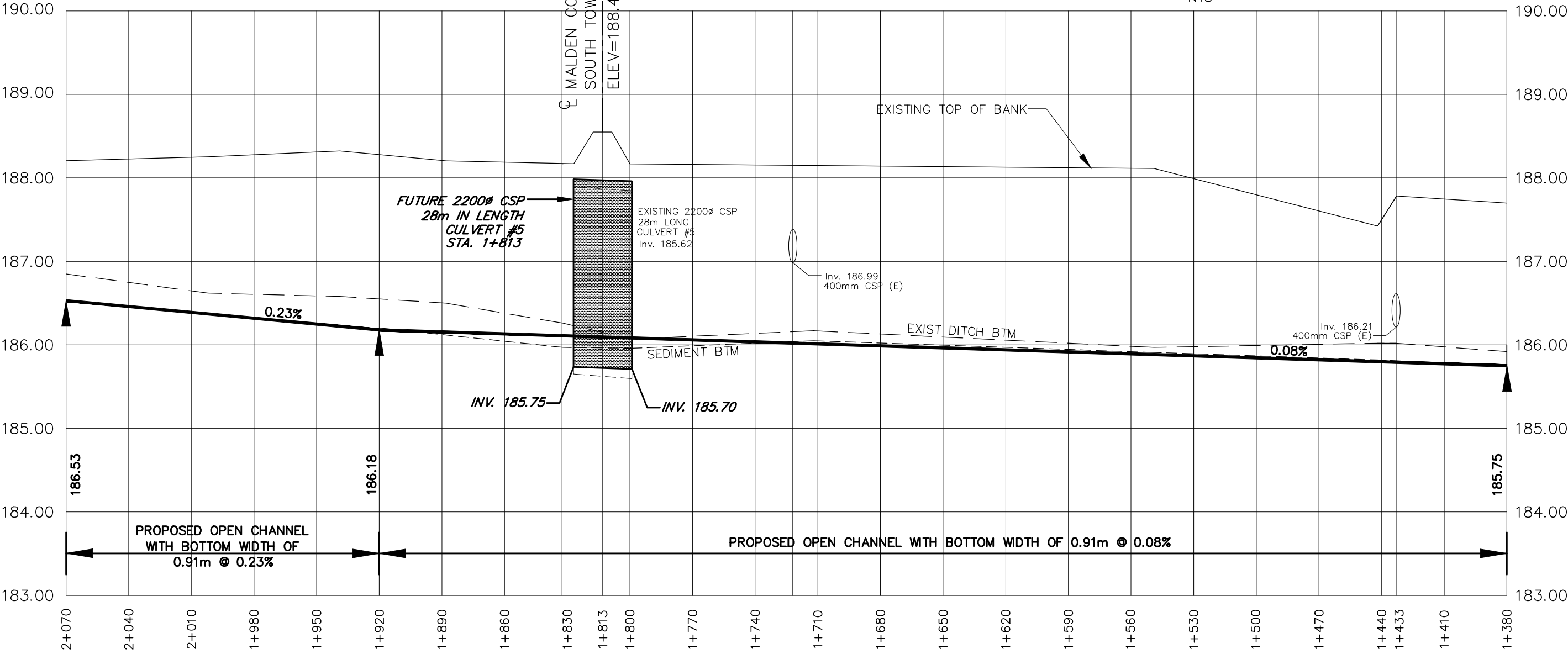
GENERAL NOTES

- 1. BENCHMARK No.5 ELEV. 187.82  
TOP NORTH END OF EXISTING 2200mmø  
CSP AT STATION 1+799  
CULVERT #5



TYPICAL DRAIN CROSS SECTION  
(STA. 1+265 TO 3+780)

NTS



4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
Charles Shepley Drain Profile3

PROJECT No.  
2019-1021

APPROVED  
M. GERRITS

CHECKED  
J. WARNER

DRAWN  
B. VAN RUITENBURG

| NO. | REVISIONS    | DATE         | BY |
|-----|--------------|--------------|----|
| 2   | FINAL REPORT | JAN.18, 2021 | MG |
| 1   | DRAFT REPORT | DEC.16, 2020 | MG |

SCALE: 1:2,000  
0 20 40 60m

TOWN of AMHERSTBURG  
CHARLES SHEPLEY MAIN DRAIN  
PROFILE

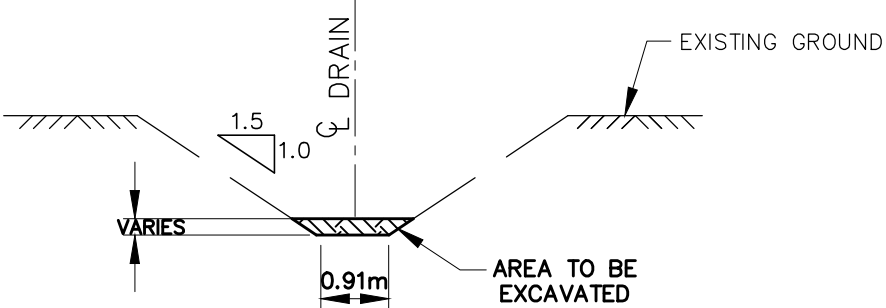
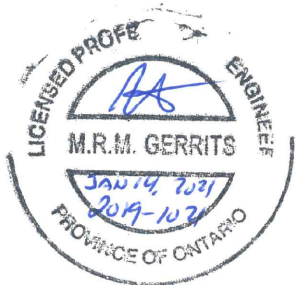
4  
OF 9

Last Updated: January 15, 2021



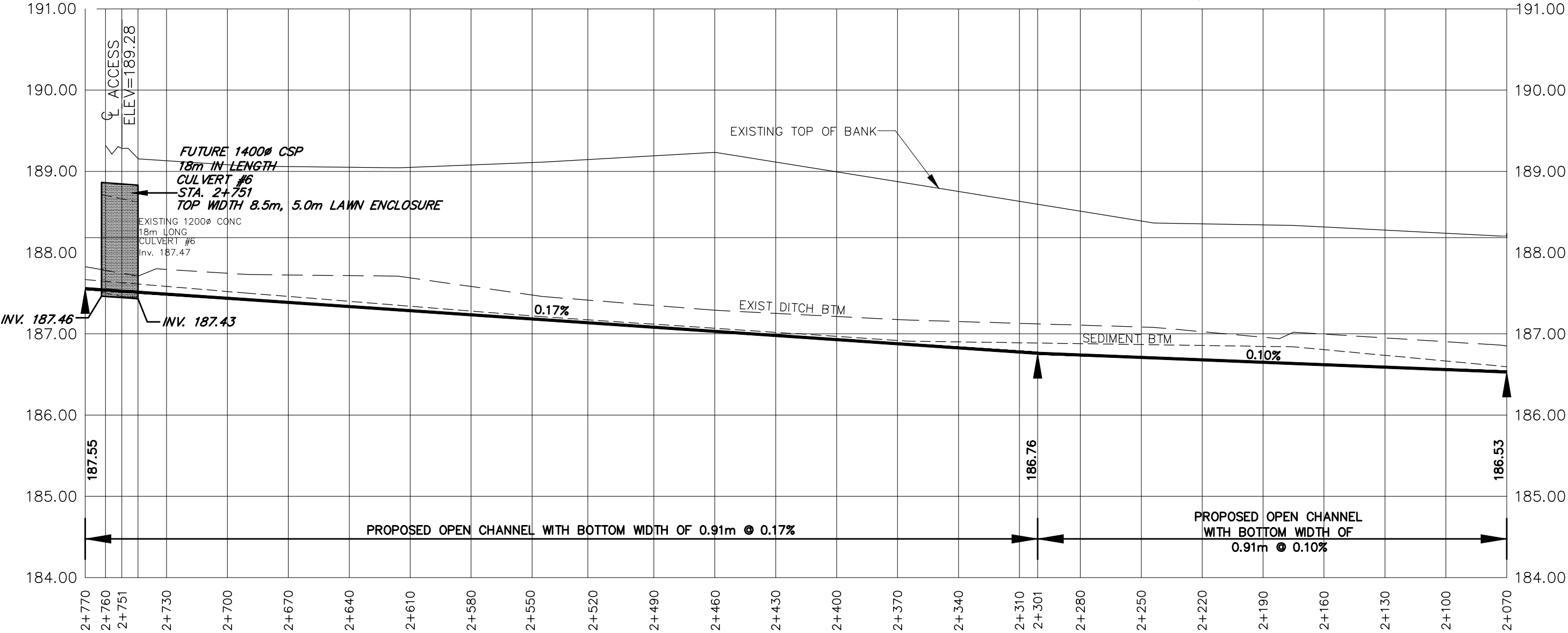
GENERAL NOTES

- 1. BENCHMARK No.6 ELEV. 188.62  
TOP EAST END OF EXISTING 1200mmØ  
CSP AT STATION 2+744  
CULVERT #6



TYPICAL DRAIN CROSS SECTION  
(STA. 1+265 TO 3+780)

NTS



4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
Charles Shepley Drain Profile4

PROJECT No.  
2019-1021

|                   |     |              |              |    |
|-------------------|-----|--------------|--------------|----|
| APPROVED          | NO. | REVISIONS    | DATE         | BY |
| M. GERRITS        | 2   | FINAL REPORT | JAN.18, 2021 | MG |
| CHECKED           | 1   | DRAFT REPORT | DEC.16, 2020 | MG |
| J. WARNER         |     |              |              |    |
| DRAWN             |     |              |              |    |
| B. VAN RUITENBURG |     |              |              |    |

SCALE: 1:2,000  
0 20 40 60m

TOWN of AMHERSTBURG  
CHARLES SHEPLEY MAIN DRAIN  
PROFILE

5  
OF 9

Last Updated: January 15, 2021

GENERAL NOTES

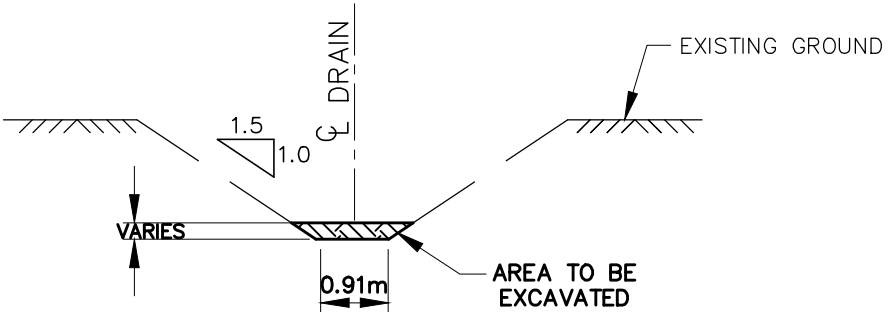
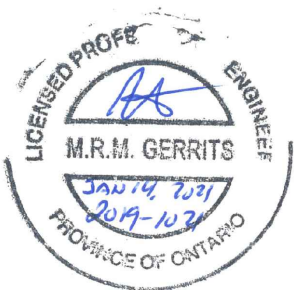
1. BENCHMARK No.7 ELEV. 188.11

INVERT OF EAST END OF EXISTING 900mmø CSP AT STATION 3+021

CULVERT #7
- BENCHMARK No.8 ELEV. 188.13

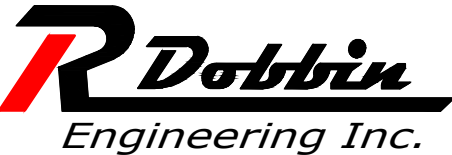
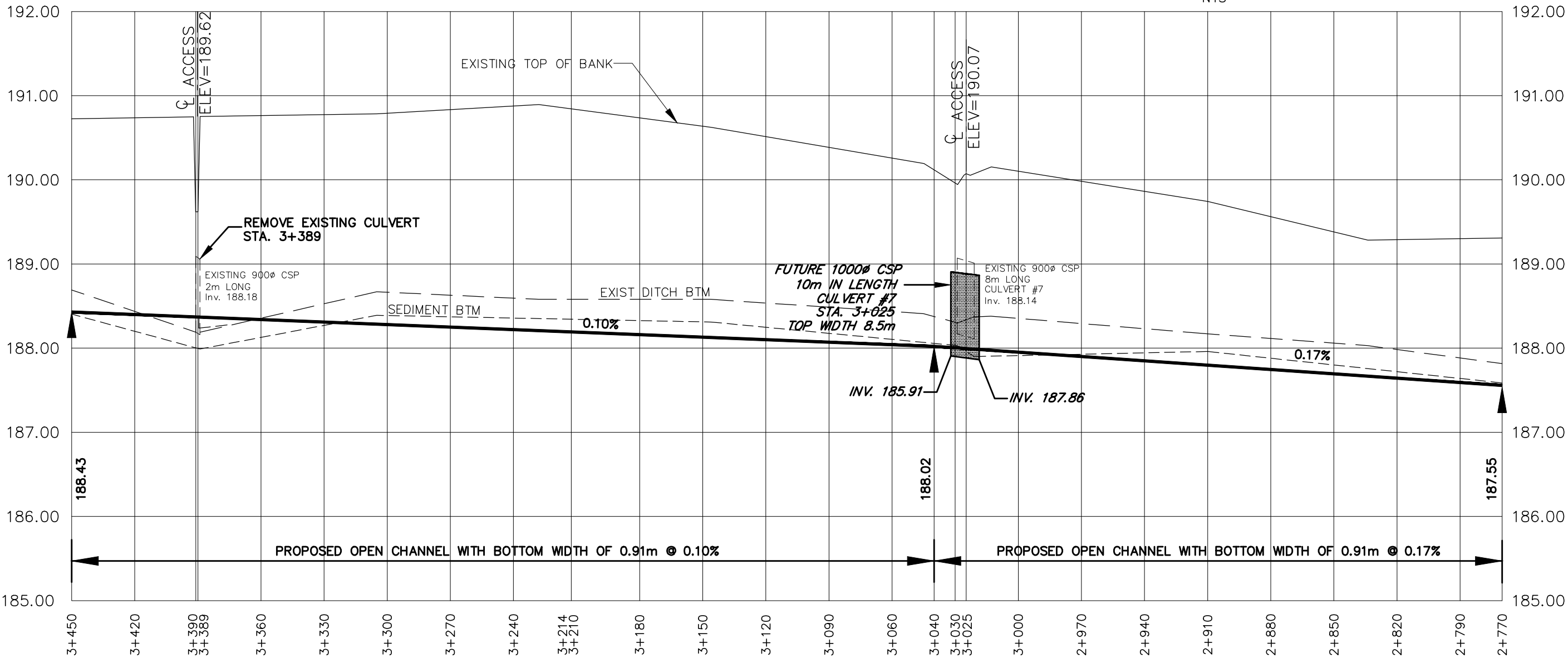
TOP WEST END OF EXISTING 900mmø CSP AT STATION 3+391

CULVERT #8



TYPICAL DRAIN CROSS SECTION  
(STA. 1+265 TO 3+780)

NTS



4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
Charles Shepley Drain Profile5

PROJECT No.  
2019-1021

APPROVED  
M. GERRITS

CHECKED  
J. WARNER

DRAWN  
B. VAN RUITENBURG

| NO. | REVISIONS    | DATE         | BY |
|-----|--------------|--------------|----|
| 2   | FINAL REPORT | JAN.18, 2021 | MG |
| 1   | DRAFT REPORT | DEC.16, 2020 | MG |

SCALE: 1:2,000  
0 20 40 60m

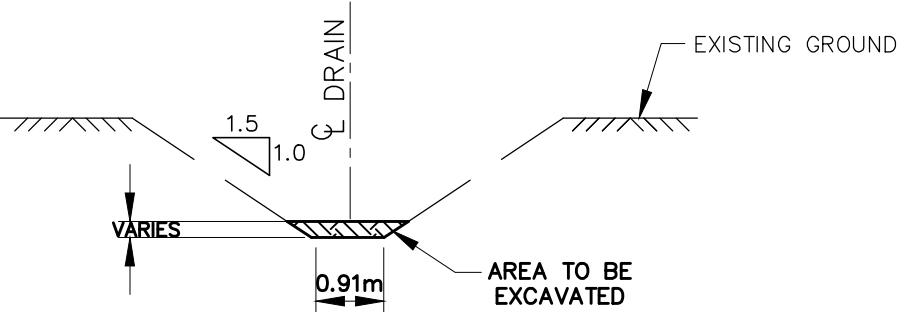
TOWN of AMHERSTBURG  
CHARLES SHEPLEY MAIN DRAIN  
PROFILE

6  
OF 9

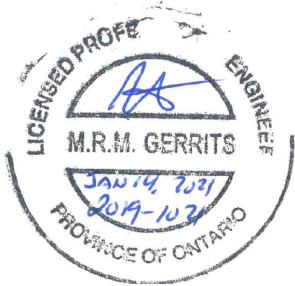
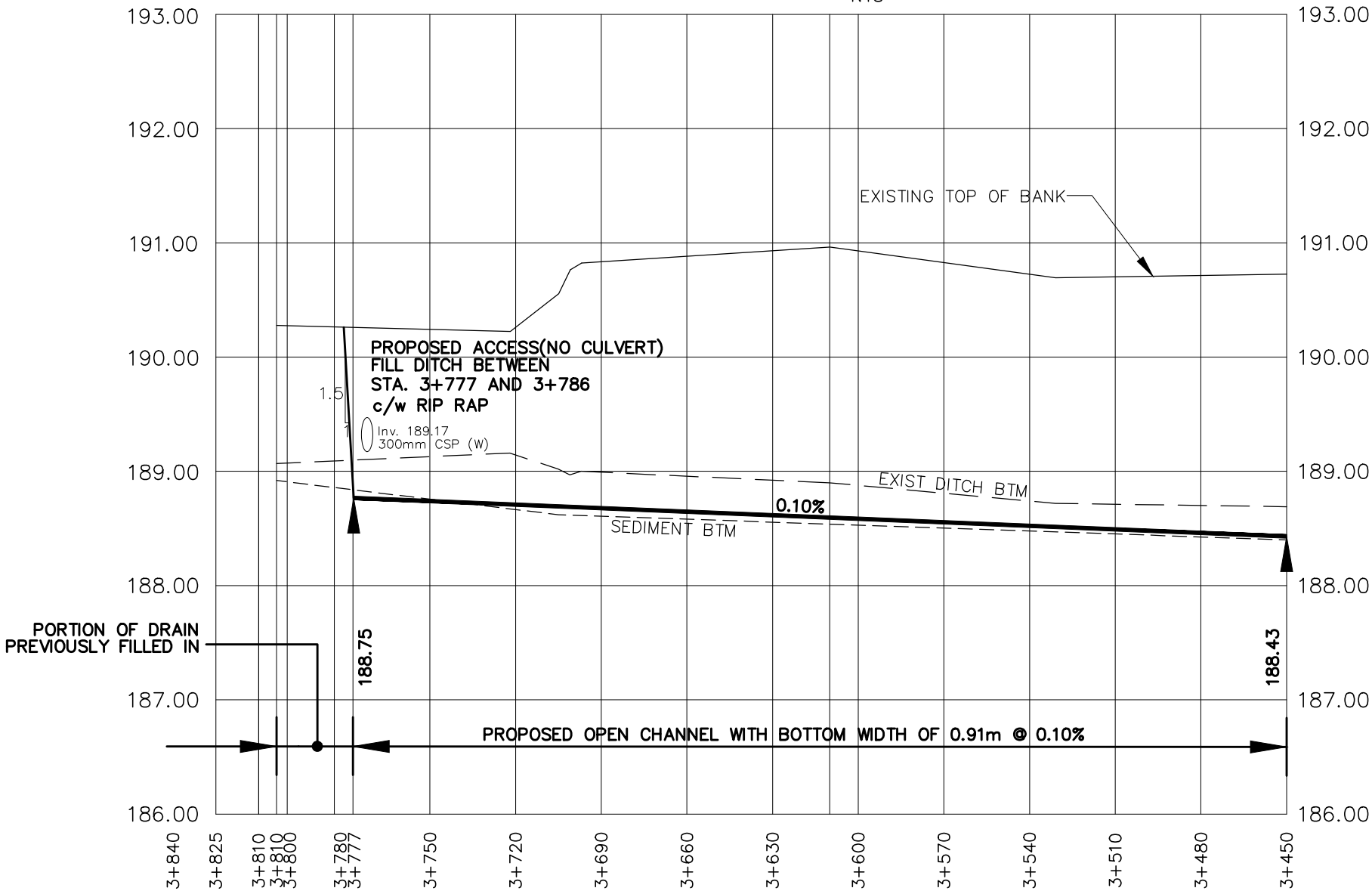
Last Updated: January 15, 2021

GENERAL NOTES

- 1. BENCHMARK No.8 ELEV. 188.13  
TOP WEST END OF EXISTING 900mmØ  
CSP AT STATION 3+391  
CULVERT #8



TYPICAL DRAIN CROSS SECTION  
(STA. 1+265 TO 3+780)  
NTS



4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
Charles Shepley Drain Profile6

PROJECT No.  
2019-1021

|                            |                               |              |              |    |
|----------------------------|-------------------------------|--------------|--------------|----|
| APPROVED<br>M. GERRITS     | NO.                           | REVISIONS    | DATE         | BY |
|                            | 2                             | FINAL REPORT | JAN.18, 2021 | MG |
| CHECKED<br>J. WARNER       | 1                             | DRAFT REPORT | DEC.16, 2020 | MG |
|                            | SCALE: 1:2,000<br>0 20 40 60m |              |              |    |
| DRAWN<br>B. VAN RUITENBURG |                               |              |              |    |

TOWN of AMHERSTBURG  
CHARLES SHEPLEY MAIN DRAIN  
PROFILE

7  
OF 9



GENERAL NOTES

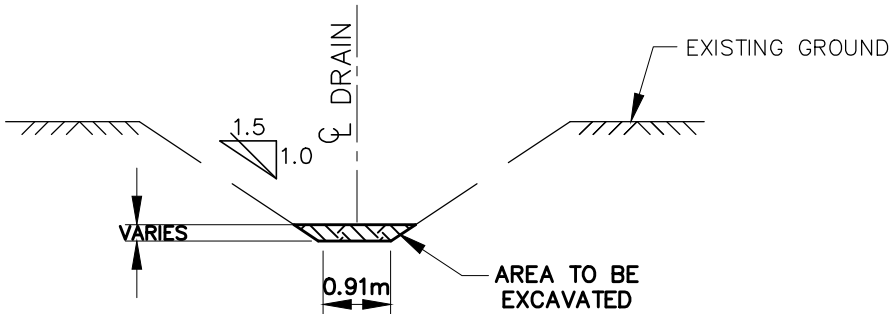
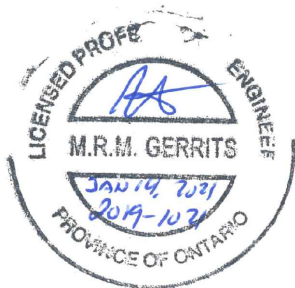
1. BENCHMARK No.9 ELEV. 186.87

TOP WEST END OF EXISTING 760mmø CSP AT STATION 4+388

CULVERT #9
- BENCHMARK No.10 ELEV. 186.98

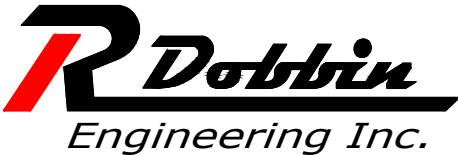
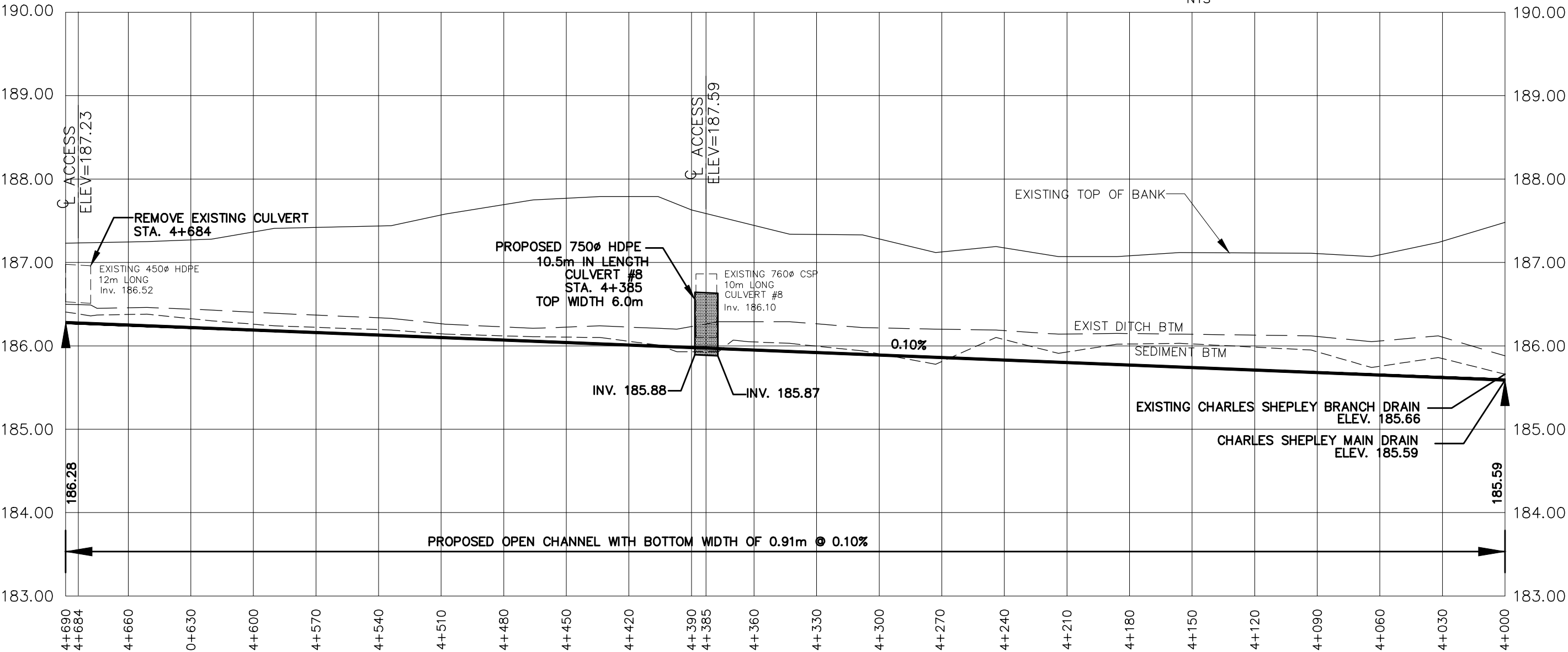
TOP NORTH END OF EXISTING 450mmø HDPE AT STATION 4+678

CULVERT #10



TYPICAL DRAIN CROSS SECTION  
(STA. 4+000 TO 4+990)

NTS



4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
Charles Shepley Branch Drain Profile1

PROJECT No.  
2019-1021

APPROVED  
M. GERRITS

CHECKED  
J. WARNER

DRAWN  
B. VAN RUITENBURG

| NO. | REVISIONS    | DATE         | BY |
|-----|--------------|--------------|----|
| 2   | FINAL REPORT | JAN.18, 2021 | MG |
| 1   | DRAFT REPORT | DEC.16, 2020 | MG |

SCALE: 1:2,000  
0 20 40 60m

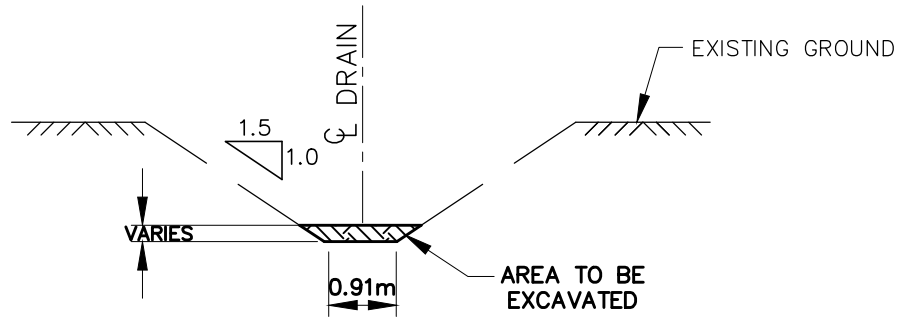
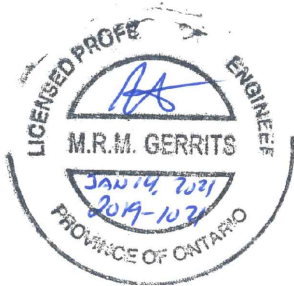
TOWN of AMHERSTBURG  
CHARLES SHEPLEY BRANCH DRAIN  
PROFILE

8  
OF 9

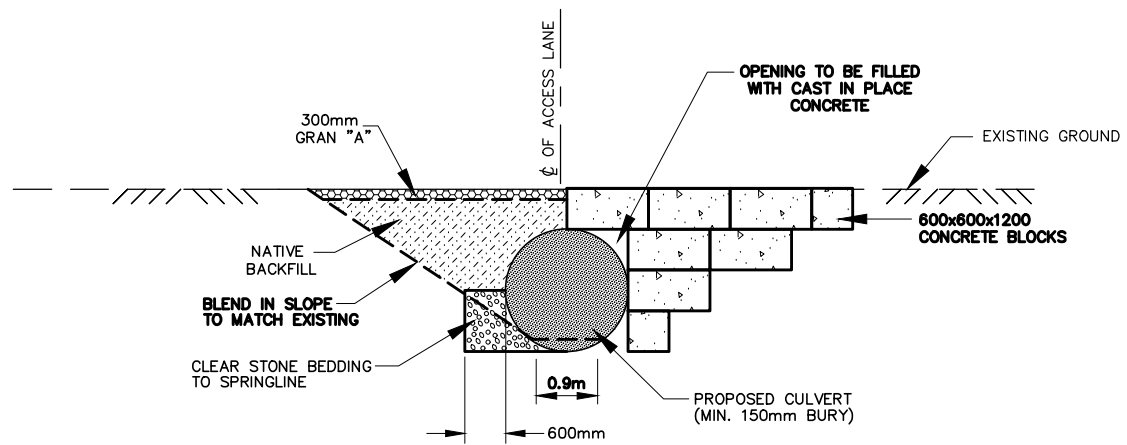
Last Updated: January 15, 2021

GENERAL NOTES

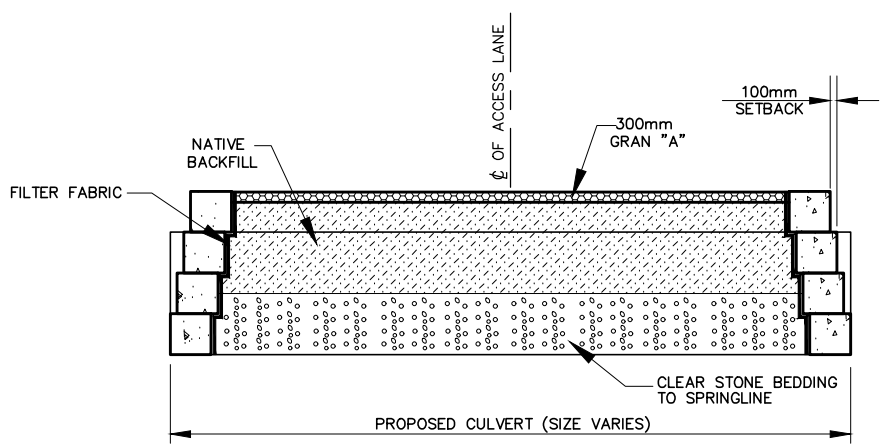
- 1. BENCHMARK No.11 ELEV. 187.22  
TOP WEST END OF EXISTING 400mmØ  
CSP AT STATION 4+980  
CULVERT #11
- 2. ALL GRANULARS COMPACTED TO 98%  
MODIFIED PROCTOR DENSITY



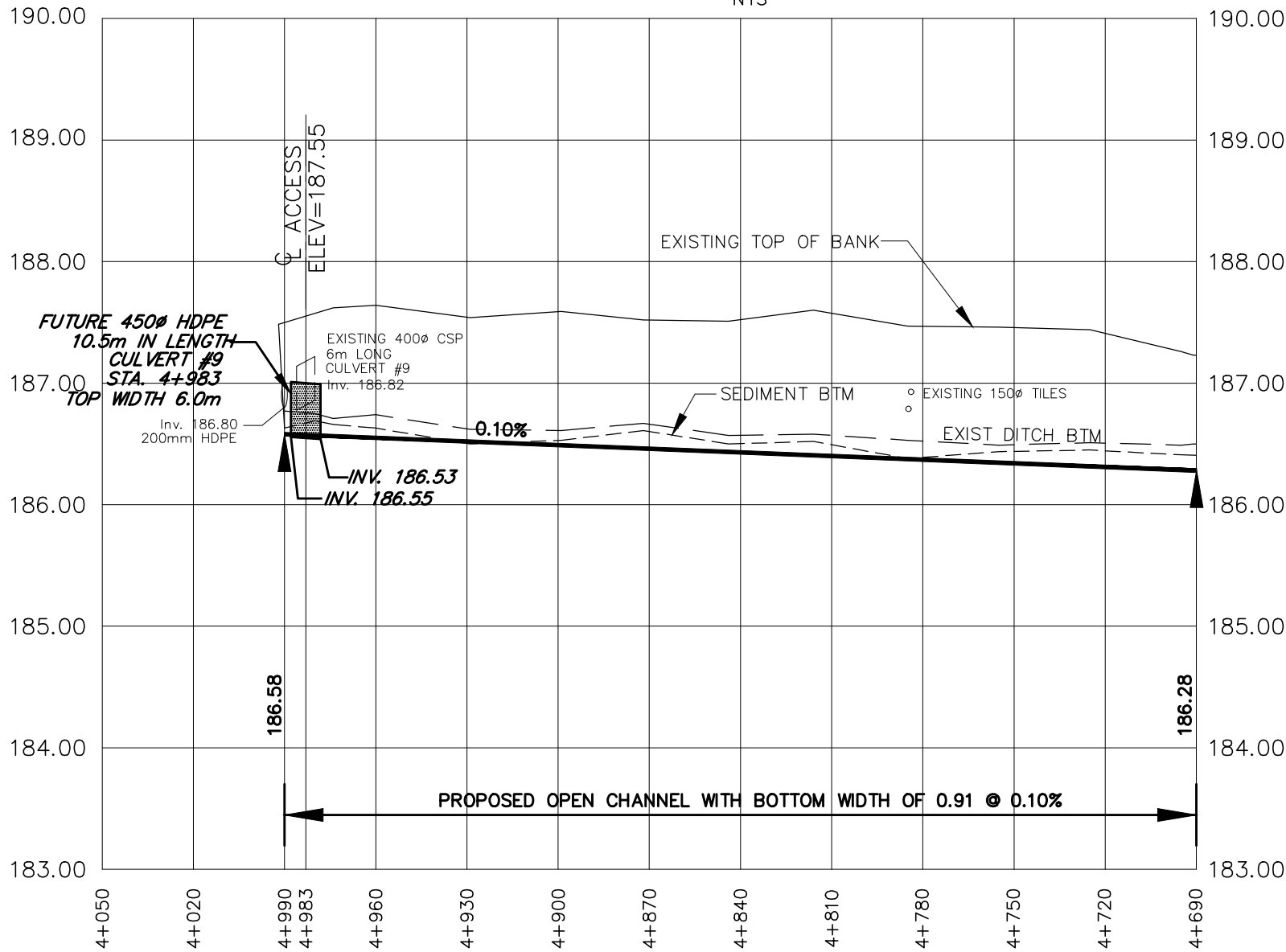
TYPICAL DRAIN CROSS SECTION  
(STA. 4+000 TO 4+990)



PROPOSED PIPE END SECTION  
TYPICAL CULVERT



PROPOSED CROSS-SECTION  
TYPICAL CULVERT



DRAWING NAME:  
Charles Shepley Branch Drain Profile2

4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
Phone: (519) 882-0032 Fax: (519) 882-2233

PROJECT No.  
2019-1021

|                               |     |              |              |    |
|-------------------------------|-----|--------------|--------------|----|
| APPROVED<br>M. GERRITS        | NO. | REVISIONS    | DATE         | BY |
| CHECKED<br>J. WARNER          | 2   | FINAL REPORT | JAN.18, 2021 | MG |
| DRAWN<br>B. VAN RUITENBURG    | 1   | DRAFT REPORT | DEC.16, 2020 | MG |
| SCALE: 1:2,000<br>0 20 40 60m |     |              |              |    |

TOWN of AMHERSTBURG  
CHARLES SHEPLEY BRANCH DRAIN  
PROFILE AND DETAILS

9  
OF 9



## Report to Council

Department: Infrastructure Services  
Division: Infrastructure Services  
Date: May 17, 2021  
Prepared by: Kevin Girard, P.Eng., MBA  
Director, Infrastructure Services  
Report Number: Infrastructure Services-2021-07  
Subject: Amherstburg-McGregor Downspout Disconnections  
Number of Pages: 7 (plus 9 appended)

### Recommendation(s)

**That** Infrastructure Services – 2021 – 07 entitled, “Amherstburg-McGregor Downspout Disconnections” prepared by Kevin Girard, Director of Infrastructure Services dated May 17, 2021 be received, and

**That** Council direct Administration to develop a by-law specific to the community of McGregor to support the mandatory downspout disconnection program proposed by the Town of Amherstburg.

### Purpose

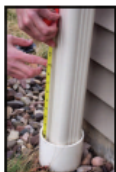
To present Council with the request for mandatory downspout disconnections proposed by the Town of Amherstburg within the community of McGregor.

## Background

In recent years, the frequency of significant rain events has increased tremendously. These local climate changes have caused major flooding in the Town of Essex and triggered the need for increased studies and capital spending. In addition to the improvements that the Town is completing to mitigate flooding concerns, there are many things that private properties owners can do to mitigate flooding on private property and basements. Residents are encouraged to visit the Town of Essex website at <https://www.essex.ca/en/live/Basement-Flooding.aspx> to find out what they can do to mitigate private property damage and help protect the Town of Essex public infrastructure.

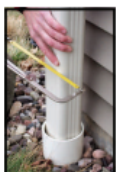
During significant rain events, downspouts that are connected directly to the municipal sewer systems introduce large volumes of water into storm sewers that are not designed to handle them. For this reason, the Town of Essex currently encourages residents to disconnect their downspouts from their sewer connections onto the ground and away from buildings wherever possible. This initiative helps to protect the private property and the other residents on the Town's sewer networks. Directly from the Town of Essex website, the disconnection of a downspout is generally described in the following steps:


- 1



**Measure**

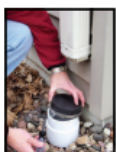
Measure according to the system you are installing. A typical measurement is 9 inches (23 centimetres) from where the downspout enters the sewer connection.
- 2





**Cut**

Using a hacksaw, cut the downspout above the ground at the 9-inch (23cm) mark. Remove and dispose of the cut piece. Use a metal file to remove the rough edges of the downspout.
- 3



**Cap**

Cap the sewer standpipe to prevent water and small animals from entering the opening. Use a simple rubber cap secured by a hose clamp or a PVC cap.

4



### **Insert Elbow**

Insert the downspout into the elbow. You may need to crimp the end of the downspout with a pair of pliers to ensure a tight fit and avoid leaks.

5



### **Attach Pipe Extension**

Attach a downspout pipe extension to the elbow. The extension should carry water at least 1 metre away from the house and foundation without discharging on walkways or neighbouring property. Secure the elbow and extension with sheet metal screws. If necessary, secure the downspout to the building with a bracket. Place a splash pad at the end of the downspout extension to prevent soil erosion.

It is important to note that this program is currently voluntary, but encouraged in the Town of Essex. Further, there is currently a subsidy offered by the Town for 100% of the cost (up to \$75) to encourage residents to disconnect their downspouts. The details of the subsidy can be found on the Town's website.

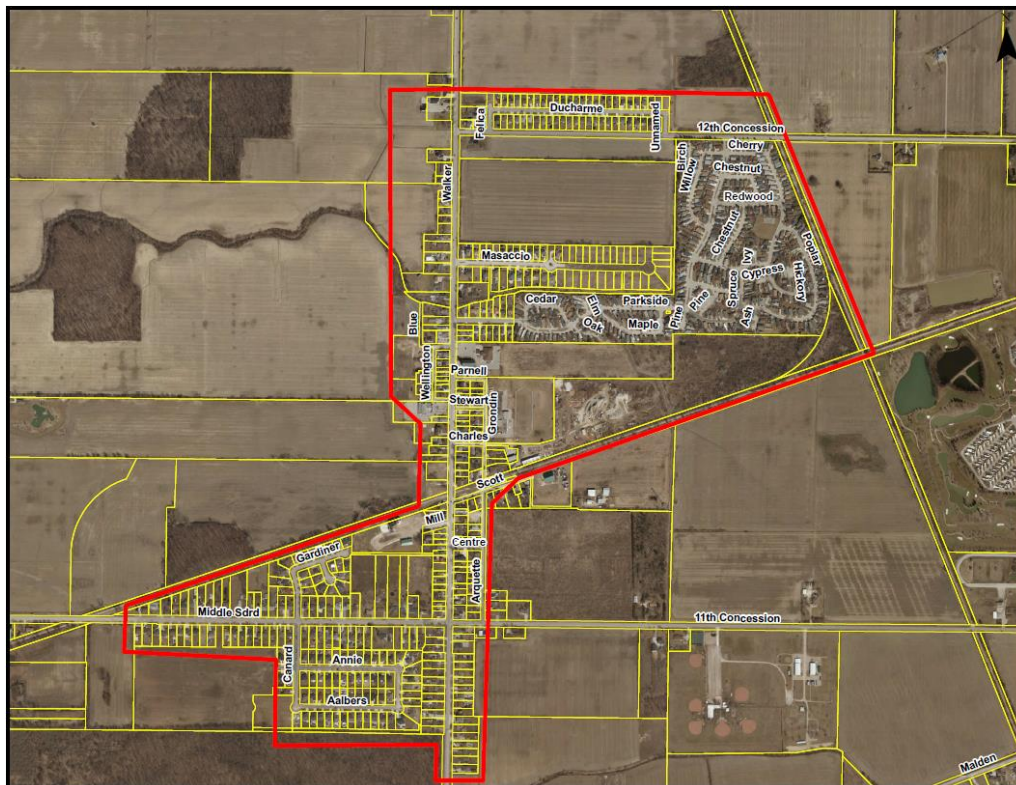
## **Discussion**

On September 14, 2020, the Town of Amherstburg passed by-law 2020-044 being a by law to impose mandatory downspout disconnections in designated areas within Amherstburg for the purpose of regulating storm water drainage, as appended to this report. One of the designated areas, as identified in the Amherstburg Council Report, is the community of McGregor in both the Towns of Essex and Amherstburg as shown in Figure 1. Since the passage of this by-law has a direct impact on the Town of Essex, the Town of Amherstburg has requested that Essex Council participate in their mandatory downspout disconnection program within the community of McGregor.

**As noted in Amherstburg's** appended Council Report, our region has experienced several severe weather events that caused flooding in municipalities across the Windsor-Essex region, including the Town of Essex and the Town of Amherstburg. Downspout disconnection has been recognized as a key source control measure to help reduce the amount of storm water runoff entering a municipal storm system and thereby reduces the frequency of basement flooding. Often an additional benefit to downspout disconnection is the reduction of storm



water entering the sanitary sewer system through private inflow as a result of cross-connection between storm and sanitary services (ie. Downspout connected to the sanitary service).



*Figure 1: Area Identified by Amherstburg for Downspout Disconnection*

The proposed disconnection program would evaluate each property on a case-by-case basis. Not every downspout will be able to be disconnected, especially those that are within driveways and walkways where disconnection would cause a tripping hazard for homeowners. The intention of the program is to disconnect the downspout in areas where it is safe to do so and will not cause adverse effects on the property or the neighbouring property.

In addition, the Town of Amherstburg by-law allows for application for an exemption to the Mandatory Downspout Disconnection by-law. From the Amherstburg Council report:

*While property owners are encouraged to take action to disconnect their downspouts, it is recognized that not all downspouts are suitable for disconnection and should be avoided in particular situations. Under the proposed By-law, property owners can make an application to the Town for an exemption from the By-law provisions, where disconnection of downspouts would create a hazardous condition or is not technically*

*feasible. Exemptions would be granted for extenuating, site specific conditions, such as flooding of adjacent properties or contributing to slope failure or erosion in ravines, or where disconnection would require internal reconstruction or plumbing retrofits. Before applying for an exemption, property owners are required to make every effort to disconnect their downspouts safely. This includes relocating one or more downspouts and/or re-grading eaves troughs, as well as correcting slope/grading on the property.*

The pros and cons of allowing Amherstburg to proceed with the mandatory disconnection program within McGregor in the Town of Essex are as follows:

#### Benefits to Amherstburg's Mandatory Disconnection

- Increased capacity in existing storm sewers during major rain events.
- No additional costs to the Town of Essex or its residents.
- Environmental benefit of groundwater recharge.
- Cost-effective method to mitigate the risk of flooding to vulnerable homes.
- Potential reduction of Inflow and Infiltration (I&I) in sanitary sewer system.
- Potential to regain sanitary capacity in McGregor Lagoon for future development.

#### Negatives to Amherstburg's Mandatory Disconnection

- Increase in surface flooding complaints to the Town of Essex.
- Possible flooding of adjacent properties.
- Resident resistance to providing access to their private property.
- Inequity across Town of Essex Wards.

Given the growing interest for development within McGregor and the limited treatment capacity to accommodate this growth, along with the evaluation of the pros and cons listed above, it is recommended that Council direct Administration to create a by-law specific to the McGregor community to support the mandatory downspout disconnection program proposed by the Town of Amherstburg.

## Financial Impact

There is no additional cost to the Town of Essex for this initiative as the cost for administration and to physically disconnect downspouts will be borne 100% by the Town of Amherstburg.

Although there is no additional cost to the Town of Essex, the cost of this program is being **funded by the Town of Amherstburg's Wastewater** budget. As Council is aware, the residents in McGregor that have wastewater sewer service are serviced by the Town of Amherstburg and pay rates and bills directly to the Town of Amherstburg. Therefore, McGregor residents are paying for this service as part of their wastewater rates.

## Consultations

Lori Chadwick, Director, Development Services

Kevin Carter, Chief Building Official

Jeffrey Morrison, Director, Corporate Services/Treasurer

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

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.

## Report Approval Details

|                      |                                                                                                                                                                                                                                                                |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Title:      | Amherstburg-McGregor Downspout Disconnections - Infrastructure Services-2021-07.docx                                                                                                                                                                           |
| Attachments:         | <ul style="list-style-type: none"><li>- By-law No. 2020-044 - Require Downspout Disconnection in Designated Areas for the Purpose of Regulating Stormwater Drainage.pdf</li><li>- 2020 09 14 - Mandatory Downspout Disconnection - revised (002).pdf</li></ul> |
| Final Approval Date: | May 12, 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 - May 12, 2021 - 4:52 PM**



## THE CORPORATION OF THE TOWN OF AMHERSTBURG

### OFFICE OF ENGINEERING AND PUBLIC WORKS

**MISSION STATEMENT:** *Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.*

|                                              |                                     |
|----------------------------------------------|-------------------------------------|
| Author's Name: Dan Beaulieu                  | Report Date: August 31, 2020        |
| Author's Phone: 519 736-3664 ext. 2319       | Date to Council: September 14, 2020 |
| Author's E-mail:<br>dbeaulieu@amherstburg.ca | Resolution #:                       |

**To:** Mayor and Members of Town Council

**Subject:** Mandatory Downspout Disconnection By-law

---

#### 1. **RECOMMENDATION:**

It is recommended that:

1. By-law 2020-044 being a By-law to require downspout disconnection in designated areas for the purpose of regulating stormwater drainage be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign the same.

#### 2. **BACKGROUND:**

In previous years, when significant rainfall events were not as prevalent, building practices encouraged the use of eavestroughs and downspouts to collect and divert rainwater from rooftops to sewers as quickly as possible. In recent years, with the increase in amount and intensity of rainfall events, the sewer systems can be quickly overloaded by heavy rainfall. By disconnecting downspouts there is a delay of stormwater entering the system. This eases the pressure on the system at critical times and may assist homeowners with basement flooding.

The practice of disconnecting downspouts is a simple and inexpensive method of reducing the amount of storm water entering the sewer system during these unprecedented heavy rainstorms. In addition to the direct benefit of reducing the load on the sewer system, indirect benefits include reduced water to the sewage treatment plants and reduction in treatment costs. Though theoretically we should have no storm water making its way to the sanitary treatment plant, the reality is that the older parts of Town still have foundation drains and certain downspouts connected directly to the sanitary system. To this point the Town has provided the service to the lot line but has not required

owners to disconnect downspouts from the sanitary service and properly connect to the storm service.

The Town began a voluntary Town-wide Downspout Disconnection Program in 2017. The program is currently free of charge, voluntary, and open to all residential homes interested in disconnecting their downspouts. A combination of Town staff and hired contractors perform the disconnection work. All costs to perform the work are included in the Wastewater budget centre and funded by wastewater rates.

On request from the resident, each home is evaluated on a case-by-case basis. In some instances, disconnection is not possible due to flat terrain of the area, proximity of adjacent homes or the disconnection would cause tripping hazards for the homeowners. In these cases, recommendations are made for the connections to remain.

#### Benefits to Mandatory Disconnection

- Extra capacity in existing sewers (i.e. reduced need to build storm relief sewers)
- Environmental benefit of ground water recharge
- Cost-effective method to mitigate the risk of flooding to vulnerable homes

#### Negatives to Mandatory Disconnection

- Increase in surface flooding complaints
- Possible flooding of adjacent properties
- Resident resistance to providing access to their private property
- Additional cost to administer the program

Many municipalities in Canada and the United States have already begun to either impose voluntary or mandatory downspout disconnection policies. Some of these policies include reduced cost or no cost disconnection as incentives for residents to participate.

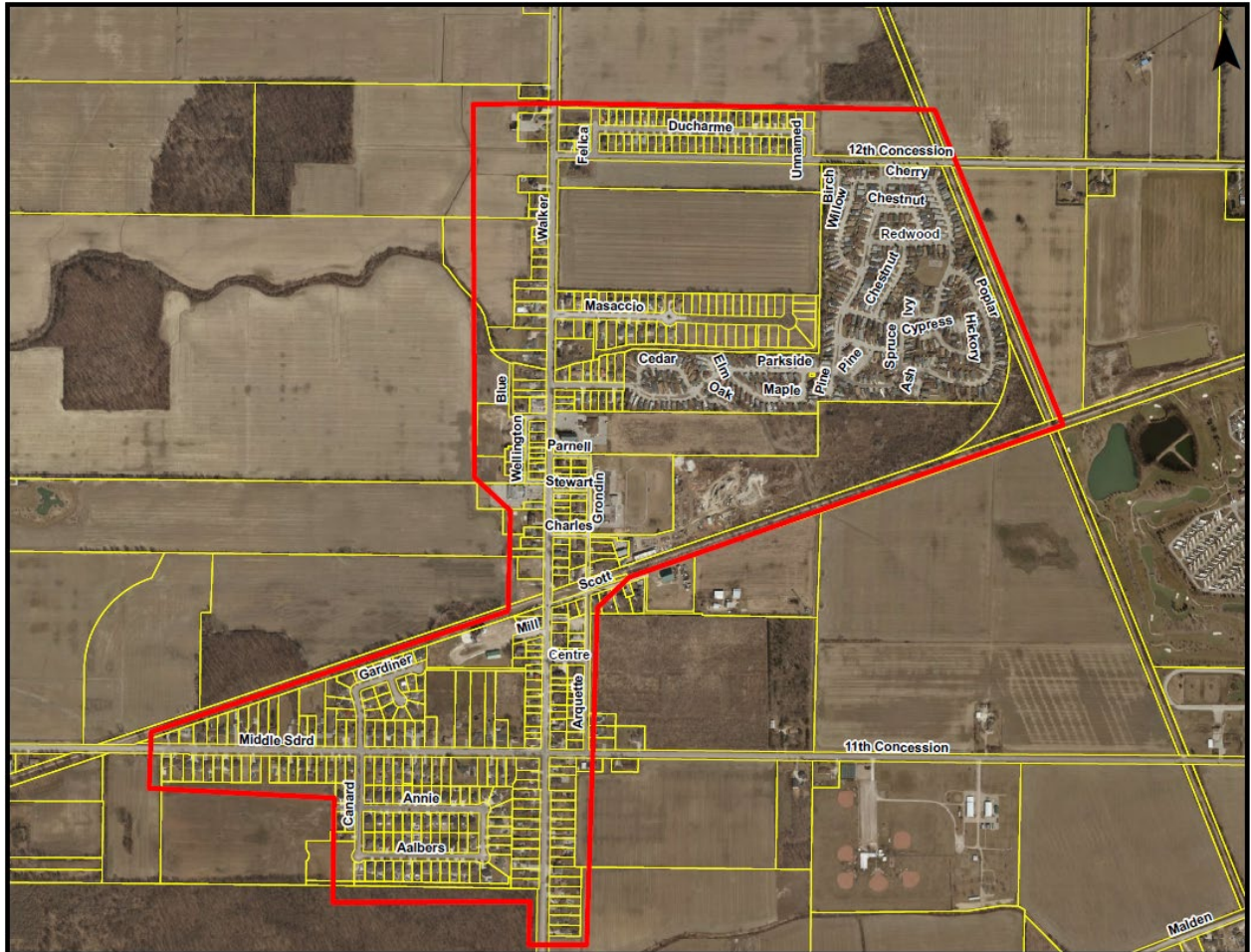
### **3. DISCUSSION:**

Downspout disconnection has been recognized as a key source control measure to help reduce the amount of stormwater runoff entering a municipal storm system and thereby reduce the frequency of basement flooding.

At this time the areas noted below are recommended to be designated for mandatory downspout disconnection under By-law 2020-044. Administration will continue to monitor the need to add further Downspout Disconnection Areas where homes are vulnerable to flooding or the proposed disconnection area is known to have increased sanitary sewer flows during rain events.

## Phase 1 – Kingsbridge Subdivision and McGregor

The McGregor area has experienced two rain events. One of those events occurred on August 28, 2017. Using data gathered from the Town's rain gauge in McGregor, it was observed that 120 mm (4.7 inches) of rain fell in a 4 hour period. The McGregor areas recommended for mandatory downspout disconnection include Hidden Creek Condominium Community, the downtown core, Canard Estates and the Fox Glen subdivision.



This section has intentionally been left blank.





There are currently approximately 1,121 residences in McGregor and 1,200 residences in the Kingsbridge areas where a large portion of residents have not taken advantage of the voluntary program. The Town has made efforts to promote the program, including advertisement in the local newspaper (River Town Times) and on social media on numerous occasions and most recently with some door to door flyer deliveries to the McGregor area. Despite these efforts, these areas continue to have the majority of homes with connected downspouts and, therefore, remain vulnerable to major storm events. Making the downspout disconnection mandatory, as other municipalities have done, will help alleviate some of this risk.

Upon approval of the mandatory downspout disconnection By-law, letters will be sent out to homes in the McGregor and Kingsbridge areas regarding the new mandatory program with expected start dates. Administration will procure the services of a contractor to undertake the downspout disconnections.

#### Applications for an Exemption from the By-law

While property owners are encouraged to take action to disconnect their downspouts, it is recognized that not all downspouts are suitable for disconnection and should be avoided in particular situations. Under the proposed By-law, property owners can make an application to the Town for an exemption from the By-law provisions, where disconnection of downspouts would create a hazardous condition or is not technically feasible. Exemptions would be granted for extenuating, site specific conditions, such as flooding of adjacent properties or contributing to slope failure or erosion in ravines, or where disconnection would require internal reconstruction or plumbing retrofits. Before applying for an exemption, property owners are required to make every effort to disconnect their downspouts safely. This includes relocating one or more downspouts and/or re-grading eaves troughs, as well as correcting slope/grading on the property.

#### **4. FINANCIAL MATTERS:**

Expenditures related to the disconnection of downspouts are made as a charge to the Wastewater budget centre under maintenance - inflow and infiltration expense. The 2020 Wastewater budget centre includes \$360,000 for work related to system maintenance for inflow and infiltration. The cost of a single disconnection, excluding administrative costs, generally ranges from \$300-\$500, depending on site conditions. Administration will monitor the available funding and schedule work that can be completed within the annual budget constraints.

#### **5. CONSULTATIONS:**

N/A

**6. CONCLUSION:**

Mandatory downspout disconnection is an effective tool assist vulnerable homes with flooding. Administration recommends mandatory disconnection for McGregor and Kingsbridge areas of the Town at this time.



---

Dan Beaulieu  
**Manager of Environmental Services**



## Report Approval Details

|                      |                                                        |
|----------------------|--------------------------------------------------------|
| Document Title:      | Mandatory Downspout Disconnection - revised.docx       |
| Attachments:         | - DRAFT - BY-LAW 2020-044 Downspout Disconnection.docx |
| Final Approval Date: | Sep 9, 2020                                            |

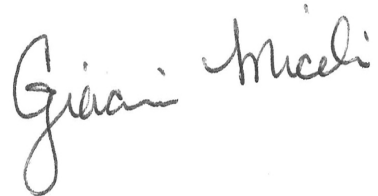
This report and all of its attachments were approved and signed as outlined below:



Antonietta Giofu



Cheryl Horrobin



John Miceli



Paula Parker

THE CORPORATION OF THE TOWN OF AMHERSTBURG

BY-LAW NO. 2020-044

**A By-law to Require Downspout Disconnection in Designated Areas for the Purpose of Regulating Stormwater Drainage**

---

**WHEREAS** Section 9 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, affords a municipality the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Section 11 (3) of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, affords a municipality the authority to pass by-laws respecting matters pertaining to drainage and flood control;


**AND WHEREAS** the mandatory downspout disconnection is recommended for the better regulation of sewerage and drainage;

**NOW THEREFORE** the Council of the Corporation of the Town of Amherstburg hereby enacts as follows:

1. Downspout Disconnection shall be mandatory in the following areas:
  - a. Kingsbridge Subdivision
  - b. McGregor Hidden Creek Condominium Community, downtown core, Canard Estates and Fox Glen subdivision
2. Council may add from time to time further Downspout Disconnection Areas where known basement flooding has occurred or the proposed disconnection area is known to have increased sanitary sewer flows during rain events.
3. Those who own or occupy property within designated Town of Amherstburg downspout disconnection areas shall:
  - a. Not construct, install, or maintain – nor permit another to construct, install, or maintain – an underground drainage system on his or her property connecting a roof water leader or downspout to a sewer for the purpose of stormwater drainage. This includes direct or indirect connection, whereby runoff from a roof water leader or downspout is considered a form of prohibited connection with a sewer.
  - b. Ensure that stormwater is discharged at a grade away from any building in such a manner that the water will not accumulate at or near the building and will not adversely affect adjacent properties.
4. Duly authorized employees of the Town bearing proper credentials and identification, shall be permitted to enter upon all properties for the purpose of inspecting, observing, measuring, sampling, and testing in accordance with the provision of this By-law.
5. The Town may disconnect any building drainage system within a designated Downspout Disconnection Area from a municipal sewer – or any sewer system tributary thereto – and no such disconnection shall be subsequently reconnected except with the written consent of the Town.
6. Where there has been subsequent reconnection without the Town's written consent, the Town will disconnect the building drainage system from any municipal sewer – or any sewer system tributary thereto – with all associated costs, fees and charges for the disconnection being borne by the owner of the respective property. The costs will be added to the tax roll for the respective property and collected in the same manner as taxes.

7. Notwithstanding any other provisions of this By-law, where compliance with this By-law would have hazardous repercussions, the owner of property in the mandatory downspout disconnection areas may request temporary exemption from this By-law's provisions in the form and manner specified by the Town.
8. Every person who contravenes any provision of this By-law is guilty of an offence and shall, upon conviction, be subject to a penalty under the provisions of the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.
9. This By-law shall come into force and take effect on the day of the final passing thereof.
10. This By-law may be cited as the Downspout Disconnection By-law.

Read a first, second and third time and finally passed this 14th day of September, 2020.



---

MAYOR – Aldo DiCarlo



---

CLERK – Paula Parker



## Report to Council

Department: Community Services  
Division: Community Services  
Date: May 17, 2021  
Prepared by: Doug Sweet, Dir. of Community Services/Deputy CAO  
Report Number: Community Services-2021-05  
Subject: Request for Interest – Colchester Park Bike Rental Lease Space  
Number of Pages: 6

### Recommendation(s)

The following three recommendations are provided for Council's consideration:

1. That Community Services Report 2021-008 **entitled** "Request for Interest – Colchester Park Bike Rental Lease Space" **be received**; and
2. That Council **approve** entering into an agreement with The Grove Bike Co. for leased space within Colchester Park located 325 Jackson Street in Colchester for three years commencing on May 20, 2021 and concluding on April 30, 2024 with an option to renew for an additional two years beginning on May 1, 2024 subject to the general terms and conditions as outlined in By-Law 2021; and further
3. That Bylaw 2021 **receives** First, Second, Third readings and be finally passed at the May 17, 2021 Council meeting.

## Purpose

To obtain Council approval to enter into an agreement with the Grove Bike Co. to lease space within Colchester Park located at 325 Jackson Street in Colchester for their seasonal bike rental business.

## Background and Discussion

The Town of Essex for the past 3 years had a partnership with Farm Dog Cycle to offer bike rentals at the Colchester Harbour. In the spring of 2021, the Town was notified by Farm Dog Cycle they would not be offering this service moving forward, and Town Administration had a number of informal requests from other groups to offer a bike rental service in the Colchester Park area. With apparent interest by third parties to still offer a bike rental service in the Colchester Park area, Administration issued a Request for Interest on April 16<sup>th</sup>, 2021 for any interested parties who may wish to offer a bike rental service in the Colchester Park area with a closing date of April 30, 2021.

The Town only received one proposal which was from the The Grove Bike Co. To review the submitted proposal the Town developed a committee which consisted of the Director of Community Services, the Assistant Manager of Parks and Facilities, the Manager of Planning, Town Solicitor/Clerk, Assistant Manager of Finance, Economic Development Officer and the Assistant Manager of Businesses Services.

Below are the key points from The Grove Bike Co. proposal:

- **Able to locate their portable Bike Rental container (40' x 8' x 8') along Jackson Street** with the opening onto the trail within Colchester Park (see Appendix A). The cost to add a concrete pad and remove the necessary fence sections would be the responsibility of The Grove Bike Co..
- A 5-year term, with the first right of renewal, if it is mutually agreed, after the initial term.

- The operational season would be from May to October and daily operating hours would be 8:00 am to 8:00 pm, which may be adjusted depending on the day of the week or seasonal fluctuations.
- Use of land at no charge (intend to keep the unit at the designated location throughout the term, including the months that it is not operational).
- Use of hydro at no additional cost (water and internet access would also be requested, if this service is available through the municipality).
- The Town of Essex will agree to store fence pieces that are removed and support us through the initial and/or annual set-up.
- **The active promotion of THE GROVE BIKE CO. through its' social media, marketing and tourism initiatives.**
- All renters would be required to sign an indemnity waiver.

After reviewing the proposed submission, the committee is recommending the Town enter into a lease agreement with The Grove Bike Co. to lease space within Colchester Park for bike rentals as per their proposal, with the committee's additional recommendations:

- Location of the bike rental location seems to be ideal as this space is not being utilized and does not affect traffic sight-lines off Jackson Street or Richardson Lane.
- **The allocated 320' space in Colchester Park to be leased at a monthly rate of \$150.66 per month (including HST) for the six months of operation with CPI being added annually to the lease payments.**
- The term be for only 3 years with an option for an additional 2 year renewal
- That the Lessee shall throughout the term of this lease, at their own expense, keep in force for the benefit of the Lessor and the Lessee, comprehensive general liability insurance in respect of injury to or death of one or more persons or property damage with limits of not less than two million (\$2,000,000.00) per occurrence and insurance against loss or damage by fire in respect thereof of the demised premises and any and all improvements and equipment appurtenant thereto, to a value of two million

(\$2,000,000.00) under an all-risk policy and covering loss of rent by the Lessee during any reconstruction period;

- The Grove Bike Co. would be responsible for all costs to add a concrete pad for the container and all connection costs for hydro to the container.

Administration is recommending Council approve entering into a lease agreement with The Grove Bike Co. for start up in 2021 as per the attached lease agreement and that The Grove Bike Co. be able to start business in 2021 as soon as all lease conditions are met.

## Financial Impact

The lease will require the Tenant pay an annual rate of \$903.96 including harmonized sales tax. It is recommended for the lease agreement that the Consumer Price Index (CPI) be incorporated into the annual rate as of May 1<sup>st</sup> prior to the the new annual term beginning.

The Tenant shall also be required to provide monthly rental payments in the form of six post-dated cheques based on the recommended renewed rental amount or a one time annual payment as provided above at the time of entering into this Lease Agreement.

## Consultations

Assistant Manager of Parks and Facilities

Manager of Planning

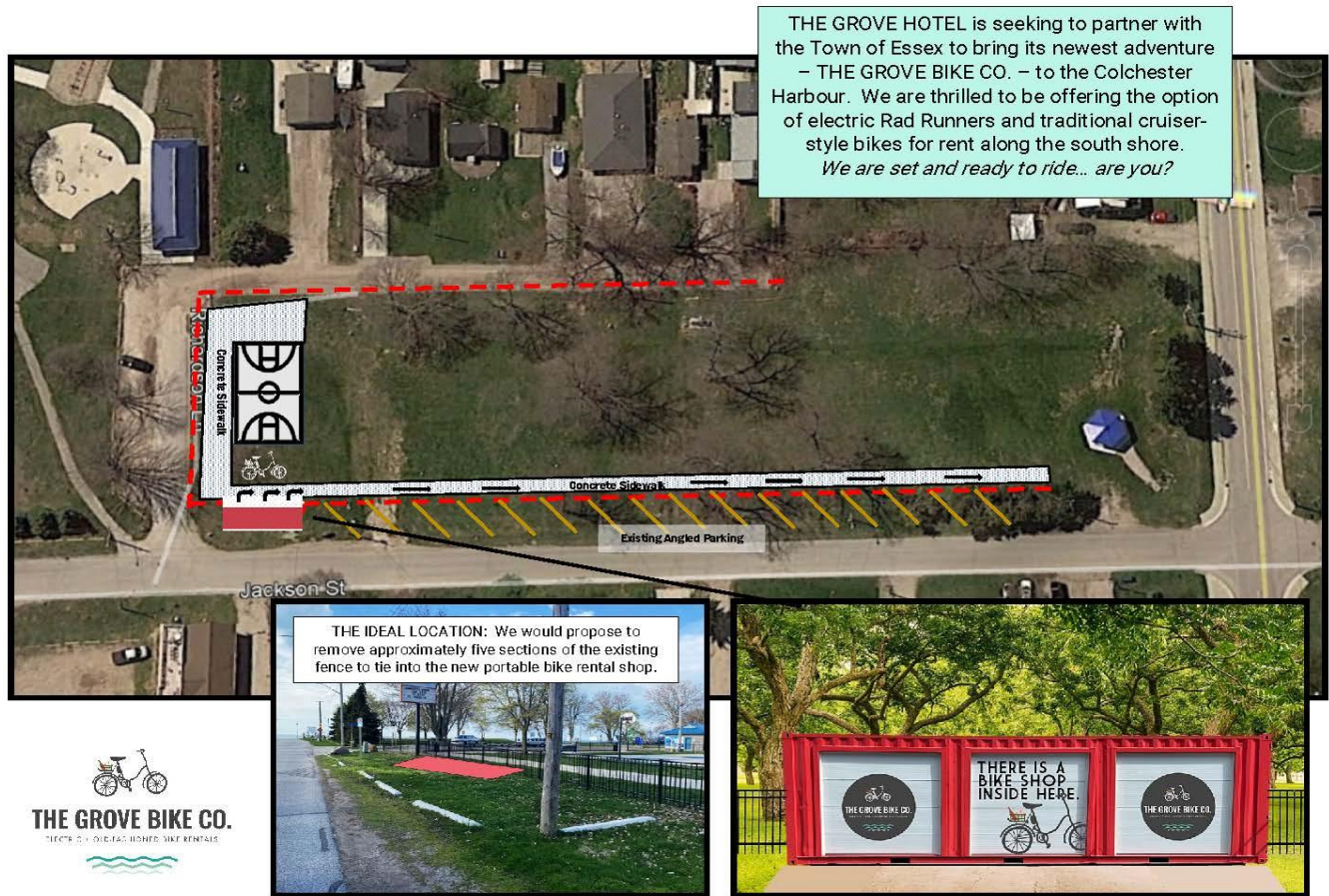
Town Solicitor/Clerk

Assistant Manager of Finance

Economic Development Officer

Assistant Manager of Businesses Services

## Appendix "A" – The Grove Bike Co. Proposed Location





## 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:      | Request for Interest - Colchester Park Bike Rental Lease Space - Community Services-2021-05.docx                                                               |
| Attachments:         | <ul style="list-style-type: none"><li>- Grove Bike Waiver - Final with Essex.pdf</li><li>- By Law 2021 for Grove Bike Rentals in Colchester Park.pdf</li></ul> |
| Final Approval Date: | May 12, 2021                                                                                                                                                   |

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

**Chris Nepszy, Chief Administrative Officer - May 12, 2021 - 11:23 AM**



## **BIKE RENTAL AGREEMENT, RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT**

(hereinafter referred to as the "Release Agreement")

**BY SIGNING THIS RELEASE AGREEMENT, YOU WILL WAIVE OR GIVE  
UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE OR  
CLAIM COMPENSATION FOLLOWING AN ACCIDENT,  
SO PLEASE READ CAREFULLY!**

THE GROVE BIKE CO. as operator (hereafter referred to as GBC) and the Corporation of the Town of Essex as lessor of the operator's premises and collectively their directors, officers, employees, instructors, guides, agents, representatives, independent contractors, subcontractors, suppliers, sponsors, successors and assigns (all of whom are hereinafter referred as "the Releasees")

**DEFINITION** In this Release Agreement, the term "biking" shall include all activities, events or services provided, arranged, organized, conducted, sponsored or authorized by the Releasees for the Renter and shall include, but is not limited to, biking; bike rental; orientation and instructional courses, seminars and sessions; travel, transport and accommodation; and other such activities, events and services in any way connected with or related to biking or the rental of biking equipment.

**RENTAL AGREEMENT** I accept full responsibility for the bike equipment rented ("the Equipment") and agree to pay for any damage to the Equipment and replace the Equipment at full retail value if not returned by the agreed date.

**CANCELLATION POLICY:** If your plans change prior to 48 hours before your scheduled arrival and you need to cancel, no problem! You booking can be rescheduled free of charge, subject to availability, or we will issue you a refund of any amounts paid.

**If your reservation is cancelled less than 48 hours before your scheduled arrival, the cancellation fee is \$50 PER BIKE.**

**Reservations made within 24 hours of your scheduled arrival are final and shall not be refunded at any time.**

No-shows and non-cancelled rentals will be charged for the reservation in full.

This policy also applies in any event including illness, storm, travel cancellations, and any other acts of God.

**\*\*ALL CANCELLATIONS MUST BE RECEIVED BY GBC VIA EMAIL ([hello@thegrovebikeco.com](mailto:hello@thegrovebikeco.com)) OR PHONE (519-712-9087) AND RECEIPT MUST BE CONFIRMED BY GBC VIA RETURN EMAIL IN ORDER FOR IT TO BE VALID.**

**CREDIT RESERVE AND PAYMENT BY CREDIT CARD ONLY:** Renter understands that Renter must pay the full amount AT THE TIME OF BOOKING equal to the estimated total charge for the bicycle rental at the rates indicated on the website and/or confirmed over the phone with a GBC representative and/or via GBC Representative email. **GBC only accepts payment by valid credit card.** Renter authorizes GBC to charge Renter's credit card any amounts due from Renter as a result of the Bicycle Rental Agreement. Should an adjustment on the FINAL amounts due be required, this adjustment (refund or payment) will be done at the end of the rental period.

**CHARGES FOR LOSS AND/OR DAMAGE TO THE BICYCLE.** Renter understands that all charges are not final and are subject to audit of the returned bicycle. Renter specifically agrees and authorizes GBC to make any charges by credit card if there is damage beyond normal wear and tear.

**BICYCLE RETURN:** Renter agrees to return the Bicycle to GBC in the same condition as it was received, except for ordinary wear and tear, on the date and time and at the location specified by GBC. Renter understands that there may be additional rates or special charges if Renter returns the Bicycle at a later time, date, or location than was mutually agreed to.

**PROHIBITED USE OF THE BICYCLE:** Renter will not use or permit the Bicycle to be used for hire, to be operated in a test, race or contest, or to be ridden on any unpaved roads, in dirt or through water, or in any location that operation would be illegal or a nuisance to others. Renter will not use or permit the Bicycle to be used for an illegal purpose. A violation of this paragraph automatically terminates the rental and makes Renter liable to GBC for any penalties, fines, forfeitures, liens, recovery and storage costs, and any related legal expenses associated with a violation of this paragraph.

**PROPERTY LEFT ON BICYCLE:** GBC is not responsible for personal property left on the Bicycle. Renter agrees to indemnify GBC in this regard.

**BIKING SAFETY:** I acknowledge that I have been advised to wear an approved helmet. Wearing an approved helmet while biking may be mandatory under provincial law.

**I AM AWARE THAT THE OPERATION OF A BICYCLE ON A PUBLIC ROADWAY IS SUBJECT TO ALL APPLICABLE MUNICIPAL AND PROVINCIAL HIGHWAY TRAFFIC REGULATIONS, AND THAT RIDING WHILE UNDER THE INFLUENCE OF ALCOHOL AND/OR A CONTROLLED SUBSTANCE IS STRICTLY PROHIBITED.**

**I understand that I may be charged under the *Highway Traffic Act*, the *Criminal Code of Canada* and/or other municipal, provincial and federal statutes, laws and/or regulations and can face fines, suspension of my driver's licence and/or imprisonment if I am found to be in breach of any of these laws.**

I am familiar with the proper use of the Equipment, including all quick release mechanisms, brakes and gear shifters. I am aware that there are technicians available to answer any questions that I may have as to the proper use of the Equipment and that I have reviewed all of the orientation material provided by GBC.

**ASSUMPTION OF RISKS:** I am aware and understand that biking and the rental of biking equipment involves many risks, dangers and hazards including, but not limited to: mechanical failure of the Equipment, loss of balance; difficulty or inability to control one's speed and direction; variation or steepness in terrain; rapid or uncontrolled acceleration on hills and inclines; variation or changes in the riding surface including rocks, gravel, cliffs, trees, roots, tree stumps, streams and creeks and manmade structures such as bridges, ladders, berms and jumps; changing weather conditions; exposure to temperature extremes or inclement weather; travel or transport to and from the sites used for biking; travel on highways and backcountry roads; encounters with domestic and wild animals including dogs, rabbits, raccoons, deer, etc; collision with pedestrians, motor vehicles, and cyclists; becoming lost or separated, from ones party; negligence of other participants; and negligence on the part of the releasees, the manufacturers, the distributors and/or their staff, including the failure on the part of the releasees to safeguard or protect me from the risks, dangers and hazards biking as a result of my use of the equipment.

**I AM AWARE OF THE RISKS, DANGERS AND HAZARDS ASSOCIATED WITH BIKING AND THE RENTAL OF BIKING EQUIPMENT AND I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE OR LOSS RESULTING THEREFROM.**

**RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT.** In consideration of the RELEASEES agreeing to rent me biking equipment and permitting my use of their services, equipment and other facilities, and for other good and valuable consideration, the receipt and sufficiency of which is acknowledged, I hereby agree as follows:

1. TO WAIVE ANY AND ALL CLAIMS that I have or may now, or in the future, against the RELEASEES, THE EQUIPMENT MANUFACTURERS AND DISTRIBUTORS AND TO RELEASE THE RELEASEES from any and all liability for any loss, damage, expense or injury, including death, that I may suffer or that my next of kin may suffer, as a result of my participation in biking or the use of the Equipment, DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF WARRANTY ON THE PART OF THE RELEASEES IN RESPECT OF THE DESIGN, MANUFACTURE, SELECTION, INSTALLATION, MAINTENANCE, INSPECTION, SERVICE OR REPAIR OF THE EQUIPMENT, or in respect of the provision of or the failure to provide any warnings, directions, instructions or guidance as to the use of the Equipment;
2. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES for any and all liability for any property damage, loss or personal injury to any third party resulting from my participation in biking or my use of the Equipment;
3. This Release Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity;
4. This Release Agreement and any rights, duties and obligations as between the parties to this Release Agreement shall be governed by and interpreted solely in accordance with the laws of the province of Ontario and no other jurisdiction; and
5. Any litigation involving the parties to this Release Agreement shall be brought solely within the province of Ontario and shall be within the exclusive jurisdiction of the Courts of that province.

In entering into this Release Agreement, I am not relying on any oral or written representations or statements made by the Releasees with respect to the safety of participating in biking or my use of the Equipment, other than what is set forth in this Release Agreement.

**I CONFIRM THAT I HAVE READ AND UNDERSTOOD THIS RELEASE AGREEMENT PRIOR TO SIGNING IT, AND I AM AWARE THAT BY SIGNING THIS RELEASE AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASEES.**

**I CONFIRM THAT I AM AT LEAST 18 YRS OF AGE AND HOLD A VALID DRIVERS LICENCE.**

---

**NAME OF PARTICIPANT (print)**

---

**SIGNATURE OF PARTICIPANT**

---

**DATE:**

---

**TELEPHONE:**

---

**EMAIL:**

**Schedule "A" to By-Law Number 2021**

**The Corporation of the Town of Essex**

**By-Law Number 2021**

**Being a by-law to authorize the execution of a lease agreement  
between the Town of Essex and The Grove Bike Co. for property  
to operate bike rental service from the park located at 325  
Jackson Street, Harrow, Ontario**

**Whereas** the Town is the owner of the property located at 325 Jackson Street, Essex, Ontario which has land for lease;

**And Whereas** The Grove Bike Co. is desirous of leasing space to operate a bike rental service adjacent to the park located at 325 Jackson Street, Essex, Ontario;

**And Whereas** the Town is desirous of entering into a Lease Agreement with The Grove Bike Co. for leasing property to operate a bike rental service as noted above;

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

1. That the Mayor and Clerk are hereby authorized to execute a Lease Agreement between The Corporation of the Town of Essex and The Grove Bike Co. to lease space to operate a bike rental service to be located adjacent to the park located at 325 Jackson Street, Essex, Ontario, as designated in Appendix "A" to By-Law 2021a copy of which is attached hereto.

Read a first, second, and third time on May 17, 2021.

This by-law shall come into force and take effect upon the final passing thereof.

---

Mayor

---

Clerk

## Schedule "A" to By-Law Number 2021

**This Agreement** made in duplicate this 17<sup>th</sup> day May 2021

### **In Pursuance of the Short Forms of Lease Act**

**Between:**

**The Corporation of the Town of Essex**

"Corporation" or "Lessor"

and

**The Grove Bike Co.**

"Lessee"

### **Witnesseth:**

**Whereas** the Municipal Act, 2001, S.O. 2001, Chapter 25, provides the Municipality may, for its own purposes, exercise its powers under the culture, park, recreation, and heritage sphere of jurisdiction in the Municipality.

**And Whereas** Section 11 provides that the Municipality may pass By-Laws respecting matters relating to culture, parks, recreation, and heritage.

**And Whereas** the Corporation is the owner and Lessor of those certain premises within the land known as Colchester Park located at 325 Jackson Street, Essex, Ontario.

**And Whereas** the Lessee The Grove Bike Co. (hereinafter "Grove") is a duly incorporated Ontario corporation desirous of operating a Bike Rental Business within those certain premises within Colchester Park as further defined in this Lease;

**And Whereas** in consideration of the rents, covenants and agreements hereinafter reserved and contained on the part of Grove to be paid observed and performed, the said Corporation hereby demises and leases unto the said Grove all those lands and/or buildings located in the municipality of Essex and being more specifically described as follows:

Colchester Park – Outdoor space along Jackson Street totaling  
320 square feet located at 325 Jackson Street, Colchester

and being composed of the area as shown on Schedule "A" attached hereto (hereinafter called the "premises" or Grove Leased Space"), upon the following terms and conditions:

**To have and to hold** the premises for a three (3) year term (subject to an option for a further term of two (2) years as herein further described below), to be computed from the 20<sup>th</sup> day of May, 2021, and ending on the 1<sup>st</sup> day of May, 2024.

## **Schedule "A" to By-Law Number 2021**

**Yielding and paying** therefore rental as follows:

The initial rental amount ("base rate") for the Lease for the initial three (3) year term shall be the monthly rate of \$150.66 including applicable HST for 6 months of operation (May to October) due and payable on the 1<sup>st</sup> day of the initial term and continuing monthly thereafter for the six months of annual operation (May to October) for the duration of this lease. If the option to lease for a further term of two years is exercised then the rental amount thereafter shall be the base rate but with the applicable Consumer Price Index (CPI) to be further incorporated into the base rate annually commencing on the first day of May of each year of this lease.

The Tenant shall also annually on the first anniversary date of each year of this lease provide monthly rental payments in the form of six post-dated cheques based on the applicable rental amount in each year of this Lease.

In the event that any payments required to be made by the Lessee hereunder are not paid when due then interest at the rate of 1.25 percent per monthly from the date when such overdue amounts were due to the date when such overdue amounts are paid shall accrue and due and payable as additional rent pursuant to this lease.

**Grove covenants and/or warrants to the Corporation as follows:**

1. To pay the rent when due and payable,
2. To pay any and all costs associated with the reasonable operation of the leased premises but excluding those charges for utilities relating to hydro and water consumed in the Premises. Lessee acknowledges that Lessor shall not be liable for any interruption or failure in the supply of any such utilities to the Premises.
3. Lessee, except as herein otherwise specifically provided, shall, at Lessee's expense, repair, maintain and keep the Demised Premises and every part or portion thereof, in good, substantial repair and condition.
4. As a condition precedent to commencement of lease, Grove to pay the cost to install a concrete pad and the cost if applicable to remove fence sections required for container location.
5. As a condition precedent to commencement of lease, Grove to pay cost for any hydro or water hookups, if required at their expense.
6. Not to assign or sublet the premises without the consent of the Corporation, such consent not to be arbitrarily or unreasonably withheld and Grove shall pay the Corporation's reasonable expenses incurred thereby,



## **Schedule "A" to By-Law Number 2021**

7. Not to carry on upon the premises any activities that may be deemed a nuisance or unlawful or by which the insurance on the premises will be increased, and further not to carry on any other business or activities other than the normal operations of Grove bike rentals without the consent of the Corporation, such consent not to be arbitrarily or unreasonably withheld.
8. To leave the premises in good repair, reasonable wear and tear and damage by fire lightning and tempest only excepted,
9. To maintain the premises including the exterior areas located at 325 Jackson Street, Colchester including all common areas, in good condition and free from litter.
10. That it has inspected the Premises and conducted such examinations and tests as it deems desirable. The Grove acknowledges that the Lessor does not warrant or represent the condition of the Premises to the Lessee, and Grove accepts the Demised Premises in its present condition.
11. That, except as herein otherwise specifically provided, Grove assumes the entire responsibility for the condition, operation, maintenance and management of the Premises and Lessor shall have no responsibility whatsoever for same or for damage to the Lessee's property/contents located in and upon the Premises under any circumstances whatsoever.
12. That it shall throughout the term of this lease, at its own expense, keep in force for the benefit of the Corporation and Grove, comprehensive general liability insurance in respect of injury to or death of one or more persons or property damage with limits of not less than Two Million Dollars (\$2,000,000) per occurrence covering the leased premises described herein. The Corporation of the Town of Essex shall be named as an additional insured in the policy of insurance and the policy shall contain a cross liability and separation clause. Such policy of insurance shall not be changed, cancelled, or allowed to lapse without providing the Corporation with thirty (30) days' notice in writing. Grove will provide a Certificate of Insurance for such comprehensive liability insurance upon entering into this Lease Agreement,
13. That it shall throughout the term of this lease, at its own expense, keep in force insurance against loss or damage by fire on any equipment, inventory and supplies owned by Grove and maintained on site,
14. That it will indemnify Lessor and save Lessor harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or at the premises or any part thereof, or occasioned wholly or in part by any act or

## Schedule "A" to By-Law Number 2021

omission of Lessee, or Lessee's agents, contractors, employees, servants, licensees, invitees or the Lessor.

15. That it shall not make any alterations, additions or improvements to the leased premises at its own expense without first submitting the plans and specifications (including materials to be used) thereof to the Corporation and without first obtaining approval in writing of the Corporation, such approval may not be unreasonably withheld. Grove shall further covenant be responsible for any applicable fees and all applicable inspections and the costs thereof, including but not limited to, those of the Town of Essex Fire and Building Departments.

### **The Corporation covenants with Grove**

1. To provide Grove with quiet enjoyment of the premises, and

**Provided** that Grove is not in breach of the terms of this Agreement, Grove may remove its fixtures, at the termination or end of this Agreement, provided such removal may be, and is done without injury to the premises.

**Provided** that in the event of damage to the premises by fire, lightning or tempest, rent shall cease until the premises are rebuilt.

**Provided** that, where the premises become vacant or inactive (other than in the normal course of business) and so remain for a period of thirty (30) days, it shall be presumed that Grove has abandoned the premises and the Corporation may take immediate possession of the premises.

**Proviso** for re-entry by the Corporation on non-payment of rent or non-performance of covenants, provided that such re-entry shall, at all times, be in accordance with the provisions of The Commercial Tenancies Act.

**Provided** Grove has not been in default during the term of this Lease and it is mutually agreeable between the Corporation and Grove, Grove shall have and is hereby granted, an option to extend the term of this Lease for an additional 2 year period upon providing such notice is in writing to the Corporation 90 days prior to the end of this Lease term, with such renewal to begin upon the expiration of the term of this Lease. If the option to lease for a further term of two years is exercised then the rental amount thereafter shall be the base rate but with the applicable Core Consumer Price Index (CPI) as of April of the current year plus Harmonized Sales Tax (HST) to be further incorporated into and added to the base rate annually commencing on the first day of May of each annual renewal of this Lease.

**Provided** that, if at the end of the Term of the lease or any renewal thereof, whether by effluxion of time or any other reason, the Lessor permits Lessee to remain in possession of the

## **Schedule "A" to By-Law Number 2021**

Premises and accepts rent in respect thereto, a tenancy from year to year shall not be created by implication of law but the Lessee shall be deemed to be a monthly Lessee only subject in all respects to the provisions of this Lease.

**Provided** that the Corporation shall have the right to cancel this Lease Agreement at any time during the term of the Agreement for reason of any default by Lessee under this lease such default being a failure to pay rent when due or a failure to perform its covenants or any other of its obligations under this lease and such default has not been remedied within 5 days written notice of such default.

**Provided** further that the Corporation shall have the right to cancel this Lease Agreement at any time during the term of the Agreement as a result of declaring the building surplus or determining another use for the building, upon providing notice in writing to Grove of at least ninety (90) days.

**It is hereby** declared and agreed that the expressions "Corporation" and "Grove" wherever used in this Indenture, shall, when the context allows, include, be binding on and enure to the benefit of not only the parties hereto, but also their respective executors, administrators and assigns.

**And** it is further agreed between the parties hereto that wherever the singular and masculine are used throughout this Lease they shall be construed as if the plural or feminine had been used, where the context or the party or parties hereto so require, and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered had been made.

Lessor and Lessee acknowledge and agree that each has joined in and contributed to the drafting of this Lease and as a result there shall be no presumption in construing the provisions of this Lease favoring or burdening either Lessor or Lessee based upon draftsmanship or similar rule of construction. Lessor and Lessee further acknowledge and agree that each have had the opportunity to consult and obtain independent legal and professional advice in conjunction with this lease and its obligations thereto.

This Lease may be executed in any number of separate counterparts, each of which, when executed and delivered, shall be an original, but such counterparts shall together constitute one and the same document. Delivery of an executed counterpart of this Lease with a facsimile signature shall have the same binding effect as delivery of an executed original.

The following addresses are provided for the Corporation and the Grove for purposes of providing notice:

**Corporation:** The Corporation of the Town of Essex  
33 Talbot Street South, Essex, Ontario, N8M 1A8

Schedule "A" to By-Law Number 2021

Telephone: 519-776-7336

**Organization Name:** The Grove Bike Co.  
12 Main Street East  
Kingsville, Ontario, N9Y 1A2  
Attention: Kim M. Lewis  
Telephone: 519-982-5000  
Email: kmlewis12345@gmail.com

**In Witness Whereof** the said parties hereto have duly executed this Agreement.

**Signed, Sealed and Delivered** in the presence of:

The Grove Bike Co.

|                                     |                                            |
|-------------------------------------|--------------------------------------------|
| _____<br>Witness as to signature of | _____<br><b>Authorized Signing Officer</b> |
|-------------------------------------|--------------------------------------------|

|                                     |                                            |
|-------------------------------------|--------------------------------------------|
| _____<br>Witness as to signature of | _____<br><b>Authorized Signing Officer</b> |
|-------------------------------------|--------------------------------------------|

**Signed, Sealed and Delivered** in the presence of:

The Corporation of the Town of Essex

|                                     |                                      |
|-------------------------------------|--------------------------------------|
| _____<br>Witness as to signature of | _____<br><b>Mayor, Larry Snively</b> |
|-------------------------------------|--------------------------------------|

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| _____<br>Witness as to signature of | _____<br><b>Clerk, Robert Auger</b> |
|-------------------------------------|-------------------------------------|

We have authority to bind the Corporation

**Receipt of Lease Agreement:**

I hereby acknowledge receiving a duplicate original copy of the herein Lease Agreement.

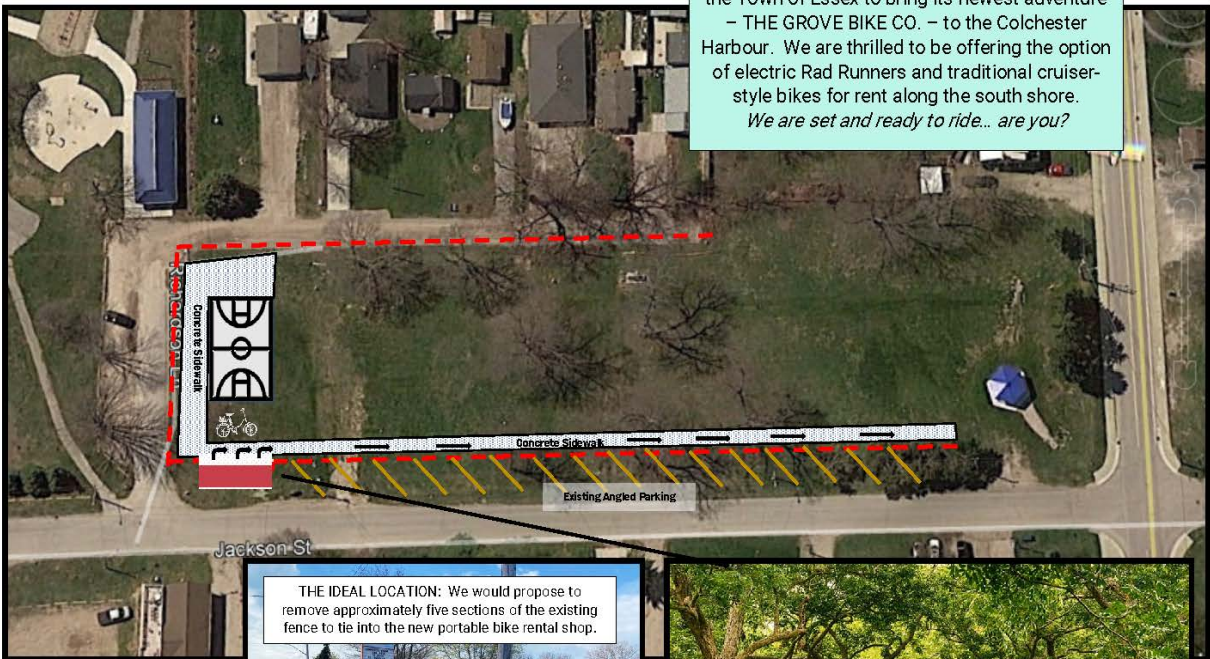
The Grove Bike Co.

|                            |                                            |
|----------------------------|--------------------------------------------|
| _____<br>Date of Signature | _____<br><b>Authorized Signing Officer</b> |
|----------------------------|--------------------------------------------|



|                            |                                            |
|----------------------------|--------------------------------------------|
| _____<br>Date of Signature | _____<br><b>Authorized Signing Officer</b> |
|----------------------------|--------------------------------------------|

Schedule 'A' – The Grove Bike Co. Leased Space

THE GROVE HOTEL is seeking to partner with the Town of Essex to bring its newest adventure – THE GROVE BIKE CO. – to the Colchester Harbour. We are thrilled to be offering the option of electric Rad Runners and traditional cruiser-style bikes for rent along the south shore. *We are set and ready to ride... are you?*



THE IDEAL LOCATION: We would propose to remove approximately five sections of the existing fence to tie into the new portable bike rental shop.





*A People Place, A Change of Pace*  
**SHELBURNE**  
ONTARIO, CANADA

April 27, 2021

Hon. Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

On behalf of my Council, I am urging your government to *immediately* implement and fund the necessary policies to provide adequate paid sick day benefits for Ontario's workers.

It is a widely accepted fact that workplaces are a significant source of COVID-19 transmission throughout our province. Sadly however, too many Ontarians are still going to work when they are sick for fear that they will lose pay should they stay at home. This is entirely counterproductive to our collective efforts to contain this deadly virus and is contributing to the high case counts that we continue to see throughout Ontario.

The federal Canada Recovery Sickness Benefit is not nearly sufficient to rely upon as our only line of defense on this front. While it offers some help, this program is temporary, not fully accessible to all workers, and the delays involved in applying fail to adequately cover the crucial first few days of an illness. We can do better Mr. Premier.

I am confident that a "Team Ontario" approach to this issue will find the kind of tailored solution needed to meet the needs of workers within our province. A universal Ontario paid sick day policy must ensure accessible and timely supports to allow workers to stay home when they are sick, get tested, self-isolate and follow all necessary COVID-19 control measures without fear of income-loss and financial hardship. We owe this to our workers who have given so much over this past year.

It's time for action Mr. Premier.

Respectfully yours,

Wade Mills

Mayor, Town of Shelburne

**From:** AMO Communications [<mailto:Communicate@amo.on.ca>]  
**Sent:** Thursday, May 13, 2021 2:38 PM  
**To:** Auger, Robert  
**Subject:** AMO Policy Update – Stay-at-Home Order Extended

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

AMO Update not displaying correctly? [View the online version](#)  
Add [Communicate@amo.on.ca](mailto:Communicate@amo.on.ca) to your safe list

AMO Policy Update



May 13, 2021

## AMO Policy Update – Stay-at-Home Order Extended

As anticipated, the Ontario government [has extended the Stay-at-Home Order \(O. Reg. 265/21\)](#) until at least June 2, 2021, with the more contagious variants continuing to pose significant risks to the public.

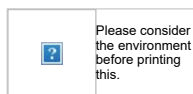
The Province has stated that all public health and workplace safety measures under the [province-wide emergency brake](#) will also remain in effect. The good news is that the government will prepare to administer the Pfizer vaccine to youth between the ages of 12 and 17, beginning the week May 31, 2021. The Province will be finalizing plans to reopen the province gradually and safely during this time.

Although there has been considerable progress done for 1<sup>st</sup> dose vaccinations during the COVID-19 third wave, key public health indicators remain high. The Province has decided to stay the current course which is consistent with the advice from the Chief Medical Officer of Health and other health experts' advice.

The Province will continue to assess the impacts of these measures over the coming weeks, which will include the finalization of plans to reopen the province gradually and safely over time. We also understand that there will be provincial consideration made to the reopening of outdoor recreational amenities on June 2, subject to current trends continuing.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to [covid19@amo.on.ca](mailto:covid19@amo.on.ca).

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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

Wish to Adjust your AMO Communication Preferences ?  
[Click Here](#)



**NOTICE OF CONFIDENTIALITY** This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

**NOTICE OF CONFIDENTIALITY** This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication in error or without authorization, please notify the originator immediately and remove it from your system.

**NOTICE OF CONFIDENTIALITY** This communication, including any attachments, is intended only for the use of the addressee(s) to this email and is confidential. If you are not an intended recipient or acting on behalf of an intended recipient, any review, disclosure, conversion to hard copy, dissemination, reproduction or other use of any part of this communication is strictly prohibited. If you receive this communication

in error or without authorization, please notify the originator immediately and remove it from your system.





**THE CORPORATION OF  
THE TOWN OF PERTH**

80 Gore Street East  
Perth, Ontario K7H 1H9  
Phone: (613) 267-3311  
Fax: (613) 267-5635

April 30, 2021

Honourable Premier Doug Ford  
Premier of Ontario  
Legislative Building  
Queens Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

**Sent via Email:** [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Provincial Hospital Funding of Major Capital Equipment**

The Town of Perth is requesting that further consideration be given to having the province be financially responsible for the replacement costs associated with all major capital equipment in hospitals, as municipalities across the province are facing major shortfalls in meeting their financial obligations. As set out in their asset management plans and cannot afford to directly absorb the financial responsibility for the replacement costs of the hospitals' major capital equipment without jeopardizing their financial sustainability.

As well, if the province is unwilling to assume the full responsibility for funding local hospitals completely, the Town of Perth requests that the province must develop a legislative framework as to how counties and municipalities should best address the financial shortfalls facing hospitals throughout Ontario, specifically the funding of major capital equipment;

Sincerely,

  
John Fenik  
Mayor of Perth

cc: Ontario Municipalities  
AMO – [amo@amo.on.ca](mailto:amo@amo.on.ca)

*Aged to Perfection!*



# The Corporation of The Town of Amherstburg

May 3, 2021

Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
Email: [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

VIA EMAIL

## **Re: Planning Act Timelines**

Dear Hon. Steve Clark,

At its meeting held on April 12, 2021, Council for the Town of Amherstburg passed the following:

Resolution # 20210412-120

***“That Administration BE DIRECTED to send correspondence in support of the City of Kitchener’s resolution regarding Planning Act Timelines.”***

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

Regards,

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

cc:

Taras Natyshak – MPP, Essex, Ontario  
[tnatyshak-co@ndp.on.ca](mailto:tnatyshak-co@ndp.on.ca)

Chris Lewis – MP, Essex, Ontario  
[Chris.Lewis@parl.gc.ca](mailto:Chris.Lewis@parl.gc.ca)

Federation of Canadian Municipalities (FCM)  
[info@fcm.ca](mailto:info@fcm.ca)

Association of Municipalities Ontario (AMO)  
[amo@amo.on.ca](mailto:amo@amo.on.ca)

All Ontario Municipalities



CHRISTINE TARLING

Director of Legislated Services & City Clerk

Corporate Services Department

Kitchener City Hall, 2<sup>nd</sup> 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](mailto:christine.tarling@kitchener.ca)

TTY: 519-741-2385

March 31, 2021

Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
17<sup>th</sup> 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:

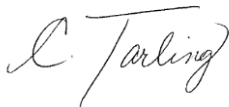
- from seven months (210 days) to four months (120 days) for Official Plan amendments;
- from five months (150 days) to three months (90 days) for Zoning By-law amendments; and
- from six months (180 days) to four months (120 days) for Plans of Subdivision; and

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



# The Corporation of The Town of Amherstburg

May 3, 2021

Valerie Critchley  
City Clerk, City of Windsor  
Email: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

VIA EMAIL

**Re: Regional Food and Organics Waste Management Program**

Dear Ms. Critchley,

At its meeting held on April 12, 2021, Council for the Town of Amherstburg passed the following:

Resolution # 20210412-119

***“That Administration BE DIRECTED to send correspondence in support of the City of Windsor’s resolution regarding the Regional Food and Organics Waste Management Program.”***

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

Regards,

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

CC:

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

Jennifer Astrologo, Director of Legislative Services, Town Solicitor, Clerk - Town of Kingsville  
Email: [jastrologo@kingsville.ca](mailto:jastrologo@kingsville.ca)

Linda Jean, Deputy Clerk - Town of LaSalle  
Email: [ljean@lasalle.ca](mailto:ljean@lasalle.ca)

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

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

Laura Moy, Director of Corporate Services/Clerk - Town of Tecumseh  
Email: [lmoy@tecumseh.ca](mailto:lmoy@tecumseh.ca)

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

Janice Hensel, Chief Administrative Officer/Clerk – Township of Pelee  
[janice.hensel@pelee.ca](mailto:janice.hensel@pelee.ca)

**CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1**

**Phone: (519)255-6211**

**Fax: (519)255-6868**

**E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)**

**WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)**

**City Council  
Decision  
Monday, March 8, 2021**

Moved by: Councillor Sleiman  
Seconded by: Councillor Bortolin

Decision Number: CR92/2021 ETPS 810

That Report No. 109 of the Windsor Essex County Environment Committee – To support the Windsor Essex Solid Waste Authority Regional Organic Waste Plan indicating:

That the Windsor Essex County Environment Committee recommends that the initiative by the Windsor Essex County Solid Waste Authority to develop and implement a regional food and organics waste management plan **BE SUPPORTED** by all municipalities in Windsor-Essex, and further, that correspondence **BE SENT** to each member municipality as well as the County of Essex to provide notification of this initiative.

**BE APPROVED.**

Carried.

Report Number: SCM 62/2021 & SCM 47/2021

Clerk's File: MB2021 8.11

*Steve Vlachodimos*

Deputy City Clerk/Senior Manager of Council Services

March 31, 2021





---

April 16, 2021

Mr. Jeffrey R. Morrison,  
Director, Corporate Services  
Town of Essex  
33 Talbot Street S.  
Essex, ON N8M 1A8

Dear Mr. Jeffrey Morrison,

This letter is not only to confirm receipt of the recent grant in the amount of \$5000.00 provided by the Town of Essex to the Essex Firemen's Association through the Community Partnership Grant Fund but to also send a big thank you! The financial support provided to us will help to ease the burdens that Covid-19 has brought upon our Association. Since the onset of the pandemic, the ability for our Association to host events and fundraising opportunities have been put on hold but none the less, our day-to-day operating costs remain.

As noted in the grant application, this grant will provide us with the opportunity to not only cover operating expenses such as liability insurance but also gives us the opportunity to continue with projects within our very own community, most notably Sparky's Park in Tulley Meadows. This includes updated Fire Safety signage in partnership with the Ontario Fire Marshal and the Sparky trademark. As well, this grant will allow us to continue work on our 1944 Dodge Bickle Seagrave truck (Unit 160) which was the Town of Essex's 2<sup>nd</sup> motorized fire truck last in service during the 1980 Explosion. Our goal is to fully restore Unit 160 to its original operating condition which would include repairing the body panels and re-painting the exterior, re-installation of the water tank and refurbishment of the pump, refinishing the wooden hose bed, repairs to the engine and braking system and full replacement of the electrical system. Having this vehicle fully refurbished helps paint a picture from where our fire service began, to where we have come now. Restoring Unit 160 will allow us to showcase our heritage once again at fire prevention events, public open houses, parades and other community events. In the past it has proven itself to be an asset which draws attention to our fire prevention activities and assists in teaching adults and children alike a significant piece of our Town's history. It provides an eye-catching, interactive display, complimenting our public education materials for fire prevention efforts.

Due to the current situation, we have been forced to look at other opportunities to raise funds for our worthwhile causes. As these opportunities become available, we hope to share with you and your team as well as Town of Essex Council.

The Essex Firemen's Association continues to remain committed to the Town of Essex and the community we serve. Since our inception in 1981, we have been a proud community partner by providing financial support and volunteer hours to many organizations and events within our community.

On behalf of the Essex Firemen's Association and the Executive Committee, I would like to personally thank you, the Town of Essex and Council members for supporting us during a difficult time. It is certainly our hope that the current situation will be behind us soon and we can once again get back to what we do best, supporting our community and its partners.

Best regards,

Brandon Chartier  
President – Essex Firemen's Association

Cc: Town of Essex Council



# The Corporation of The Town of Amherstburg

May 3, 2021

Irek Kusmierczyk  
MP, Windsor-Tecumseh, Ontario  
Email: [Irek.Kusmierczyk@parl.gc.ca](mailto:Irek.Kusmierczyk@parl.gc.ca)

VIA EMAIL

## Re: Request for Funding for Tree Planting in Windsor-Essex County

Dear MP Kusmierczyk,

At its meeting held on April 12, 2021, Council for the Town of Amherstburg passed the following:

Resolution # 20210412-118

***“That Administration BE DIRECTED to send correspondence in support of the City of Windsor’s resolution regarding their request for Funding for Tree Planting in Windsor-Essex County and that the correspondence be sent to all local MP’s and MPP’s, and local municipalities.”***

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

Regards,

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

CC:

Taras Natyshak – MPP, Essex, Ontario  
[tnatyshak-co@ndp.on.ca](mailto:tnatyshak-co@ndp.on.ca)

Chris Lewis – MP, Essex, Ontario  
[Chris.Lewis@parl.gc.ca](mailto:Chris.Lewis@parl.gc.ca)

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

Jennifer Astrologo, Director of Legislative Services, Town Solicitor, Clerk - Town of Kingsville  
Email: [jastrologo@kingsville.ca](mailto:jastrologo@kingsville.ca)

Linda Jean, Deputy Clerk - Town of LaSalle  
Email: [ljean@lasalle.ca](mailto:ljean@lasalle.ca)

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

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

Laura Moy, Director of Corporate Services/Clerk - Town of Tecumseh  
Email: [lmoy@tecumseh.ca](mailto:lmoy@tecumseh.ca)

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

Valerie Critchley, City Clerk – City of Windsor  
Email: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

Janice Hensel, Chief Administrative Officer/Clerk – Township of Pelee  
[janice.hensel@pelee.ca](mailto:janice.hensel@pelee.ca)

**CITY HALL  
WINDSOR, ONTARIO  
N9A 6S1**

**Phone: (519)255-6211**

**Fax: (519)255-6868**

**E-mail: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)**

**WEBSITE: [www.citywindsor.ca](http://www.citywindsor.ca)**

**City Council  
Decision  
Monday, March 8, 2021**

Moved by: Councillor Sleiman  
Seconded by: Councillor Bortolin

Decision Number: CR91/2021 ETPS 809

That Report No. 108 of the Windsor Essex County Environment Committee – Letter to Irek Kusmierczyk, MP regarding the commitment to tree planting in communities indicating:

That as the Provincial Government cut funding for the planting of trees in Ontario and as the Federal Government made a commitment to make funding available to plant trees in Windsor-Essex County, that a letter **BE SENT** to Irek Kusmierczyk, Member of Parliament to request funding for the planting of trees in Windsor-Essex County.

**BE APPROVED.**

Carried.

Report Number: SCM 61/2021 & SCM 45/2021  
Clerk's File: MB2021 8.10

*Steve Vlachodimos*

Deputy City Clerk/Senior Manager of Council Services  
March 31, 2021



**SHERRY BONDY**  
Essex Councillor

P: 519.566.6105  
E: [sbondy@essex.ca](mailto:sbondy@essex.ca)  
W: [sherrybondy.com](http://sherrybondy.com)

33 Talbot Street South  
Essex, Ontario N8M 1A8

---

Dear Essex Council,

The Community of Harrow and Colchester are very loud and clear about the need for continued greenspace in the recreational core of Harrow. Essex Council has been working very hard during the last few terms of council to increase development in our municipality and we are seeing it pay off. New homes are being built and growth is coming. The residents of our community are looking for a balanced approach which is growing but also retaining public greenspaces.

The current Harrow High School Property, along with all the surrounding park space is the recreational hub of our community. This greenspace can not be lost to private development at the expense of recreation. If this property is sold we can never replace it.

I am asking the council to seriously review all that can be gained by continued public ownership and all that could be lost with private ownership.

Sherry Bondy



**SHERRY BONDY**  
Essex Councillor

P: 519.566.6105  
E: [sbondy@essex.ca](mailto:sbondy@essex.ca)  
W: [sherrybondy.com](http://sherrybondy.com)

33 Talbot Street South  
Essex, Ontario N8M 1A8

---


**From:** [noreply@esolutionsgroup.ca](mailto:noreply@esolutionsgroup.ca)  
**To:** [Clerks](#)  
**Subject:** New Response Completed for Proclamation Request Form  
**Date:** Monday, May 10, 2021 11:49:34 AM

---

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

Hello,

Please note the following response to Proclamation Request Form has been submitted at Monday May 10th 2021 11:48 AM with reference number 2021-05-10-060.

- **Name of Organization**  
Essex Accessibility Advisory Committee
- **Contact Name**  
Lisa Wallace
- **Street Address**  
90 Kingsway
- **City / Town**  
Essex
- **Province**  
ON
- **Postal Code**  
n8m 3c2
- **Home**  

- **Work**  
(519) 776-6483
- **Email Address**  
[lisaw@communitylivingessex.org](mailto:lisaw@communitylivingessex.org)
- **Name or Title of Proclamation**

## National AccessAbility Week

- **Dates / Time Period Covered by Proclamation**

May 30 to June 5, 2021

- **Purpose of Proclamation (select all that apply)**

Public Awareness Campaign

- **Description of Organization / Proclamation**

Disability Inclusion 2021: Leaving no one behind

National AccessAbility Week (NAAW) is an opportunity:

to celebrate the valuable contributions of Canadians with disabilities to recognize the efforts of individuals, communities and workplaces that are actively working to remove barriers to accessibility and inclusion

We all benefit from a society and an economy without barriers to inclusion. When persons with disabilities can participate in all aspects of society, including accessing employment, resources and services, it enriches Canada's economy.

Message from The Honourable Carla Qualtrough, Minister of Employment, Workforce Development and Disability Inclusion

Hello everyone and happy National AccessAbility Week!

As Canada's minister responsible for Disability Inclusion, it is my honour to launch this fourth annual week where we celebrate the contributions that persons with disabilities make to Canada. The work done by individuals, communities and workplaces to remove barriers to accessibility is critically important, and is needed now more than ever during COVID-19.

We are building on the momentum of the Accessible Canada Act by working with the disability community and Canadians across the country to find innovative ways to break down existing barriers to accessibility in order to become inclusive by design.

This is at the heart of the Government of Canada's commitment to creating a truly inclusive and accessible Canada where everyone has equal rights and opportunities to contribute to their communities and workplaces.

The COVID-19 pandemic has deeply affected the lives and health of all Canadians, and disproportionately affected Canadians with



disabilities in particular. As we continue to address the pandemic, the Government's priority remains enabling persons with disabilities to maintain their health, safety and dignity during these difficult times and beyond.

The creation of the COVID-19 Disability Advisory Group is an example of the Government's approach to including the lived experiences and advice of persons with disabilities in our pandemic response.

I encourage Canadians to get involved during National AccessAbility Week. Share your personal stories, photos and videos of disability inclusion using the hashtag #AccessibleCanada. I also invite you to also highlight an organization that is making accessibility a reality in your community.

We all benefit when everyone can participate equally in our economy, and society.

Together, let's take action to build an inclusive and accessible Canada!

- **Has the same/similar proclamation been requested of the Town of Essex in past years?**

Yes

- **Date of previous request**

2019

- **As part of this proclamation, will any special initiatives or events be planned in the Town of Essex?**

No

- **Does your Proclamation Request include a request for a flag raising?**

No

[This is an automated email notification -- please do not respond]

**Ministry for  
Seniors  
and Accessibility**

**Ministère des Services  
aux aînés et de  
l'Accessibilité**



Minister

Ministre

College Park  
777 Bay Street  
5<sup>th</sup> Floor  
Toronto ON M7A 1S5

College Park  
777, rue Bay  
5<sup>e</sup> étage  
Toronto (Ontario) M7A 1S5

May 7, 2021

Dear Mayor, Reeve and Members of Council:

I am writing to invite you to submit a nomination for the 2021 [Senior of the Year Award](#).

Our seniors have worked hard to help to build this great province that all Ontarians enjoy today. This award gives each municipality in Ontario the opportunity to honour one of their outstanding local seniors and the contributions they've made to enrich the social, cultural, or civic life of their community.

**This year, the nomination deadline has been extended to May 31, 2021.**

For more information and to download the nomination form, please visit the [Senior of the Year](#) webpage. Once you submit a nomination, a personalized certificate with your nominee's name will be sent to you. I encourage you to present it to your nominee in June in conjunction with Seniors' Month.

I would also encourage you to promote Seniors Month in your community, as much as possible. This year's theme is Stay Safe, Active and Connected. For more information, keep checking the Seniors' Month webpage: [Celebrating seniors in Ontario](#).

The government of Ontario is proud to work with municipalities on this initiative. Seniors have generously offered their time, knowledge and expertise to make this province a great place to live, and it is important we recognize those valuable contributions.

If you have any questions about the 2021 Senior of the Year Award, please contact the Volunteer Recognition team at [OntarioVolunteerServiceAwards@ontario.ca](mailto:OntarioVolunteerServiceAwards@ontario.ca).

Thank you in advance for your support of local seniors and Seniors' Month.

Sincerely,

A handwritten signature in black ink that reads "Raymond Cho".

Raymond Cho  
Minister for Seniors and Accessibility

**Ministry for  
Seniors  
and Accessibility**

**Ministère des Services  
aux aînés et de  
l'Accessibilité**



Minister

Ministre

College Park  
777 Bay Street  
5<sup>th</sup> Floor  
Toronto ON M7A 1S5

College Park  
777, rue Bay  
5<sup>e</sup> étage  
Toronto (Ontario) M7A 1S5

Le 7 mai 2021

Monsieur le Maire/Madame la Mairesse, Préfet et Membres du Conseil,

Je vous écris pour vous inviter à soumettre une candidature pour le [Prix de la personne âgée de l'année de l'Ontario](#) pour 2021.

Nos aînés ont travaillé fort pour bâtir la merveilleuse province dont peuvent profiter aujourd'hui tous les Ontariens et toutes les Ontariennes. Ce prix offre l'occasion à chaque municipalité de l'Ontario de rendre hommage à l'un des remarquables aînés de sa région et de souligner ses contributions ayant permis d'enrichir la vie sociale, culturelle ou citoyenne de sa communauté.

**Cette année, la date limite pour la soumission des candidatures a été reportée au 31 mai 2021.**

Pour en savoir plus ou télécharger le formulaire de mise en candidature, consultez la page Web du [Prix de la personne âgée de l'année de l'Ontario](#). Une fois que votre candidature est soumise, un certificat personnalisé, comprenant le nom de votre candidat ou candidate, vous sera envoyé. Je vous encourage à le présenter au récipiendaire en juin, dans le cadre du Mois des aînés.

Je vous encourage également à promouvoir le plus possible le Mois des aînés dans votre collectivité. Le thème de cette année est « Rester en sécurité, actif et branché ». Pour en savoir plus, consultez régulièrement la page Web du Mois des aînés : [Hommage aux personnes âgées de l'Ontario](#).

Le gouvernement de l'Ontario est fier de collaborer avec les municipalités dans le cadre de cette initiative. Les aînés offrent généreusement leur temps, leurs connaissances et leurs compétences pour faire de notre province un endroit où il est agréable de vivre, et il est important que nous soulignions leurs précieuses contributions.

Si vous avez des questions au sujet du Prix de la personne âgée de l'année 2021, communiquez avec l'Unité de la reconnaissance des bénévoles à [OntarioVolunteerServiceAwards@ontario.ca](mailto:OntarioVolunteerServiceAwards@ontario.ca).

Merci à l'avance du soutien que vous offrez aux aînés de votre région et de vos efforts visant à souligner le Mois des aînés.

Cordialement,

A handwritten signature in black ink that reads "Raymond Cho". The signature is fluid and cursive, with the first name "Raymond" and the last name "Cho" clearly distinguishable.

Raymond Cho  
Ministre des Services aux aînés et de l'Accessibilité

# Volunteer Recognition Nomination Forms

from [Ontario.ca/honoursandawards](http://Ontario.ca/honoursandawards)

How to:

- [Download forms](#)
- [Using Adobe to open PDFs](#)
- [Complete online forms](#)
- [Submit forms online](#)
- [Get support](#)

## HOW TO DOWNLOAD FORMS

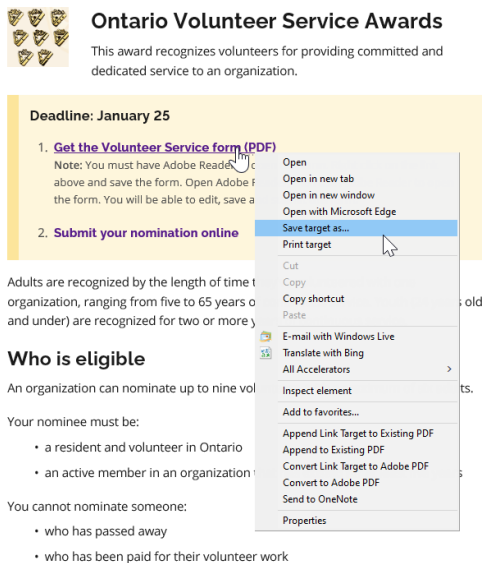
**You will need Adobe to view the form.** If you do not have Adobe, you can download Adobe Reader free on the [Adobe website](#).

If you have an updated version of Adobe, the plug-in for your browser may not have been updated. To fix this problem, **RIGHT CLICK** on the PDF link and download the form to your computer (see screen shots below).

Once you have downloaded the PDF, close your browser and open the file directly from your computer. If the file is still not opening, see instructions on [how to use Adobe to open PDF documents](#).

### FOR PC USERS

**Internet Explorer, Firefox or Safari (PC):** Right click using the mouse click on “save target as.”



The screenshot shows the top of the Ontario Volunteer Service Awards page. The header includes the award name and a description. Below this, the deadline is listed as January 25. The first step is to get the volunteer service form (PDF). A right-click context menu is open over the PDF link, with the option 'Save target as...' highlighted. The second step is to submit the nomination online. Below the steps, there is a note about Adobe Reader and a list of who is eligible to be nominated.

**Ontario Volunteer Service Awards**  
This award recognizes volunteers for providing committed and dedicated service to an organization.

**Deadline: January 25**

1. **Get the Volunteer Service form (PDF)**  
Note: You must have Adobe Reader installed on your computer. Right-click on the link above and save the form. Open Adobe Reader to view the form. You will be able to edit, save and print the form.
2. **Submit your nomination online**

Adults are recognized by the length of time they have volunteered for an organization, ranging from five to 65 years of continuous service. Youth (24 years of age and under) are recognized for two or more years of continuous service.

**Who is eligible**  
An organization can nominate up to nine volunteers, with a maximum of six adults.

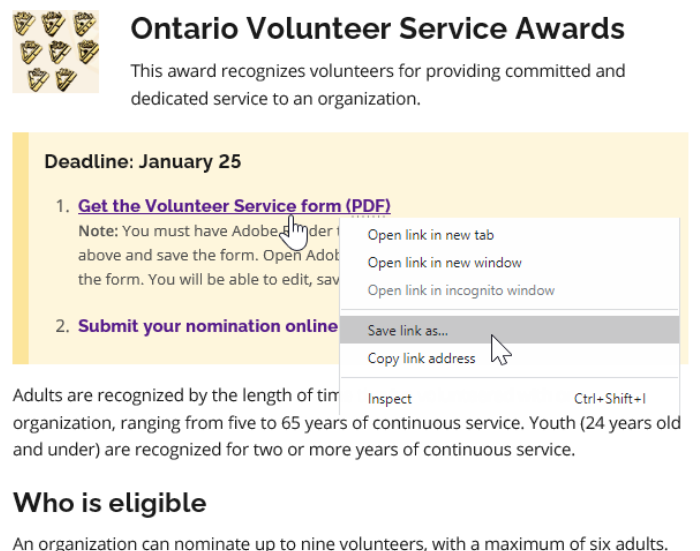
Your nominee must be:

- a resident and volunteer in Ontario
- an active member in an organization

You cannot nominate someone:

- who has passed away
- who has been paid for their volunteer work

**Chrome:** Right click using the mouse click on “save link as.”



The screenshot shows the top of the Ontario Volunteer Service Awards page. The header includes the award name and a description. Below this, the deadline is listed as January 25. The first step is to get the volunteer service form (PDF). A right-click context menu is open over the PDF link, with the option 'Save link as...' highlighted. The second step is to submit the nomination online. Below the steps, there is a note about Adobe Reader and a list of who is eligible to be nominated.

**Ontario Volunteer Service Awards**  
This award recognizes volunteers for providing committed and dedicated service to an organization.

**Deadline: January 25**

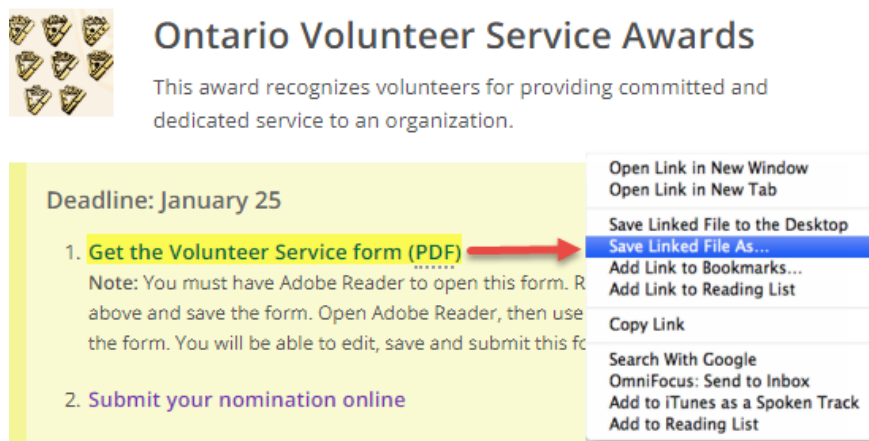
1. **Get the Volunteer Service form (PDF)**  
Note: You must have Adobe Reader installed on your computer. Right-click on the link above and save the form. Open Adobe Reader to view the form. You will be able to edit, save and print the form.
2. **Submit your nomination online**

Adults are recognized by the length of time they have volunteered for an organization, ranging from five to 65 years of continuous service. Youth (24 years of age and under) are recognized for two or more years of continuous service.

**Who is eligible**  
An organization can nominate up to nine volunteers, with a maximum of six adults.

**FOR MAC USERS:**

**Safari:** Press the <Command> button on the keyboard and click on the PDF link, then on “saved linked file as.”



The screenshot shows the 'Ontario Volunteer Service Awards' page. On the left, there is a grid of award medals. The main heading is 'Ontario Volunteer Service Awards', followed by a description: 'This award recognizes volunteers for providing committed and dedicated service to an organization.' Below this, a yellow box contains the text 'Deadline: January 25'. A numbered list follows: '1. Get the Volunteer Service form (PDF)' (highlighted in yellow) and '2. Submit your nomination online'. A red arrow points from the PDF link to a right-click context menu. The menu options are: 'Open Link in New Window', 'Open Link in New Tab', 'Save Linked File to the Desktop', 'Save Linked File As...' (highlighted in blue), 'Add Link to Bookmarks...', 'Add Link to Reading List', 'Copy Link', 'Search With Google', 'OmniFocus: Send to Inbox', 'Add to iTunes as a Spoken Track', and 'Add to Reading List'.

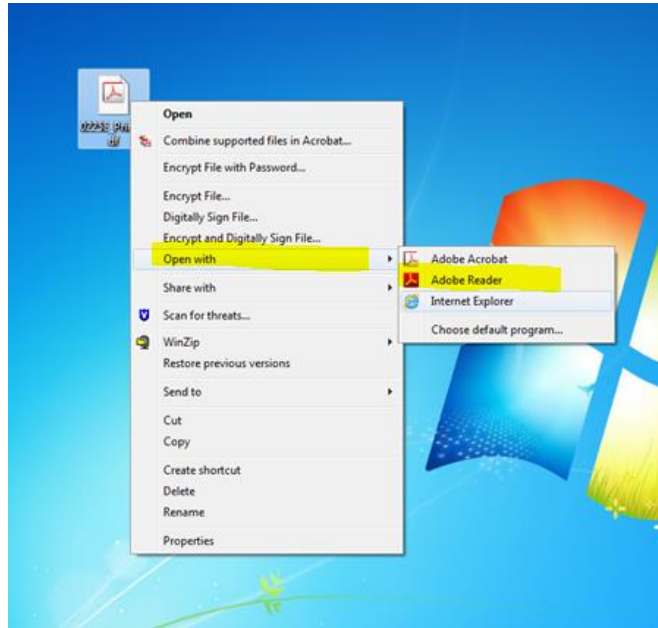
NOTE: Forms are not available on smart phones, iPads or tablets.

## HOW TO USE ADOBE TO OPEN PDF DOCUMENTS

Sometimes, a file is not defaulted to use the correct program to open documents. To ensure that you use Adobe to open the form:

### For PC users

**RIGHT CLICK** on the PDF file, go to “Open with” and click on Adobe Reader.




### For MAC users

- Highlight the file
- Press the <Command> button + the <i> button (a window with the file information should pop up)
- Go to the “open with” section (you may need to reveal this section by clicking on the ▾ symbol)
- Select Adobe program to open files
- Click “Save” or “Apply”
- Go to the file and double click to open

## HOW TO COMPLETE AN ONLINE NOMINATION FORM

1. Open the PDF and click on the “I confirmation....” boxes in the “How do I make a Nomination” section
2. Select “online form,” the blue button at the bottom of the page – **this will allow the you to submit the form online.**

 **Ministry of Citizenship and Immigration**  
Ontario Honours and Awards Secretariat

**Volunteer Service Awards**  
Deadline: January 25

---

**Purpose**

To recognize individual volunteers for continuous years of commitment and dedicated service to an organization. Adults are recognized for five, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60 and 65 years of continuous service. Youth (24 years old and under) are recognized for two or more years of continuous service.

---

**Who is eligible?**

Youth and adult volunteers must:

- Be living persons residing and volunteering in Ontario.
- Be active beyond simple membership in an organization that has been in existence for a minimum of five years.
- Not have received payment for their volunteer work.
- Not have performed the services as part of their regular business or professional duties.

Nominations will not be accepted if: They are self-nominated; for elected federal, provincial, municipal representatives while in office; or political appointees if the achievements for which they are being nominated are related to their current appointment.

---

**How are the recipients selected?**

Nominations are checked to ensure criteria are met. The Ministry of Citizenship and Immigration then sends a letter to the organization confirming that the nominations have been accepted.

---

**How are the awards presented?**

The awards are presented at special ceremonies held across Ontario where recipients are presented with a stylized trillium service pin acknowledging their years of service. Recipients also receive a personalized certificate. Each recipient is invited to bring one guest. Nominating organizations are also invited to bring two representatives to the award ceremony.

---

**How do I make a nomination?**

Organizations that have been in existence for a minimum of five years may submit a nomination. Each organization may nominate up to nine volunteers (of which a maximum of 6 nominees may be adults).

This electronic process allows you to:

- Save your submission package as often as needed;
- Build your submission package as you go; and
- Submit your package now, or at a later date, when it is ready and complete.

☒ confirm that the nominee(s) are eligible as per the criteria below: \*

**1**

- Must be living persons residing and volunteering in Ontario.
- Must not have received payment for their volunteer work.
- Must be active beyond simple membership in an organization.
- Must not have performed the services as part of their regular business or professional duties.
- Must not be the person submitting the nomination (nominator).

- Youth nominees:
  - Must be under 24 years old and under and have volunteered with one organization for at least two consecutive years.
- Adult nominees:
  - Must have volunteered with one organization for at least five consecutive years.

Organizations with more than one branch location can nominate up to nine volunteers, in the same manner as mentioned above, per branch.

**Note**

The deadline for nominations is **January 25** of each year and the nominee must be eligible as of that date. If this date falls on a weekend or holiday, nominations will be accepted the next business day. Eligible nominations received after the deadline will be considered in the following year.

In order to be able to submit electronically, you must save the submission package to your computer or other personal storage device first.

[View only](#) [Mail Form](#) [Online Form](#)

02156 (2017/11) © Queen's Printer for Ontario, 2017 Disponible en français



3. Complete the mandatory fields on the form marked by a red “\*.” Once each page is completed, click on “**next**” for the next section.
4. If required, you can go back to correct information in a previous section by clicking on “**previous**.” It’s like turning the pages of a book!
5. Save the form anytime by clicking on “save.” This will save all pages.



**Ministry of Citizenship  
and Immigration**  
 Ontario Honours and Awards Secretariat

**Volunteer Service Awards**  
**Deadline: January 25**

Fields marked with an asterisk (\*) are mandatory.

| Nominating Organization Information - Step 1 of 4                                                       |  |                                       |                   |            |  |                                                         |                              |                   |                  |
|---------------------------------------------------------------------------------------------------------|--|---------------------------------------|-------------------|------------|--|---------------------------------------------------------|------------------------------|-------------------|------------------|
| Salutation *                                                                                            |  |                                       | If other, specify |            |  |                                                         |                              |                   |                  |
| First Name *                                                                                            |  |                                       | Last Name *       |            |  |                                                         |                              |                   |                  |
| Position/Title                                                                                          |  |                                       |                   |            |  |                                                         |                              |                   |                  |
| Name of Organization *                                                                                  |  |                                       |                   |            |  | Branch/Division/Section *                               |                              |                   |                  |
| Organization Website *                                                                                  |  |                                       |                   |            |  | Year Organization was established (yyyy) (e.g., 1980) * |                              |                   |                  |
| <b>Address</b>                                                                                          |  |                                       |                   |            |  |                                                         |                              |                   |                  |
| <input checked="" type="checkbox"/> City Address <input type="checkbox"/> Rural Route or PO Box Address |  |                                       |                   |            |  |                                                         |                              |                   |                  |
| Street No. *                                                                                            |  | No. Suffix                            | Street Name *     |            |  | Street Type *                                           |                              | If other, specify | Street Direction |
|                                                                                                         |  |                                       |                   |            |  |                                                         |                              |                   |                  |
| Unit/Suite/Apt                                                                                          |  |                                       |                   |            |  |                                                         |                              |                   |                  |
| City *                                                                                                  |  |                                       |                   | Province * |  |                                                         | Postal Code (e.g., M7A2R9) * |                   |                  |
|                                                                                                         |  |                                       |                   | Ontario    |  |                                                         |                              |                   |                  |
| Telephone Type *                                                                                        |  | Telephone Number (e.g., 4163147526) * |                   |            |  |                                                         |                              |                   |                  |
|                                                                                                         |  |                                       |                   |            |  |                                                         |                              |                   |                  |
| Alternate Telephone Type                                                                                |  | Telephone Number (e.g., 4163147526)   |                   |            |  |                                                         |                              |                   |                  |
|                                                                                                         |  |                                       |                   |            |  |                                                         |                              |                   |                  |
| Email (e.g. email@address.com) *                                                                        |  |                                       |                   |            |  |                                                         |                              |                   |                  |
| Preferred language of communication * <input type="checkbox"/> English <input type="checkbox"/> French  |  |                                       |                   |            |  |                                                         |                              |                   |                  |


Clear Page

Save

Previous

Next

6. Once you complete the final step, click “next” and attest the information provided is correct by checking the **declaration box**.
7. Save the document to your computer by clicking on “**save**.” This will save all pages of the form.
8. You can review the information by clicking on “**review summary page**.”



**Ministry of Citizenship  
and Immigration**

Ontario Honours and Awards Secretariat

**Volunteer Service Awards**

**Deadline: January 25**

Fields marked with an asterisk (\*) are mandatory.

**Declaration**

The Ontario government is committed to ensuring the privacy of your personal information. In accordance with subsection 39(2) of the *Ontario Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F.31, the personal information collected on this form will be used only for the proper administration of the **Volunteer Service Awards**. This includes determining the nominee's eligibility and providing information to the selection body for review and recommendation. Under the authority of the *Ministry of Citizenship and Culture Act*, R.S.O. 1990, c.M.18, s.4, the personal information collected in this nomination package belongs in perpetuity to the nominator and cannot be shared for purposes other than the administration of the program without his/her express written consent. For further information on our collection of information policy, contact us at: Ontario Honours and Awards Secretariat, 400 University Avenue, 4<sup>th</sup> Floor, Toronto ON M7A 2R9, or by email at [OntarioHonoursAndAwards@ontario.ca](mailto:OntarioHonoursAndAwards@ontario.ca), or by telephone at 416 314-7526, toll free 1 877 832-8622, or TTY 416-327-2391.

☒ I hereby certify that I have been a member in good standing in the above named organization and declare that all information provided in this application is true and accurate in every respect. \*

Clear Page

Save

Previous

Review summary pages

9. Once in the “Review Summary Pages,” you can “**print summary page**” or click on “**Go Back to the Form**” to make edits to your form. Once back in your form, click “**Previous**” to reach section you wish to edit. Once you complete your edits, save the document again.

**Submission Submitted By - Step 3 of 3**

|                                |                       |                             |  |
|--------------------------------|-----------------------|-----------------------------|--|
| Salutation *<br>Mrs.           |                       | If other, specify           |  |
| First Name *<br>sdsds          | Last Name *<br>dsdsds |                             |  |
| Name of the School *<br>dsdsds |                       | Position/Title *<br>sdsdsds |  |

**School Address**

☒ City Address ☐ Rural Route or PO Box Address

|                    |            |                          |                         |                   |                  |
|--------------------|------------|--------------------------|-------------------------|-------------------|------------------|
| Street No. *<br>24 | No. Suffix | Street Name *<br>dsdsdsd | Street Type *<br>Avenue | If other, specify | Street Direction |
| Unit/Suite/Apt     |            |                          |                         |                   |                  |

|                      |                                |                                        |
|----------------------|--------------------------------|----------------------------------------|
| City *<br>DSDSDSDSDS | Province *<br>British Columbia | Postal Code (e.g., M7A2R9) *<br>B5B5B5 |
|----------------------|--------------------------------|----------------------------------------|

|                          |                                                       |           |
|--------------------------|-------------------------------------------------------|-----------|
| Telephone Type *<br>Home | Telephone Number (e.g., 4163147526) *<br>333 333-3333 | Extension |
| Alternate Telephone Type | Telephone Number (e.g., 4163147526)                   | Extension |

Email (e.g. email@address.com) \*  
dfdfdf@email.com

Preferred Language of Communication \* ☒ English ☐ French

**Declaration**

The Ontario government is committed to ensuring the privacy of your personal information. In accordance with subsection 39(2) of the *Ontario Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F.31, the personal information collected on this form will be used only for the proper administration of the Lieutenant Governor's Community Volunteer Award for Students. Under the authority of the *Ministry of Citizenship and Culture Act*, R.S.O. 1990, c.M.18, s.4, the personal information collected in this nomination package belongs in perpetuity to the nominator and cannot be shared for purposes other than the administration of the program without his/her express written consent. For further information on our collection of information policy, contact us at: Ontario Honours and Awards Secretariat, 400 University Avenue, 4<sup>th</sup> Floor, Toronto ON M7A 2R9, or by email at [OntarioHonoursAndAwards@ontario.ca](mailto:OntarioHonoursAndAwards@ontario.ca), or by telephone at 416 314-7526, toll free 1 877 832-8622, or TTY 416-327-2391.

☒ I hereby declare that all information provided in this application is true and accurate in every respect. I understand that the nominee would be required to return the award if the information is found to be inaccurate for any reason. \*

Once your submission package is ready and complete, save the final version and go to [www.ontario.ca/honoursandawards](http://www.ontario.ca/honoursandawards) to print your package electronically.

Go back to the form

Save

Print summary pages

10. Attachments (if required) are uploaded directly into the form. You can see them by clicking on the paperclip icon on the left-hand navigation bar.

0218E.pdf (SECURED) - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]


1 / 1 125%

Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients.

**Attachments**

Name

Test Document.docx

 10

**Ontario** Ministry of Citizenship and Immigration  
Ontario Honours and Awards Secretariat

**Ontario Medal for Young Volunteers**  
Deadline: January 15

Fields marked with an asterisk (\*) are mandatory.

**Testimonial Writers - Step 3 of 5**

**Testimonial Writer 2**

Salutation \*  
Mr. [v] If other, specify

First Name \*  
John

Last Name \*  
Doe

Name of Organization

Position/Title

**Address**

Address Type \*  
Home [v]

☒ City Address ☐ Rural Route or PO Box Address

Street No. \*  
5

No. Suffix [v]

Street Name \*  
Main

Street Type \*  
Square [v]

If other, specify

Street Direction [v]

Unit/Suite/Apt

City \*  
Anywhere

Province \*  
Ontario

Postal Code (e.g., M7A2R9) \*  
M6M5M5



Telephone Type \*  
[v]

Telephone Number (e.g., 4163147526) \*

Extension

Email (e.g. email@address.com)  
john@email.com

Attach Testimonial Letter (Maximum file size: 300 KB. Accepted file types: JPG, GIF, DOC, DOCX or PDF.) \*

  [Browse...](#)

[Clear Page](#) [Save](#) [Previous](#) [Next](#)

## HOW TO SUBMIT THE NOMINATION FORM ONLINE

Please note that **nomination forms can only be submitted online if you use the “online form” version.** To select the correct version, click on the “online form” option on the PDF and follow the steps in the [How to Complete an Online Nomination](#) section.



Ministry of Citizenship  
and Immigration  
Ontario Honours and Awards Secretariat

### Lieutenant Governor's Community Volunteer Award for Students

#### Purpose

The Lieutenant Governor's Community Volunteer Award for Students pays tribute to students who not only complete the required number of volunteer hours to graduate, but who go above and beyond.

Each year, an award is given to one graduating student at each of Ontario's secondary schools.

#### Who is eligible?

The award is for students who are graduating from an Ontario high school (public, provincial, private and demonstration).

#### How are the recipients selected?

School principals, or their designate, select one student from their school and complete and submit the recipient submission form.

A school committee dedicated to student recognition may also select the recipient. However, only the principal and/or his or her designate may complete and submit the form.

#### How do I make a submission?

Each submission must include the following:

- ☒ A completed and signed submission form \*
- ☒ Confirmation that the student is a graduating student selected for this award by their school principal or an awards selection committee for exemplary community contribution or outstanding achievement through volunteer activity. \*
- ☒ Confirmation that the submission is made by the student's principal or his or her designate. \*

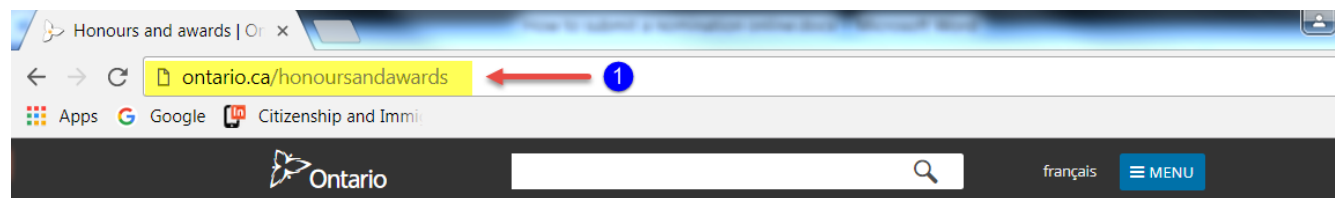
[View only](#)

[Mail Form](#)

[Online Form](#)

1. Go to the [e-filing portal](#) and skip to step 5.

2. You can also get there by going back to [www.ontario.ca/honoursandawards](http://www.ontario.ca/honoursandawards) to where you downloaded the form.



## Honours and awards

Ontario's medal and recognition programs celebrate the people who make our province a better place to live.

Find out about the honours and awards given by the Government or Lieutenant Governor of Ontario.



### Order of Ontario

The Order of Ontario is the province's highest honour. An Ontarian who has shown outstanding qualities of individual excellence and achievement in any field is eligible to be appointed.

[Learn about the Order of Ontario and how you can nominate someone.](#)

### Volunteering

**2** → [Learn how to nominate someone](#) for honours and awards for achievements in volunteering.

This includes the:

- Ontario Medal for Young Volunteers
- Ontario Volunteer Service Awards
- June Callwood Outstanding Achievement Award for Voluntarism
- Lieutenant Governor's Community Volunteer Award for Students

### Bravery

[Learn how to nominate someone](#) for an award for an outstanding act of bravery.

This includes the:

- Ontario Medal for Police Bravery
- Ontario Medal for Firefighter Bravery
- Ontario Award for Paramedic Bravery

3. Click on the program name.
4. Click on **“Submit your nomination online”**. This will bring you to the e-filing site where you can upload your form.

*NOTE: There is only one portal for all submissions. You can go directly to this page by using the link: [https://www.ohas.citizenship.gov.on.ca/ohas\\_enu/](https://www.ohas.citizenship.gov.on.ca/ohas_enu/)*

The screenshot shows the Ontario government website's 'Honours and awards: volunteering' page. At the top, there's a navigation bar with the Ontario logo, a search bar, and links for 'français' and 'MENU'. The main heading is 'Honours and awards: volunteering', followed by a subheading 'Learn how to nominate someone for honours and awards for achievements in volunteering.' Below this, there's a section 'On this page' with a list of four awards. The second item, 'Ontario Volunteer Service Awards', is highlighted with a yellow background and a red arrow pointing to it, with a blue circle containing the number 3 next to it. To the right, there's a 'Related' section with a link to 'Other honours and awards' and a 'Follow us' section with links to Facebook, Twitter, and Flickr. Below the main content, there's a section for 'Ontario Volunteer Service Awards' with a grid of award icons and a description: 'This award recognizes volunteers for providing committed and dedicated service to an organization.' Below this, there's a yellow box with the text 'Deadline: January 25' and a list of two steps. The first step is '1. Get the Volunteer Service form (PDF)' with a note about using Adobe Reader. The second step, '2. Submit your nomination online', is highlighted with a yellow background and a red arrow pointing to it, with a blue circle containing the number 4 next to it.

Ontario

français MENU

## Honours and awards: volunteering

Learn how to nominate someone for honours and awards for achievements in volunteering.

**On this page**

1. Ontario Medal for Young Volunteers
2. **Ontario Volunteer Service Awards**
3. June Callwood Outstanding Achievement Award for Voluntarism
4. Lieutenant Governor's Community Volunteer Award for Students

**Related**

[Other honours and awards](#)

**Follow us**

- Facebook
- Twitter
- Flickr

## Ontario Volunteer Service Awards

This award recognizes volunteers for providing committed and dedicated service to an organization.

**Deadline: January 25**

1. **Get the Volunteer Service form (PDF)**  
**Note:** You must have Adobe Reader to open this form. Right click on the link above and save the form. Open Adobe Reader, then use Adobe Reader to open the form. You will be able to edit, save and submit this form.
2. **Submit your nomination online**

### 5. Once on the e-filing site, click on “I Agree” on the terms and conditions page.

Ontario  
MINISTRY OF CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

Ontario.ca | Français

Home | My Profile | Log Out | HOME | e-Filing

> Active Citizenship > Honours and Awards > e-Filing >

### TERMS & CONDITIONS

- Declaration
- Disclaimer
- Privacy

#### Declaration

Welcome to the Ontario Honours and Awards Secretariat's e-Filing site. The interactive PDF application will help guide you through all sections of the form and help reduce errors and ensure all relevant information is provided.

Before you begin please read the following notices (disclaimer and privacy notice statement) and click on "I agree" at the bottom of the page to continue with your e-Filing.

**WARNING to all applicants and guarantors** - Any false statement, misrepresentation or concealment of any material fact on the forms or any document presented in support of your application may lead to refusal or revocation of an honour or award.

#### Disclaimer

This Web site is available solely for the convenience of the public. Users assume the risk associated with any transfer of information to the Ontario Honours and Awards Secretariat and with any other use of this page. The Ontario Honours and Awards Secretariat has made all reasonable efforts to protect the confidentiality of the information you provide and to ensure that your electronic transactions with us are secure. However, the Ontario Honours and Awards Secretariat is not liable for any damages that may arise from interception, loss, theft or their action regarding your personal information while in transit.

Users are solely responsible for the accuracy of the information provided to the Ontario Honours and Awards Secretariat via this service.

The Ontario Honours and Awards Secretariat is not liable for any damage that may arise from any restriction, delay, malfunction or unavailability of the system and reserves the right to withdraw this service at any time without prior notice.

#### Privacy

The Ontario government is committed to ensuring the privacy of your personal information. Your privacy will be protected as required by the Freedom of Information and Protection of Privacy Act. Personal information collected for our programs will be used to determine eligibility, provide information to the selected bodies for review and notify recipients. For further information on our collection of information policies, contact us by mail at: Ontario Honours and Awards Secretariat, 400 University Avenue, 40th Floor, Toronto, ON M7A 2R9, or by e-mail at [Ontariohonoursandawards@ontario.ca](mailto:Ontariohonoursandawards@ontario.ca), or by telephone at 416-314-7526, toll free 1-877-832-8622 or TTY 416 327-2391.

You share responsibility for protecting your personal information. If you are using the e-Filing service or PDF forms in a public place (i.e. government information centre, library, educational facility or Internet café) please ensure that you:

- Do not leave the computer, workstation or terminal unattended while completing the nomination. If you must leave, close down the application or save your file in a secure personal storage device.
- Always end the session by closing down the application.
- Clear your browser's cache and close down your browser.
- When you print your application summary, be certain to collect all copies from the printer and keep it in a safe place. Shred any copies that you do not need.

We invite you to learn more about Ontario's privacy and online practices.

Please click on the "I agree" button to indicate that you have read and accept this declaration.

If you indicate that you "disagree" you will not be able to proceed with the online nomination.

5 → **I Agree** I Disagree

CONTACT US | HELP | APPROPRIATELY | PRIVACY | IMPORTANT NOTICES

© COPYRIGHT, PRINTING AND DISTRIBUTION 2008

6. To upload your form, click on “**Browse for Form**”. A pop-up window will open.
7. Click on “**Choose File**” and search for the saved file on your computer.
8. Click on “**Add**” to attach your form.

Ontario  
MINISTRY OF CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

Home | My Profile | Log Out | HOME | e-Filing

> Active Citizenship > Honours and Awards > e-Filing >

Before you submit your nomination, please ensure you have:

- A current and valid PDF form. For list of current and valid PDFs, see our Medal and Recognition Program Nomination/Application Forms section.
- Completed all the necessary fields in the form - fields marked with an asterisk (\*) are mandatory.
- Attached all the necessary supporting documents in your form.

**SUBMIT YOUR FORM**

- How do I submit a form?
- Technical Issues or Need Help?

**SUBMIT YOUR FORM**

File Name:  **Browse for Form** 6

File Type:

Size (KB):  **Submit**

**HOW TO SUBMIT YOUR FORM**

To submit your form:

- Click on the "Browse for Form" button.
- Click on "Browse..." or "Choose File". Select the file from your computer or local storage.
- Click on "Add"
- Click on "Submit"

**NOTE:** Depending on your computer and internet speed, this may take a few minutes. Once you receive a confirmation message, providing you with a case number.

**TECHNICAL ISSUES OR NEED HELP?**

If you are having technical issues or need help, contact the Ontario Honours and Awards Secretariat:

E-mail: ontariohonoursandawards@ontario.ca

Telephone: 416-314-7526  
Toll-free: 1-877-832-8622  
TTY: 416-327-2391

**Add Attachment**

Please select a file:

File Name:  **Choose File** **Add** **Cancel** 7 8



9. Click on “**submit**” to submit your form. It may take a few moments for the form to upload.

Ontario  
MINISTRY OF CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

Ontario.ca | Français

Home | My Profile | Log Out | HOME | e-Filing

> Active Citizenship > Honours and Awards > e-Filing >

Before you submit your nomination, please ensure you have:

- A current and valid PDF form. For list of current and valid PDFs, see our Medal and Recognition Program Nomination/Application Forms section.
- Completed all the necessary fields in the form - fields marked with an asterisk (\*) are mandatory.
- Attached all the necessary supporting documents in your form.

**SUBMIT YOUR FORM**

- How do I submit a form?
- Technical Issues or Need Help?

**SUBMIT YOUR FORM**

File Name: \* TEST SOTY 0210E (1) [Browse for Form](#)

File Type: pdf

Size (KB): 2321

[Submit](#) 9

**HOW TO SUBMIT YOUR FORM**

To submit your form:

- Click on the "Browse for Form" button.
- Click on "Browse..." or "Choose File". Select the file from your computer or local storage device and click "Open".
- Click on "Add"
- Click on "Submit"

**NOTE:** Depending on your computer and internet speed, this may take a few minutes. Once you have successfully submitted the form, you will receive a confirmation message, providing you with a case number.

**TECHNICAL ISSUES OR NEED HELP?**

If you are having technical issues or need help, contact the Ontario Honours and Awards Secretariat:

E-mail: ontariohonoursandawards@ontario.ca

Telephone: 416-314-7526  
Toll-free: 1-877-832-8622  
TTY: 416-327-2391

10. Once the form has been submitted successfully, you will receive a **confirmation with a case number**. Please quote this number if you have any questions about your submission.

The screenshot shows the Ontario government website for the Ministry of Citizenship, Immigration and International Trade. The page is titled "CONFIRMATION" and includes a "PRINT" button. The main message states: "Thank you. Your form has been submitted successfully. Case Number 17-408199771 10". The case number "17-408199771" is highlighted in yellow, and the number "10" is in a blue circle. Below this, it says: "Please keep this case number for future reference. For any inquiries about your application, please quote your case number and contact:". The contact information for the Ontario Honours and Awards Secretariat is provided, including the address (400 University Avenue, 4th Floor, Toronto ON M7A 2R9), telephone (416-314-7526), toll-free number (1-877-832-8622), TTY (416-327-2391), email (ontariohonoursandawards@ontario.ca), and website (www.ontario.ca/honoursandawards). A survey link is also present: "What do you think of our online nomination process? Please take a few moments to complete our survey." At the bottom, there are links for "Back to main website" and "Submit another form". The footer contains links for "CONTACT US", "HELP", "ACCESSIBILITY", "PRIVACY", and "IMPORTANT NOTICES", along with copyright information for the Queen's Printer for Ontario, 2009, and a last modified date of May 26, 2017.

Ontario  
MINISTRY OF CITIZENSHIP, IMMIGRATION AND INTERNATIONAL TRADE

Home | My Profile | Log Out | HOME | e-Filing

> Active Citizenship > Honours and Awards > e-Filing >

**CONFIRMATION** PRINT

Thank you. Your form has been submitted successfully.  
Case Number 17-408199771 10

Please keep this case number for future reference. For any inquiries about your application, please quote your case number and contact:

Ministry of Citizenship, Immigration and International Trade  
Ontario Honours and Awards Secretariat  
400 University Avenue, 4th Floor  
Toronto ON M7A 2R9

Telephone: 416-314-7526  
Toll-free: 1-877-832-8622  
TTY: 416-327-2391

E-mail: ontariohonoursandawards@ontario.ca  
Website: www.ontario.ca/honoursandawards

What do you think of our online nomination process? Please take a few moments to complete our survey.

Back to main website Submit another form

CONTACT US | HELP | ACCESSIBILITY | PRIVACY | IMPORTANT NOTICES

© QUEEN'S PRINTER FOR ONTARIO, 2009  
LAST MODIFIED: MAY 26, 2017.

## NEED SUPPORT?

If you have question about your nomination or require technical support, please contact one of our staff members at the Volunteer Recognition Unit:

Telephone: 437 247-6234  
437 247-1327  
416 201-1538

Toll Free: 1 877 832-8622

Email: [OntarioVolunteerServiceAwards@ontario.ca](mailto:OntarioVolunteerServiceAwards@ontario.ca)



## Co-An Park Committee Meeting Minutes

February 10, 2021, 5:00 PM

Location: Electronic Meeting

Accessible formats or communication supports are available upon request. by contacting the Co-An Park office at 519-726-5434

Present: Christine McAgy – Chair -Town of Essex Committee Member  
Jim Meloche - Co-Chair Town of Essex Committee Member  
Jonathon Little – Town of Essex Committee Member  
Kim Verbeek – Town of Essex Ward 2 Councillor  
Leo Meloche – Deputy Mayor Town of Amherstburg  
Jennie Lajoie – Town of Amherstburg Committee Member  
Vacancy -Town of Amherstburg

Also Present: Kevin Fox – Town of Amherstburg Policy and Committee Coordinator

Regrets: Murray Sellars – Town of Amherstburg Committee Member

### 1. Call to Order

The Chair called the meeting to order at 5:00 PM

### 2. Declarations of Conflict of Interest

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

### 3. Adoption of Published Agenda

#### 3.1 Co-An Park Committee Meeting Agenda for February 10, 2021

##### **Co-An Park Committee CAP 21-02-001**

Moved by Deputy Mayor Leo Meloche

Seconded by Jennie Lajoie

**That** the published agenda for the February 10, 2021 Co-An Park Committee Meeting be adopted as presented with the following amendments:

1. Add under New Business #8.3 Essex Gas and Steam Club entrance
2. Add under New Business #8.4 Abandoned Car at Co-An Entrance

**Carried**

#### **4. Adoption of Minutes**

##### **4.1 Co-An Park Committee Meeting Minutes for September 9, 2020**

###### **Co-An Park Committee CAP 21-02-002**

Moved by Jim Meloche

Seconded by Kim Verbeek

**That** the minutes of the Co-An Park Committee Meeting held September 9, 2020 be adopted as circulated.

**Carried**

#### **5 Unfinished Business**

##### **5.1 Capital Projects – Perimeter fence on western border of park**

Discussion took place, additional quotes required, to contact Town of Essex for past RFP on fencing; as soon as weather permits, a walk a round to be scheduled inviting bordering neighbour to view potential trees obstructing fence line.

#### **6. Reports from Administration**

##### **6.1 Year End Financial Report**

Financials were reviewed noting the deficit of \$7,317.87 and that the committee should keep conscious of areas where expenses could be cut or lowed to offset; the cost of utilities were noted where Kim Verbeek suggested that she would look into LED fixtures for the parking lots as the Town of Essex will be swapping out some of their fixtures.

###### **Co-An Committee CAP-21-02-003**

Moved by Jonathan Little

Seconded by Leo Meloche

**That** the 2020 Year End Financial Report listed in Agenda Item 7 be received and approved for distribution.

**Carried**

## **7. Co-An Park Contracts and Leases**

### **7.1 Maintenance Contract**

#### **Co-An Park Committee CAP-21-02-004**

Moved by Kim Verbeek

Seconded by Jonathan Little

**That** the Co-An Committee renew Gary Rocheleau's Maintenance contract as written/amended for the 2021 season; contract to commence April 1, 2021 and end October 31, 2021 with an option for renewal

**Carried**

### **7.2 Concession Stand Lease**

#### **Co-An Committee CAP-21-02-005**

Moved by Kim Verbeek

Seconded by Jonathan Little

**That** the Co-An Committee renew Tricia Meloche's Lease contract as written/amended for the 2021 season. Opening or Closure for the 2021 season due to Co-Vid status will be confirmed no later than June 1, 2021, otherwise will coincide with event bookings and be regulated by Co-Vid restrictions outlined by Local, Provincial and Federal bodies and will end October 31, 2021 with an option for renewal

**Carried**

## **8. New Business**

### **8.1 2021 Bookings -Co-AN Park Contracts**

Discussion took place; the Co-An Committee will run on the side of caution; securing safety of all residents is priority and agree to follow Local, Provincial and Federal guidelines description here if needed

#### **Co-An Park Committee CAP 21-02-006**

Moved by Jim Meloche  
Seconded by Leo Meloche

**That** the Co-An Committee approve 2021 contracts to be dispersed, noting all contracts are subject to Co-Vid regulations and must adhere to laws in place at the time of event, if event is cancelled due to Co-vid pandemic restrictions, a full refund of Co-An fees remitted will be reimbursed; all other expenses incurred will be at the individual's risk.

**Carried**

## **8.2 League Play / User Fees**

Discussion took place regarding league play, user fees and Co-Vid pandemic; Co-An Committee agree \$11 user fee to remain intact, Co-Vid waiver forms to be dispersed to leagues and attendants at washrooms must be adhered to if required by Local government guidelines

## **8.3 Essex Gas and Steam Engine Museum Entrance**

Discussion took place; to confirm with Essex Steam and Gas Engine Museum that their entrance gates should remain closed throughout the off season

## **8.4 Abandoned Car at Co-An Park Entrance**

Discussion took place regarding an abandoned car that was left at entrance of park; it has since been removed

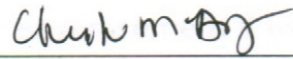
## **9. Adjournment**

### **Co-An Committee CAP 21-02-007**

Moved by Jonathan Little  
Seconded by Jim Meloche

**That** the meeting be adjourned at 5:52 PM and that a calendar of future meetings be forwarded to all members to reflect tentative dates of the second Wednesday

**Carried**



Christine McAgy – Chairman



Joanne Bissonnette - Secretary Treasurer



## Arts, Culture and Tourism Committee Meeting Minutes

April 14, 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](mailto:clerks@essex.ca) or 519-776-7336 extension 1100 or 1101.

Present: Anthony Paniccia, Chair  
Jeannette Kervoelen, Vice Chair  
Tracy Armstrong  
Councillor Steve Bjorkman  
Patti Oshar  
Diane Quinn-Ouellette (5:00 PM)

Also Present: Cynthia Cakebread, Manager, Recreation and Culture  
Trevor Martin, Recording Secretary

Absent: Grant Maguire

### 1. Call to Order

The Chair called the meeting to order at 4:32 PM.

### 2. Declarations of Conflict of Interest

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

### 3. Adoption of Published Agenda

#### 3.1 Arts, Culture and Tourism Committee Meeting Agenda for April 14, 2021

##### ACT21-04-001

Moved by Patti Oshar

Seconded by Jeannette Kervoelen

**That** the published agenda for the April 14, 2021 Arts, Culture and Tourism Committee Meeting be adopted as presented.

**[Carried]**

### 4. Adoption of Minutes

#### 4.1 Arts, Culture and Tourism Committee Meeting Minutes for March 10, 2021

##### ACT21-04-002



Moved by Tracy Armstrong  
Seconded by Councillor Steve Bjorkman

**That** the minutes of the Arts, Culture and Tourism Committee Meeting held March 10, 2021 be adopted as circulated.

**[Carried]**

## **5. Public Presentations**

### **5.1 Perry Basden, Heritage Colchester**

Perry Basden of Heritage Colchester provided greetings to the Committee and expressed interest in working with the Committee on any initiatives that would meet the mandate of both. Mr. Basden outlined some upcoming events Heritage Colchester is hoping to offer and provided the Committee with some insight on the mandate of Heritage Colchester and its plan for restoring the Colchester School House.

#### **ACT21-04-003**

Moved by Tracy Armstrong  
Seconded by Jeannette Kervoelen

**That** the presentation by Perry Basden, Heritage Colchester be received.

**[Carried]**

## **6. Unfinished Business**

### **6.1 Tune Up the Parks 2021**

Cynthia Cakebread recommended the Committee start planning and promoting a shortened Tune Up the Parks season commencing at the end of June, subject to changes due to COVID-19 restrictions. The Committee agreed to proceed with a shortened event for 2021 and to further discuss later this year whether to change the format for the 2022 season.

In response to a question from the Chair, Cynthia Cakebread informed the Committee that the Town of Essex will be offering Movies in the Park on July 24 in Essex and August 21 in Colchester and that the Town would be willing to partner with organizations such as Heritage Colchester to provide a fundraising opportunity.

### **6.2 Art Installation Funding for 2021 & 2022**

Cynthia Cakebread provided an update to the Committee on funding available to support art installations for 2021 and other future projects. She informed the group that the Rotary Mural that used to be on Essex Flower Basket but was

removed due to renovations will be repainted at Schinkels' Meat Market and some Committee funding will be allocated to that.

Cynthia also added that Town administration recently met with the Maedel family and collected artifacts to create a small museum exhibit focused on Charles Maedel at Maedel Community Centre.

Members of the Committee shared and discussed a number of ideas for projects supporting arts, culture and tourism for 2021 and beyond. Following the discussion, the Committee came to a consensus to proceed with investigating the cost and developing an action plan for the following projects:

- 1) Repainting of Rotary Mural at the site of Schinkels' Meat Market
- 2) Creation of exhibit honouring Charles Maedel at Maedel Community Centre as well as a potential mural at the site
- 3) Creation of banners promoting ACT Committee events and to support arts, culture and tourism within the Town to be installed on light posts in Harrow
- 4) Series of 'Instagram-friendly' installations throughout the Town to promote tourism

**ACT21-04-004**

Moved by Tracy Armstrong

Seconded by Patti Oshar

**That** the Committee supports Cynthia Cakebread proceeding with the development of action plans for the projects outlined.

**[Carried]**

**7. New Business**

None.

**8. Adjournment**

**ACT21-04-005**

Moved by Patti Oshar

Seconded by Tracy Armstrong

**That** the meeting be adjourned at 5:22 PM

**[Carried]**

---

Chair

---

Recording Secretary



## Court of Revision Minutes

May 5, 2021, 5 PM

Location: Electronic Meeting

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

This is pursuant to the report prepared by Gerard Rood, Professional Engineer, Rood Engineering Inc., dated January 25<sup>th</sup>, 2021 which was considered and adopted at a Consideration Meeting held March 17<sup>th</sup>, 2021 and pursuant to By-Law No. 2000 which received two readings by Council at its regular meeting held April 6, 2021.

This sitting of this Court of Revision was duly appointed by Council on April 6, 2021.

Section 54 (1) of The Drainage Act provides that the decision of the Court of Revision can be appealed to the Drainage Tribunal within twenty-one (21) days from the date of the Court of Revision. The final day for appeal is May 26, 2021. At the first Council meeting after this date the third reading to By-Law No. 2000 will be given.

The Deputy Clerk confirmed that all notices have been sent in accordance with The Drainage Act.

Present:                   Kirk Carter, Court of Revision Chair  
                                Percy Dufour, Court of Revision Member  
                                Felix Weigt-Bienzle, Court of Revision Member

Also Present:           Shelley Brown, Deputy Clerk, Legal and Legislative Services  
                                Norm Nussio, Manager, Operations and Drainage  
                                Lindsay Dean, Drainage Superintendent  
                                Tanya Tuzlova, Operations/Drainage Clerk  
                                Gerard Rood, Professional Engineer, Rood Engineering Incorporated

From General Public: None

Regrets:                   None

Absent:                    None

### **1. Call to Order**

The Chair called the meeting to order at 5:03 PM

### **2. Declarations of Conflict of Interest**

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

### **3. Adoption of Published Agenda**

#### **3.1 Court of Revision Agenda for May 5, 2021**

##### **COR21-05-001**

Moved by Felix Weigt-Bienzle

Seconded by Percy Dufour

**That** the published agenda for the May 5, 2021 Court of Revision be adopted as presented.

**Carried**

### **4. Adoption of Minutes**

#### **4.1 Court of Revision Minutes for March 17, 2021**

##### **COR21-05-002**

Moved by Percy Dufour

Seconded by Felix Weigt-Bienzle

**That** the minutes of the Court of Revision for 13<sup>th</sup> Concession West Drain Martin Bridge held on March 17, 2021 be adopted as circulated.

**Carried**

### **5. List of Written Appeals**

The Chair advised that the purpose of the Court of Revision is to hear appeals regarding the schedule of assessment only. The schedule of assessment may be altered, but the total assessment must remain the same. If one assessment is reduced then another must be increased to balance.

Deputy Clerk informed that there were no appeals.

### **6. Public Presentations**

#### **6.1 Gerard Rood, Professional Engineer**

Re: Report from Rood Engineering Incorporated dated January 25<sup>th</sup>, 2021 regarding Barrette Drain Repair and Improvements, Geographic Township of Colchester North, Project REI2020D009, Town of Essex, County of Essex.

Mr. Rood presented the detailed overview of the report. Mr. Rood informed that he had received correspondence from Laura Amlin and response provided by Lindsay Dean, Drainage Superintendent. Mr. Rood commented that he agrees with the provided response and has no further comments.

Lindsay Dean, Drainage Superintendent, noted that before the meeting she had received a response from Ms. Amlin with further request to explain payment options and for consideration because of the pandemic. A response was provided to Ms. Amlin and did not receive any further requests.

Percy Dufour, Court of Revision Member, asked if all property owners were informed about debenture options.

Ms. Dean replied that the provisional by-law was attached to the Court of Revision Notice and was distributed to all property owners. Mr. Dean added that the by-law has information about debenture options and debenture thresholds.

**6.2 Court of Revision Decision**

**COR21-05-003**

Moved by Felix Weigt-Bienzle

Seconded by Percy Dufour

**That** the assessments contained in the schedules of assessment Report for the Barrette Drain Repairs and Improvements, Geographic Township of Colchester North, Project REI2020D009, Town of Essex, County of Essex as prepared by Gerard Rood, Professional Engineer, dated January 25<sup>th</sup>, 2021 be confirmed as presented.

**Carried**

**7. Adjournment**

**COR21-005-004**

Moved by Percy Dufour

Seconded by Felix Weigt-Bienzle

**That** the meeting be adjourned at 5:12 PM

**Carried**

---

Chair

---

Recording Secretary

# **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

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

## **By-Law Number 2020**

### **Being a by-law to confirm the proceedings of the May 17, 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 17, 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 17, 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 17, 2021.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Read a third time and finally adopted on June 7, 2021.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk