



## Regular Council Meeting Agenda

June 17, 2019, 6:00 pm  
Essex Civic Centre  
360 Fairview Avenue West  
Essex, Ontario

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.

Pages

1. **Call to Order**
2. **Closed Meeting Report**
3. **Declarations of Conflict of Interest**
4. **Adoption of Published Agenda**
  - 4.1 **Regular Council Meeting Agenda for June 17, 2019**

Moved by  
Seconded by

**That** the published agenda for the June 17, 2019 Regular Council Meeting, be adopted as presented / amended.
5. **Adoption of Minutes**
  - 5.1 **Regular Council Meeting Minutes for June 3, 2019** 1

Moved by  
Seconded by

**That** the minutes of the Regular Council Meeting held June 3, 2019, be adopted as circulated.
  - 5.2 **Special Council Meeting Minutes for May 23, 2019** 13

Moved by  
Seconded by

**That** the minutes of the Special Council Meeting held May 23, 2019 for the purpose of providing background information and to receive public comments to a proposed zoning amendment related to the vacant land on the east side of County Road 13, south of Pollard Drive, Colchester South (Ward 3), be adopted as circulated.
  - 5.3 **Special Council Meeting Minutes for May 28, 2019** 18

Moved by  
Seconded by

**That** the minutes of the Special Council Meeting held May 28, 2019 for the purpose of providing background information and to receive public comments concerning a proposed zoning amendment related to the property located at 152 Adelaide Street in Colchester Centre, be

adopted as circulated.

**6. Public Presentations**

**6.1 Mike Cowan, BDO Partner 24**

2018 Audited Financial Statements

Moved by  
Seconded by

**That** the presentation of the 2018 Audited Financial Statements for the Town of Essex by Mike Cowan, Partner BDO Canada LLP, be received; and

**That** the 2018 Audited Financial Statements for the Town of Essex, be adopted as presented.

**7. Unfinished Business**

**8. Reports from Administration**

**8.1 Planning Report 2019-25 59**

RE: Woodview Estates Subdivision Extension of Draft Plan Approval

Moved by  
Seconded by

**That** Planning Report 2019-25, entitled "Woodview Estates Subdivision Extension of Draft Plan Approval", prepared by Rita Jabbour, Planner and submitted by Lori Chadwick, Director, Development Services, dated June 17, 2019, be received;

**That** Council approves a three (3) year extension of the Draft Plan of Subdivision for the undeveloped portion of the Woodview Estates Subdivision, legally described as Part of Lot 281, Concession South of Talbot Road (Colchester North), (File 37-T-12003) until July 24, 2022; and

**That** Administration be directed to notify the Manager of Planning Services for the County of Essex of the Town's support for the extension of the Draft Plan Approval.

**8.2 Planning Report 2019-35 62**

RE: Rezoning Application, Noah Homes  
East side of County Road 13, South of Pollard Drive, Ward 3

- By-Law 1829  
Being a by-law to amend By-Law 1037 The Comprehensive Zoning By-Law for the Town of Essex

Moved by  
Seconded by

**That** Planning Report 2019-35, entitled "Rezoning Application, Noah Homes, East Side of County Road 13, South of Pollard Drive, Ward 3", prepared by Jeff Watson, Policy Planner and submitted by Lori Chadwick, Director of Development Services, dated June 17, 2019, be received;

**That** Council approves the rezoning of the lands described as Part of

Lot 12, Second Range of Gore in Colchester South, situated on the east side of County Road 13, south of Pollard Drive from A1.1 to "H" R2.2 with the incorporation of supplementary provisions for a reduced exterior side yard and an increase in the permitted width of an attached garage accessory to a dwelling or dwelling unit;

**That** the removal of the "H" holding provision is conditional on approval of a Draft Plan of Subdivision and the execution of a Subdivision Agreement; and

**That** By-Law 1829 being a by-law to amend By-Law 1037 The Comprehensive Zoning By-Law for the Town of Essex, be read a first, a second and a third time, and finally passed on June 17, 2019.

8.3

**Building Report 2019-05**

66

RE: May 2019 Building Report

- Development Overview May 2019

Moved by  
Seconded by

**That** Building Report 2019-05, dated May 31, 2019 providing Council with a summary of building activity in the Town of Essex and a Development Overview for the month of May, be received.

8.4

**Corporate Services Report 2019-004**

72

RE: Asset Management Policy

- Asset Management Policy  
Document Number 2019-004

Moved by  
Seconded by

**That** Corporate Services Report 2019-004, entitled "Asset Management Policy", prepared by Kate Guirissevich, Manager, Finance and Business Services and submitted by Jeffrey Morrison, Director of Corporate Services, dated June 17, 2019, be received; and

**That** the Asset Management Policy, Document No. 2019-004, dated June 17, 2019, establishing the guidelines for implementing and monitoring effective asset management plans and processes within the Town of Essex, be approved and adopted.

8.5

**Planning Report 2019-33**

80

RE: Site Specific Zoning Amendment  
James and Elizabeth Oakley (Applicants)  
152 Adelaide Street, Colchester South (Ward 3)

- By-Law 1828  
Being a by-law to amend By-Law 1037 The Comprehensive Zoning By-Law for the Town of Essex

Moved by  
Seconded by

**That** Planning Report 2019-33, entitled "Site Specific Zoning Amendment, James and Elizabeth Oakley (Applicants) 152 Adelaide Street, Colchester South (Ward 3)", prepared by Rita Jabbour, Planner

**That** By-Law 1828 being a by-law to amend By-Law 1037 The Comprehensive Zoning By-Law for the Town of Essex, be read a first, a second and a third time, and finally passed on June 17, 2019.

85

RE: Amendments to the Town of Essex Sign By-Law

Moved by

Seconded by

**That** Planning Report 2019-34, entitled "Amendments to the Town of Essex Sign By-Law", prepared by Jeff Watson, Policy Planner and submitted by Lori Chadwick, Director, Development Services, dated June 17, 2019, be received; and

**That** Council authorize the giving of notice of Council's intention to consider amendments to By-law 1350, the Town of Essex Sign By-law to incorporate provisions for the removal of abandoned signs.

88

RE: Townsview Estates partial release of securities

Moved by

Seconded by

**That** Planning Report 2019-36, entitled "Townsvlew Estates partial release of securities (Essex Centre, Ward 1)", prepared by Jeff Watson, Policy Planner and submitted by Lori Chadwick, Director, Development Services, dated June 17, 2019 be received; and

**That** a partial release of securities for the Townsview Estate subdivision totaling \$167,463.83 be granted.

## 9. Reports from Youth Members

## 10. County Council Update

## 11. Correspondence

### 11.1 Correspondence to be received

Moved by

Seconded by

**That** correspondence listed in Agenda Item 11.1 be received and where indicated, to further share such information with the community using suitable methods of communication.

89

Providing a response to the Town of Essex's correspondence with regards to the use of herbicides in aquatic environments.

- Copy of the Town's Letter to the Premier RE: Phragmite Control

11.1.2	Municipal Resolutions RE: Bill 108	91
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The following municipalities are advising that they are opposed to the passage of Bill 108, so as to enable fulsome consultation with municipalities to ensure that its objectives for sound decision making for housing growth meets local needs will be reasonably achieved:

- Town of Georgina
- Town of Orangeville
- Town of Halton Hills
- Municipality of Southwest Middlesex

11.1.3	Essex-Windsor Solid Waste Authority	102
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Regional Landfill Operation Annual Report  
Reporting Year 2018

11.1.4	Essex-Windsor Solid Waste Authority	141
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Regional Landfill Monitoring Biennial Report  
Reporting Year 2017/2018

This report is available for viewing at the Town of Essex  
Municipal Building in the Clerk's Department.

## 11.2 Correspondence to be considered for receipt and support

11.2.1	Municipal Heritage Committee Member Resignation	142
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Patti Oshar

Moved by  
Seconded by

**That** the resignation by Patti Oshar from the Town's Municipal Heritage Committee, dated May 30, 2019, be received with regret; and

**That** a letter of thanks be sent to Ms. Oshar thanking her for her time spent on the Committee, and that Schedule "A" to By-Law 1777, be updated accordingly.

## 12. Committee Meeting Minutes

Moved by  
Seconded by

**That** the minutes listed in Agenda Item 12, together with the recommendations noted therein be received, and adopted as circulated.

12.1	Essex Centre BIA - April 9, 2019	144
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12.2	Co-An Park Committee - May 8, 2019	148
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- Co-An Park Costing Report dated May 1, 2019

12.3	Essex Fun Fest - May 30, 2019	154
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13.	Financial	
14.	New Business	
15.	Notices of Motion	
15.1	The following Notice of Motion was presented at the June 3, 2019 Regular Council Meeting and is being brought forward for consideration this evening:	
15.1.1	Deputy Mayor Meloche	161
	RE: Eliminate Bullying/Foul Language in our Parks	
	Moved by Deputy Mayor Meloche	
	Seconded by	
	That Council requests a report from the Director of Community Services, Mr. Doug Sweet, in which the report would offer potential solutions to eliminate and/or minimum combat bullying and foul language currently being experienced in the parks within the municipality of the Town of Essex.	
16.	Reports and Announcements from Council Members	
17.	By-Laws	
17.1	By-Laws that require a third and final reading	
17.1.1	By-Law 1826	162
	Being a by-law to confirm the proceedings of the June 3, 2019 Regular Meeting of the Council of The Corporation of the Town of Essex	
	Moved by	
	Seconded by	
	That By-Law 1826 being a by-law to confirm the proceedings of the June 3, 2019 Regular Meeting of The Corporation of the Town of Essex, be read a third time and finally passed on June 17, 2019.	
17.2	By-Laws that require a first, second, third and final reading	
17.2.1	By-Law 1803	164
	Being a by-law to provide for financing in the amount of \$56,405.28 for Community Services Dump Truck (Unit 808-00)	
	Moved by	
	Seconded by	
	That By-Law 1803 being a by-law to provide for financing in the amount of \$56,405.28 for Community Services Dump Truck (Unit 808-00), be read a first, a second and a third time and finally passed on June 17, 2019.	
17.2.2	By-Law 1830	166
	Being a by-law to amend By-Law 1818 being a by-law to establish tax rates and additional charges for Municipal,	

County and Education purposes for the year 2019

Moved by  
Seconded by

**That** By-Law 1830 being a by-law to amend By-Law 1818 being a by-law to establish tax rates and additional charges for Municipal, County and Education purposes for the year 2019, be read a first, a second and a third time and finally passed on June 17, 2019.

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

**17.3.1 By-Law 1831 173**

Being a by-law to confirm the proceedings of the June 17, 2019 Regular Meeting of the Council of The Corporation of the Town of Essex

Moved by  
Seconded by

**That** By-Law 1831 being a by-law to confirm the proceedings of the June 17, 2019 Regular Meeting of The Corporation of the Town of Essex, be read a first, and a second time and provisionally adopted on June 17, 2019.

**18. Adjournment**

Moved by  
Seconded by

**That** the meeting be adjourned at [TIME].

**19. Future Meetings**

**19.1 Tuesday, June 18, 2019 - 5:00 - 8:00 PM - Special Council Meeting**

Information Meeting and Training on Statutory Standard of Care; Safe Drinking Water Act

Location: Harrow and Colchester South Community Room, 243 McAfee Street, Harrow

**19.2 Wednesday, June 19, 2019 - 4:00 - 6:00 PM - Special Council Meeting**

Roads Information Session

Location: Essex Municipal Building, Large Meeting Room  
33 Talbot Street South, Essex

**19.3 Tuesday, June 25, 2019 - 7:00 - 9:00 PM - Open House 2019**

Wards 3 & 4

Location: Colchester Community Centre  
100 Jackson Street, Colchester Harbour, Harrow

**19.4 Wednesday, June 26, 2019 - 7:00 - 9:00 PM - Open House 2019**

Wards 1 & 2

Location: Essex Centre Sports Complex, Shaheen Community Room

60 Fairview Avenue West, Essex

**19.5 Tuesday, July 2, 2019 - 6:00 - 9:00 PM - Regular Council Meeting**

Location: County of Essex Council Chambers, 360 Fairview Avenue West, Essex



**The Corporation of the Town of Essex**  
**Regular Council Meeting Minutes**

June 3, 2019, 6:00 pm  
Essex Civic Centre  
360 Fairview Avenue West  
Essex, Ontario

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

Also Present: Chris Nepszy, Chief Administrative Officer  
Jeffrey Morrison, Director, Finance & Corporate Services/Treasurer  
Doug Sweet, Director, Community Services  
Jeff Watson, Policy Planner  
Alex Denonville, Manager, Communications  
Robert Auger, Town Solicitor/Clerk, Legal and Legislative Services  
Shelley Brown, Deputy Clerk, Legal and Legislative Services  
Robin Hall, Administrative Assistant

Cameron Soucie, Youth Council Member

**1. Call to Order**

**2. Closed Meeting Report**

Robert Auger, Town Solicitor/Clerk, Legal and Legislative Services provided a verbal report on the Closed Meeting held prior to tonight's regular council meeting. He stated that it was held pursuant to the Municipal Act, R.S.O. 2001, c.25, as amended, Section 239 (2) (c) a proposed pending acquisition or disposition of land by the municipality or local board, and Section 239 (2) (e) to discuss litigation or potential litigation affecting the municipality.

The Clerk advised that Council received an update and gave directions with regards to a proposed land transaction and a separate litigation matter affecting the town.

**3. Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

**4. Adoption of Published Agenda**

**4.1 Regular Council Meeting Agenda for June 3, 2019**

Moved By Councillor Vander Doelen  
Seconded By Councillor Bowman

**(R19-06-236) That** the published agenda for the June 3, 2019 Regular Council Meeting, be adopted with the following amendments:

- a) The addition of By-Law 1827, being a by-law to appoint a By-Law Enforcement Officer for the Town of Essex;
- b) A change to By-Law 1825 and its Schedule A: Development Agreement re: the deletion of Section 17 (a) as published, and its replacement as follows: "The Owner shall file with the MOE and be issued a Record of Site Condition (RSC) prior to any new construction permits being issued"; and
- c) Deputy Mayor Meloche advised that he has a Notice Motion to be presented this evening for consideration at the next regular meeting of Council.

**Carried**

## **5. Adoption of Minutes**

### **5.1 Regular Council Meeting Minutes for May 21, 2019**

Moved By Councillor Verbeek  
Seconded By Councillor Garon

**(R19-06-237) That** the minutes of the Regular Council Meeting held May 21, 2019, be adopted as circulated.

**Carried**

### **5.2 Special Council Meeting Minutes for April 1, 2019**

Moved By Councillor Bowman  
Seconded By Deputy Mayor Meloche

**(R19-06-238) That** the minutes of the Special Council Meeting held April 1, 2019, for the purpose of amending the General Zoning By-Law 1037 under the provisions of the Planning Act, R.S.O. 1990 to permit the use of the subject property for the storage of fireworks, a use which is not currently permitted under the existing A1.1 General Agricultural Zoning, be adopted as circulated.

**Carried**

## **6. Public Presentations**

### **6.1 Tourism Windsor Essex Pelee Island**

Gordon Orr, Chief Executive Officer and Kris Racine, Director Marketing distributed to those in attendance the Windsor Essex Pelee Island Official Visitors Guide, "Where Can W.E. Take You?" 2018 Year In Review and their 2019/2020 Destination Development Strategy and Marketing Plan. Together with a powerpoint presentation they summarized their current and future plans to attract tourism to the area. Council thanked them for the presentation.

Moved By Councillor Bowman  
Seconded By Councillor Bjorkman

**(R19-06-239) That** the presentation by Tourism Windsor Essex Pelee Island, Gordon Orr, CEO and Kris Racine, Director Marketing, providing a 2018 Year in Review, plans for 2019 and their new 2019/2020 Official Visitor's Guide, be received. **Carried**

## 6.2 Monarch Butterfly Enthusiasts of Windsor and Essex County

Leo and Theresa Silvestri, representing the Monarch Butterfly Enthusiasts of Windsor and Essex County, appeared before Council to share the history of the group and expressed the need to preserve pollinating species and to encourage the continuation of the spectacular monarch migration. Mr. Silvestri shared with Council the value of the Monarch Waystations and that with little effort a Monarch Waystations can be added to existing gardens or maintaining natural habitats areas by simply adding milkweeds and nectar sources.

Moved By Councillor Verbeek  
Seconded By Councillor Bondy

**(R19-06-240) That** the presentation by Leo and Theresa Silvestri, Monarch Butterfly Enthusiasts of Windsor and Essex County, bringing forward to Council their concerns with the declining numbers of the monarch butterfly and asking Council to consider creating butterfly pollinator gardens in the our parks, be received and supported; and

**That** Administration be directed to investigate areas in the municipality to promote the growth of the Waystations.

**Carried**

## 6.3 Jerome Parent - Sign Permit

103 King Street West, Harrow Centre

- Planning Report 2019-30RE: Sign By-Law Revision 103 King Street, Harrow Jerome Parent, Applicant

Jerome Parent appeared before Council to ask that they consider granting permission to erect a sign on the side of his building at 103 King Street West. He feels that a large multi business sign erected on the side of building at 103 King Street, will bring attention to the businesses in Town and hopes that it will promote pedestrian traffic. He asked Council to consider an exemption to the Town's sign by-law and allow him to place large multi business signs on the side of his building.

Moved By Councillor Bondy  
Seconded By Councillor Vander Doelen

**(R19-06-241) That** the presentation by Jerome Parent, requesting a sign permit for 103 King Street West in Harrow Centre and Planning Report 2019-30, entitled "Sign By-Law Revision for 103 King Street, Harrow, Jerome Parent, Applicant", dated June 3, 2019, prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, CAO, recommending that Council not approve an amendment to By-Law 1350, be postponed to the Regular Council Meeting on July 2, 2019 to allow the Harrow Chamber of Commerce an opportunity to provide remarks.

**Carried**

#### **6.4 Steve Taylor, President of BT Engineering**

RE: Hanlan Street Extension  
Environmental Assessment

- Infrastructure and Development Report 2019-09 RE: Hanlan Street Extension - Environmental Assessment

Moved By Councillor Bowman  
Seconded By Councillor Vander Doelen

**(R19-06-242) That** the PowerPoint Presentation by Steve Taylor of BT Engineering Incorporated together with Infrastructure and Development Report 2019-09, prepared by Richard Beausoleil, Manager, Capital Works and submitted by Chris Nepszy, CAO, both the Powerpoint and the report entitled "Hanlan Street Extension - Environmental Assessment", dated June 3, 2019, be received;

**That** Council endorses the recommended plan for the Hanlan Street Extension as presented by BT Engineering Incorporated; and

**That** Council approves and directs Administration through BT Engineering to proceed with the 30 day public review process for the Hanlan Street Extension Environmental Assessment.

**Carried**

#### **7. Unfinished Business**

#### **8. Reports from Administration**

##### **8.1 Planning Report 2019-28**

RE: Delegation of Approval Authority

Moved By Councillor Bondy  
Seconded By Councillor Vander Doelen

**(R19-06-243) That** Planning Report 2019-28, entitled "Delegation of Approval Authority", prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, CAO, dated June 3, 2019, setting out an option for Council to seek delegation of approval authority, be received; and

**That** Administration be directed to advise the Warden for the County of Essex that the Town of Essex is requesting delegation of approval authority for plans of subdivision and condominium and part lot control exemption.

**Carried**

##### **8.2 Planning Report 2019-29**

RE: Rezoning Application, Noah Homes (Applicant)  
East side of County Road 13, South of Pollard Drive, Colchester South (Ward 3)

Moved By Councillor Bondy  
Seconded By Councillor Garon

**(R19-06-244) That** Planning Report 2019-29, entitled "Rezoning application, Noah Homes, East side of County Road 13, south of Pollard Drive, Colchester

South (Ward 3)", prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, CAO, dated June 3, 2019, be received;

**That** Council authorizes the preparation of a rezoning by-law to rezone the lands comprising of Part of Lot 12 on Second Range of Gore in Colchester South from A1.1, General Agricultural to R2.2, Low Density Residential, and to provide for site specific supplementary zoning such that the minimum width of an exterior side yard shall be 1.2 meters, subject to the regulation that no vehicular entrance to a garage shall be permitted on the garage wall facing the exterior side yard;

**That** an increase in the width of an attached garage to 70 percent, be approved; and

**That** a reduction of the required front yard from 6m (20 feet) to 4.5m (15 feet), not be approved.

**Carried**

**8.3 Planning Report 2019-31**

RE: Former Harrow Junior School Property Development Agreement for 2484775 Ontario Incorporated

- By-Law 1825 Being a by-law to enter into a Development Agreement between The Corporation of the Town of Essex and 2484775 Ontario Incorporated

Moved By Councillor Bowman  
Seconded By Councillor Bjorkman

**(R19-06-245) That** Planning Report 2019-31, entitled "Former Harrow Junior School Property Development Agreement for 2484775 Ontario Incorporated", prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, CAO, dated June 3, 2019, be received; and

**That** Council approves and authorizes the execution of a development agreement (as amended) for the lands comprising 230 Centre Street (former Harrow Junior School); and

**That** By-Law 1825 being a by-law to enter into a Development Agreement between The Corporation of the Town of Essex and 2484775 Ontario Incorporated, be read a first, a second and a third time and finally passed on June 3, 2019.

**Carried**

**8.4 Municipal Drainage Report 2019-03**

RE: Appointment of an Engineer for Repairs and Improvements to the Batten Drain

Moved By Councillor Bjorkman  
Seconded By Councillor Verbeek

**(R19-06-246) That** Municipal Drainage Report 2019-03, entitled "Appointment of an Engineer for Repairs and Improvements to the Batten Drain", prepared by Norm Nussio, Manager, Operations and Drainage, and submitted by Chris

Nepszy, Director, Infrastructure and Development, dated June 3, 2019, be received; and

**That** Council appoints the engineering firm of Rood Engineering to develop a report for repairs and improvements to the Batten Drain agricultural access to better serve the lands of Abram Harms.

**Carried**

**8.5 Infrastructure and Development Report 2019-07**

RE: Results of Request for Tender for the Supply of Pick-Up Truck

Moved By Councillor Bowman

Seconded By Councillor Bjorkman

**(R19-06-247) That** Infrastructure and Development Report 2019-07, entitled "Results of Request for Tender for the Supply of Pick-Up Truck", prepared by Jackson Tang, Assistant Manager, Business Services and submitted by Chris Nepszy, CAO, dated June 3, 2019, be received; and

**That** Council awards the Request for Tender for the Supply of Pick Up Truck 2019 to Ken Knapp Ford in the amount of \$46,258.06 including non-refundable sales tax; and

**That** Council approves the additional funding of \$6,258.06 above the allocated 2019 Supply of Pick-Up Truck capital budget of \$40,000 through utilizing current savings from the 2019 Capital Equipment budget projects PW-19-0041 Shop Lawnmower Replacement and PW-19-0037 Roadside Moving Tractor.

**Carried**

**8.6 Infrastructure and Development Report 2019-08**

RE: Results of Request for Proposal - Supply of Winter Control Equipment for a Single Axle Plow Truck 2019 and Request for Tender - Supply of Single Axle Plow Truck Cab and Chassis 2019

Moved By Deputy Mayor Meloche

Seconded By Councillor Verbeek

**(R19-06-248) That** Infrastructure and Development Report 2019-08, entitled "Results of Request for Proposal - Supply of Winter Control Equipment for a Single Axle Plow Truck 2019 and Request for Tender - Supply of Single Axle Plow Truck Cab and Chassis 2019", dated June 3, 2019, be received; and

**That** Council awards the Request for Proposal and the Request for Tender as follows:

- a. ID-19-009 Supply of Winter Control Equipment for a Single Axle Plow Truck 2019 to Viking-Cives Ltd. in the amount of \$123,430.80 including applicable taxes,
- b. ID-19-008 Supply of Single Axle Plow Truck Cab and Chassis 2019 to 401 Truck Source in the amount of \$130,201.31 including applicable taxes; and

**That** Council approves the additional funding of \$3,632.11 above the allocated 2019 capital budget of \$250,000 through utilizing current savings from the

2019 Capital Equipment budget projects PW-19-0041 Shop Lawnmower Replacement and PW-19-0037 Roadside Mowing Tractor. **Carried**

**8.7 Clerks Report 2019-014**

RE: Court of Revision for Sydenham Street Drain (East Side) and Bagot Street Drain (West Side) (Petition for Drainage)

- By-Law 1824 Being a by-law to provide for Sydenham Street Drain (East Side) and Bagot Street Drain (West Side) (Petition for Drainage) Part of Lots 11, 12 & 13, Registered Plan 18, Geographic Twp. of Colchester South, Project REI2015D036, Town of Essex, County of Essex

Moved By Councillor Bondy  
Seconded By Councillor Bowman

**(R19-06-249) That** Clerks Report 2019-014, entitled "Court of Revision for Sydenham Street Drain (East Side) and Bagot Street Drain (West Side) (Petition for Drainage) Part of Lots 11, 12 & 13, Registered Plan 18, Geographic Twp. of Colchester South, Project REI2015D036, Town of Essex, County of Essex, prepared by Robert Auger, Town Solicitor, Clerk and submitted by Chris Nepszy, CAO, dated June 3, 2019, be received; and

**That** Kirk Carter, Luke Martin and Percy Dufour be appointed to sit as members of the Court of Revision scheduled to convene at 4:30 PM on July 2, 2019 in the County of Essex Civic Centre Council Chambers, 360 Fairview Avenue West, Essex, with respect to the Sydenham Street Drain (East Side) and Bagot Street Drain (West Side) (Petition for Drainage) Part of Lots 11, 12 & 13, Registered Plan 18, Geographic Twp. of Colchester South, Project REI2015D036, pursuant to the report prepared by Gerard Rood, Professional Engineer, Rood Engineering Ltd., dated April 10, 2019; and

**That** By-Law 1824, being a by-law to provide for Sydenham Street Drain (East Side) and Bagot Street Drain (West Side) (Petition for Drainage) Part of Lots 11, 12 & 13, Registered Plan 18, Geographic Twp. of Colchester South, Project REI2015D036, Town of Essex, County of Essex, be read a first and a second time and provisionally adopted on June 3, 2019.

**Carried**

**9. Reports from Youth Members**

Cameron Soucie, Youth Council Members reported that Essex High School had an amazing Relay for Life fundraising event and he will be reporting more on this event in the future.

**10. County Council Update**

**11. Correspondence**

**11.1 Correspondence to be received**

11.1.1 Union Water Supply System

Joint Board of Management  
April 24, 2019 Minutes

11.1.2 Essex-Windsor Solid Waste Authority

Essex-Windsor Residential Waste Diversion 2018 Annual Report

11.1.3 Windsor Essex Provincial Offences (POA)

2018 Annual Report, Issued on April 24, 2019

11.1.4 Committee of Adjustment

Regular Meeting Agenda - June 18, 2019

11.1.5 2019 Prime Minister's Awards

Presentation of awards ceremony for Teaching Excellence in STEM and Excellence in Early Childhood Education available on Facebook, May 28, 2019 at 4:00 p.m., [www.facebook.com/canadianinnovation](http://www.facebook.com/canadianinnovation).

11.1.6 Township of Pickle Lake

Correspondence from the Township of Pickle Lake, dated May 14, 2019 advising Council that they support the Township of Tudor and Cashel's motion that Hydro One and the Ontario Energy Board should review its plans regarding delivery services to ensure that the cost of delivery is fair to everyone.

11.1.7 2484775 Ontario Inc.

Correspondence from 2484775 Ontario Inc., dated April 25, 2019 asking that Council consider granting them an extension for "development charges exemptions" for approximately two years to complete their project at 230 Centre Street Development in Harrow Centre.

Moved by Councillor Bowman

Seconded by Councillor Garon

**(R19-06-250) That** correspondence listed in Agenda Item 11.1 be received and, where indicated, to further share such information with the community using suitable methods of communication.

**Carried**

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

11.2.1 Township of McNab/Braeside

RE: Government of Ontario E-Learning Resolution

Moved By Councillor Vander Doelen

Seconded By Councillor Verbeek

**(R19-06-251) That** correspondence from Township of McNab/Braeside, dated April 16, 2019, asking that Council consider supporting their resolution that requests that the Premier of Ontario reconsider that secondary school students be required to take four (4) out of the thirty (30) high school credits as online courses until rural Ontario students can be given the same opportunity to access the internet as urban students, be received and supported; and

**That** a letter of support be sent to the Premier of Ontario, the Minister of Education, and to the Township of McNab/Braeside.

**Carried**



### 11.2.2 Town of Lakeshore

RE: Support of new regional hospital for Windsor-Essex County  
Resolution

Moved By Councillor Vander Doelen

Seconded By Councillor Bowman

**(R19-06-252) That** correspondence from the Town of Lakeshore, dated May 24, 2019, asking Council to consider supporting their resolution that any new regional hospital services for Windsor-Essex County should be placed in a location that serves the majority of residents of Windsor-Essex County and that the current proposed location will serve the region as a whole and help improve healthcare in the region, be received and supported; and

**That** a letter of support be sent to the Honourable Doug Ford, Premier of Ontario, the Honourable Andrea Horwath, Leader of the New Democratic Party, the Honourable Christine Elliott, Minister of Health and Long-Term Care, Mr. Taras Natyshak, MPP for Essex and to the Town of Lakeshore.

**Carried**

### 11.2.3 Resolutions - Opposition to Bill 108

Correspondence received from the Town of Grimsby and the Township of The Archipelago, both asking for Council's support in petitioning the Ontario Government to halt the legislative advancement of Bill 108, and to properly engage and consult with Municipalities before further consideration of the proposed legislation.

Moved By Councillor Bjorkman

Seconded By Councillor Bowman

**(R19-06-253) That** correspondence from the Town of Grimsby and the Township of The Archipelago, dated May 17, 2019, each municipality asking that Council support their resolutions requesting that the Ontario Government halt the legislative advancement of Bill 108 to properly engage and consult with Municipalities before further considering the proposed legislation, be received and supported; and

**That** a letter of support be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Christine Elliott, Deputy Premier, The Honourable Steve Clark, Minister of Municipal Affairs, Andrea Horwath, Leader of the New Democratic Party and the Town of Grimsby and the Township of The Archipelago.

**Carried**

## 12. Committee Meeting Minutes

### 12.1 Drainage Board

Consideration of Report - May 21, 2019

RE: Sydenham Street Drain (East Side) and Bagot Street Drain (West Side)  
(Petition from Drainage)

Moved By Deputy Mayor Meloche  
Seconded By Councillor Garon

**(R19-06-254) That** the Drainage Board minutes of May 21, 2019, together with any recommendations noted therein, be received, approved and adopted as circulated.

**Carried**

**13. Financial**

**13.1 2019 Operating Expense Budget Variance Report**

(For month ending April 30, 2019)

Moved By Councillor Bowman  
Seconded By Deputy Mayor Meloche

**(R19-06-255) That** the 2019 Operating Expense Budget Variance Report for the month ending April 30, 2019, be received.

**Carried**

**14. New Business**

**15. Notices of Motion**

**The following Notice of Motion will be presented at the June 17, 2019 Regular Council Meeting for Council's consideration:**

Deputy Mayor Meloche  
RE: Eliminate Bullying/Foul Language in our Parks

**That** Council requests a report from the Director of Community Services, Mr. Doug Sweet, in which the report would offer potential solutions to eliminate and/or minimum combat bullying and foul language currently being experienced in the parks within the municipality of the Town of Essex.

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

Each of the Council members were provided an opportunity to discuss their latest news, upcoming events and activities in the municipality.

**17. By-Laws**

**17.1 By-Laws that require a third and final reading**

**17.1.1 By-Law 1807**

Being a by-law to provide for James Shepley Drain (Updated Maintenance Schedule of Assessment and Bridge for Karl Neudorf, Parcel 510-00300), Geographic Township of Colchester North, Project REI2015D015, Town of Essex, County of Essex

Moved By Councillor Bjorkman  
Seconded By Councillor Bowman

**(R19-06-256) That** By-Law 1807, being a by-law to provide for James Shepley Drain (Updated Maintenance Schedule of Assessment and Bridge for Karl Neudorf, Parcel 51000300), Geographic Township of Colchester North, Project REI2015D015, Town of Essex, County of Essex, be read a third time and finally passed on June 3, 2019.

**Carried**

17.1.2 By-Law 1808

Being a by-law to provide for 8th Concession West Drain (Bridge for Frank Preston, Parcel 370-05800), Geographic Township of Colchester North, Project REI2018D013, Town of Essex, County of Essex

Moved By Councillor Bowman

Seconded By Councillor Vander Doelen

**(R19-06-257) That** By-Law 1808 being a by-law to provide for 8th Concession West Drain (Bridge for Frank Preston, Parcel 370-05800), Geographic Township of Colchester North, Project REI2018D013, Town of Essex, County of Essex, be read a third time and finally passed on June 3, 2019.

**Carried**

17.1.3 By-Law 1823

Being a by-law to confirm the proceedings of the May 21, 2019, Regular Meeting of the Council of The Corporation of the Town of Essex

Moved By Councillor Verbeek

Seconded By Deputy Mayor Meloche

**(R19-06-258) That** By-Law 1823 being a by-law to confirm the proceedings of the May 21, 2019, Regular Meeting of the Council of The Corporation of the Town of Essex, be read a third time and finally passed on June 3, 2019.

**Carried**

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

17.2.1 By-Law 1827

Being a by-law to appoint a Property Standards Officer for the Town of Essex

Moved By Councillor Bowman

Seconded By Councillor Garon

**(R19-06-259) That** By-Law 1827 being a by-law to appoint a Property Standards Officer for the Town of Essex, be read a first, a second and a third time and finally passed on June 3, 2019.

**Carried**

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

17.3.1 By-Law 1826

Being a by-law to confirm the proceedings of the June 3, 2019, Regular Meeting of the Council of the Corporation of the Town of Essex

Moved By Councillor Bjorkman

Seconded By Councillor Bowman

**(R19-06-260) That** By-Law 1826, being a by-law to confirm the proceedings of the June 3, 2019, Regular Meeting of the Council of The Corporation of the Town of Essex, be read a first and a second time, and provisionally adopted on June 3, 2019.

**Carried**

**18. Adjournment**

Moved By Councillor Vander Doelen  
Seconded By Councillor Verbeek

**(R19-06-261) That** the meeting be adjourned at 8:15 PM.

**Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**The Corporation of the Town of Essex**  
**Special Council Meeting Minutes**  
**May 23, 2019**

A Public Meeting was held on Thursday, May 23, 2019 at 6:00 PM in the Harrow Community Centre, All Purpose Room, 243 McAfee, Harrow, Ontario for the purpose of providing background information and the purpose of a proposed zoning amendment related to the vacant land on the east side of County Road 13, south of Pollard Drive, Colchester South (Ward 3).

**1. Roll Call**

Present: Mayor Larry Snively  
Ward 1 Councillor Joe Garon  
Ward 1 Councillor Morley Bowman  
Ward 3 Councillor Steve Bjorkman  
Ward 4 Councillor Sherry Bondy

Regrets: Deputy Mayor Richard Meloche  
Ward 2 Councillor Kim Verbeek  
Ward 3 Councillor Chris Vander Doelen

Also Present: Chris Nepszy, Chief Administrative Officer  
Jeff Watson, Policy Planner  
Shelley Brown, Deputy Clerk  
Members of the Public (sign in sheet attached)

**2. Declarations of Conflict of Interest**

There were no declarations of conflict of interests.

**3. Adoption of Published Agenda**

- a) May 23, 2019 Special Council Meeting Agenda  
Moved by Councillor Bondy  
Seconded by Councillor Bowman  
**(SP19-05-004) That** the published agenda for the May 23, 2019 Special Council Meeting be adopted as presented.

**Carried**

**4. Reports from Administration**

- a) Planning Report 2019-26  
Re: Rezoning Application, Noah Homes (Colchester South Ward 3)  
East Side of County Road 13, South of Pollard Drive, Colchester (Ward 3)
- Power Point Presentation by Jeff Watson Policy Planner

Jeff Watson, Policy Planner provided a Powerpoint presentation to those in attendance and advised that the purpose of this meeting was to consider the rezoning of the property only. The proponent is looking to change the zoning from A1.1, general Agriculture to R2.2, low/medium density residential to allow for the future development of a subdivision. A second public meeting considering the subdivision plan will be held at a later date. Mr. Watson detailed the parameters of the rezoning outlining the changes noted in the presentation noting that the final approval will be by the County of Essex.

Councillor Bjorkman asked what was done in the subdivisions in Essex as it relates to the 70% lot coverage.

Mr. Watson explained that it was permitted in part in the Essex Town Centre subdivision. The subdivision in that case permitted properties with 70% lot coverage only where they backed onto non-residential properties.

Councillor Bjorkman inquired about the exterior yard reduction in the subdivision in Essex.

Mr. Watson advised that they were reduced from 15' to 4' by council and the Committee of Adjustment but with the stipulation that the garage entrance could not face that side due to the reduced side yard.

Councillor Garon asked whether there would be access to the ball fields east of the subdivision.

Mr. Watson advised that there will be access to the ball fields by way of the main road as part of his recommendation. Pollard is a private drive and this subdivision will provide public access to the fields from the west side of Harrow.

Councillor Bjorkman stated there is a 75' property facing onto County Road 13 and asked what is required for a road right of way.

Mr. Watson advised that the road right of way is generally 72' with a 28' paved road.

Mayor Snively stated that he wanted the applicant (Walker Branco) to be aware the access to the ball diamonds (fields) may be a requirement.

Mr. Branco advised that he was aware.

Moved by Councillor Bowman

Seconded by Councillor Garon

**(SP19-05-005) That** Planning Report 2019-26 entitled "East Side of County Road 13, South of Pollard Drive Colchester South" (Ward 3), as prepared by Jeff Watson,

Policy Planner, and submitted by Chris Nepszy, Chief Administrative Officer, dated May 23, 2019, along with the PowerPoint presentation presented by Mr. Watson, be received.

**Carried**

## **5. Public Presentations**

The Chair asked if members of the public that was present would like to provide comments:

a) Brad Laporte

Mr. Laporte inquired whether there would be parking at the entrance to the ball diamond.

Jeff Watson, Policy Planner, advised that the applicant is required to provide a portion of the development for parkland development. Mr. Watson also noted that stormwater management is required and have had preliminary discussions with the application regarding a dry pond.

b) Eleanor Walker

Ms. Walker inquired whether there were any other entrances to the sports field at this time.

Mr. Watson stated that there is no entrance from the west side and the only entrance is from Pollard however that is a private road with no right of access.

Ms. Walker felt that it would be a detriment to the subdivision but a plus for the sports field.

c) Ginger Hickmott

Ms. Hickmott represents Harrowood Senior Community and is concerned about the fence along the lot line and is concerned that the residents may not feel safe during construction. She would like to ensure that the fence will be maintained or improved to ensure that Harrowood is kept separate.

Mayor Snively reassures Ms. Hickmott that the developer and the Town will work with them to ensure their concerns are addressed.

Moved by Councillor Bjorkman

Seconded by Councillor Garon

**(SP19-05-006) That** Planning be directed to prepare a report to Council regarding the rezoning of the subject lands with recommendations concerning the preparation and adoption of a zoning by-law rezoning the subject lands from general agricultural to residential.

**Carried**

**6. Adjournment**

Moved by Councillor Bondy

Seconded by Councillor Bowman

**(SP19-05-007) That** the meeting be adjourned at 6:22 PM.

**Carried**

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Mayor

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Clerk



Special Council Meeting

Thursday, May 23, 2019 | Harrow Community Centre.

ZBA-06-19 | Noah Homes. | East Side of County Rd 13

\*Personal information that you provide on this sign in sheet is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request for information regarding the application. Please note that this sign in sheet will appear in the published Meeting Minutes and will also be included in the Council Agenda, both of which become part of the public record and are posted on our municipal website.

	First & Last Name	Mailing Address	Telephone Number	Email
25	Cheryl Huezel	1390 Erie Rd S. RR# 3 Harrow	519-738-2790	cheryl@indirect.net
26	Joe de Silva	1365 Pennies Hwy	519 738 1056	
27	Allice Agarte	1460 Erie St. S.	519 738 4105	
28	Brad Agarte	"	"	
29	Comings Pereira	1450 Erie Rd S RR county A	519-738-4696	
30	Terese Pereira	"		
31	Dorlene Snyder	Box 7 Harrow	738 2 886	
32	Liz VACILUK	1430 Erie RdS Harrow	519-738-6609	
33	Shane + Mary Ruthven	1425 Erie Rd. Harrow	519-738-2870	
34	Chris + Rose Ann O'Keefe	6420 Erie Rd Harrow	226-207-0308	
35	Ginger Hickmott	Harrowwood Colliard Drive	519-738-2296	ginger.harrowwood@gmail.com
36	Wally N	250 S. Hwy 12	519-738-8862	
37	Deborah Walker	2040 Fenwick	519-738-2108	
38	Ray Walker	"	"	
39	David L. Hall	5070 Smith	519 738 9456	
40	Sheri + Roger Durdant	1570 Wood Cr.	519 738-2720	
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**The Corporation of the Town of Essex**  
**Special Council Meeting Minutes**  
**May 28, 2019**

A Public Meeting was held on Tuesday, May 28, 2019 at 6:00 pm in the Colchester Community Centre, 100 Jackson Street for the purpose of providing background information and receiving public comments concerning a proposed zoning amendment related to the property located at 152 Adelaide Street in Colchester Centre.

**1. Roll Call**

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 Sherry Bondy

Regrets: Ward 3 Councillor Chris Vander Doelen

Also Present: Chris Nepszy, Chief Administrative Officer  
Lori Chadwick, Director, Development Services  
Rita Jabbour, Planner  
Shelley Brown, Deputy Clerk  
Members of the Public (sign in sheet attached)

**2. Declarations of Conflict of Interest**

There were no declarations of conflict of interests.

**3. Adoption of Published Agenda**

- a) May 28, 2019 Special Council Meeting Agenda  
Moved by Councillor Bondy  
Seconded by Councillor Bowman  
**(SP19-05-008) That** the published agenda for the May 28, 2019 Special Council Meeting be adopted as presented.

**Carried**

**4. Reports from Administration**

- a) Planning Report 2019-27  
Re: Site Specific Zoning Amendment, James and Elizabeth Oakley (Applicants)  
152 Adelaide Street, Colchester South (Ward 3)
- Power Point Presentation by Rita Jabbour, Planner

Rita Jabbour, Planner provided a PowerPoint presentation to those in attendance detailing the proposed application. The applicant has requested to add supplementary provisions to permit the construction of a semi-detached dwelling. Ms. Jabbour confirmed that the proposal is in conformity with the Official Plan and that the proposed by-law is subject to the same building regulations for height and setbacks as dwellings in the R1.1 zoning district. Ms. Jabbour informed the attendees that there were no objections received from ERCA, one (1) comment for information purposes was received from the public, and one (1) comment was received from the public in opposition to the development.

Ms. Jabbour detailed the next steps in the process for this application. Planning will submit a report to Council with specific recommendations. If Council chooses to endorse this development proposal, a rezoning by-law will be presented to Council for approval. If Council chooses to approve the by-law, a notice of approval will be sent to the applicant and all persons who expressed their interest in the application. The Notice of Approval advises of Council's decision on the by-law and the public appeal procedures. Ms. Jabbour explained that once the 20 day appeal period has passed with no appeals received, the decision of Council will be final and binding and the applicant will be able to obtain a building permit.

Moved by Councillor Bowman

Seconded by Councillor Bjorkman

**(SP19-05-009) That** Planning Report 2019-27 entitled "Site Specific Zoning Amendment, James and Elizabeth Oakley, 152 Adelaide Street, Colchester South (Ward 3)", as prepared by Rita Jabbour, Planner, and submitted by Chris Nepszy, Chief Administrative Officer, dated May 28, 2019, along with the PowerPoint presentation presented by Ms. Jabbour, be received.

**Carried**

## **5. Public Presentations**

The Chair asked if any members of the public present would like to provide comments and the following persons came forward:

a) Dan Gibb, 147 Adelaide

Mr. Gibb asked if the applicant was the owner.

Jim Oakley, applicant, confirmed that he is the owner and the applicant.

b) Penny Quick, 156 Adelaide

Ms. Quick stated that she has no objection to the applicant and felt that is aesthetically pleasing.

c) Al Quick, 156 Adelaide

Mr. Quick asked if there would be four (4) units and is concerned about potential run off.

Councillor Bjorkman confirmed that there will be only two (2) units only and that it will be in the by-law.

Chris Nepszy, Chief Administrative Officer explained that, in regards to water, water has to be contained on an owners lot and the owner has to take care of their water. Owners cannot push their water towards their lot line to negatively impact their neighbours.

d) Dan Gibb, 147 Adelaide

Mr. Gibb asked the applicant, through the chair, why they would purchase if they were only allowed a single family residence.

Jim Oakley, applicant, advised that he is willing to develop either a one (1) or two (2) unit dwelling but prefers two (2).

e) Penny Quick, 156 Adelaide

Ms. Quick stated that at one time there were two (2) cottages on that property and feels that there is no difference between the cottages and the semi-detached in terms of density.

f) Art Howell

Mr. Howell stated that they purchased property in that area because it is a small community and the density is low. Mr. Howell is concerned that if this is permitted that other vacant property owners will do the same and they will lose the charm that they moved there for.

g) Dan Gibb, 147 Adelaide

Mr. Gibb stated that he objects to the semi-detached dwelling unit being constructed at that location.

h) Betty Quick

Ms. Quick stated that historically there were more than one (1) cottage on many of the lots that are no longer there.

- i) Rita Jabbour, Planner

Ms. Jabbour advised that, regarding the density, the current zoning permits a second dwelling unit in a single, semi-detached or townhome without applying for rezoning. Ms. Jabbour advised that they have the right to appeal to the Local Planning Act Tribunal however the appeal must show how this does not conform to the Town's Official Plan, the County's Official Plan and the Provincial Policy Statement.

- j) Steve Bjorkman, Councillor Ward 3

Councillor Bjorkman advised those in attendance that he is willing to talk with them to determine what the community is accepting of so he can bring their wants forward.

- k) Sherry Bondy, Councillor Ward 4

Councillor Bondy asked how long the subject property has been vacant.

- l) Ron Rogers, 157/159 Adelaide, stated that he was the prior owner for approximately 27 years. Mr. Rogers explained that the property was vacant then and had the remnants of two (2) cottages.

Councillor Bondy stated that she receives 3-4 emails a week from people looking for housing in our municipality and that she is in full support of this development as there is currently a housing crisis.

- m) Ron Rogers, 157/159 Adelaide

Mr. Rogers stated that the property was sold with no condition of zoning change and that he is in attendance as a resident however he has no objection to the applicant.

- n) Dan Gibb, 147 Adelaide

Mr. Gibb stated that he is in favour but does not see the benefit to him as he prefers a single family residence rather than a semi-detached unit.

- o) Gladys Rempel, 149 Adelaide

Ms. Rempel stated that she has lived there for 52 years and was there when there were two (2) cottages and there was never a problem.

- p) Don Worthy, 153 Adelaide

Mr. Worthy stated that he prefers a single-family dwelling.

q) Gladys Rempel, 149 Adelaide

Ms. Rempel stated that she prefers a single-family dwelling.

r) Joe Artale, 160 Herring

Mr. Artale stated that he prefers a single-family dwellings and that it is not the place for a semi-detached dwelling.

s) Kim Verbeek, Councillor Ward 2

Councillor Verbeek stated that she is hearing that many are concerned about the density however it is entirely possible that a single-family unit could be home to multi-generational families. Councillor Verbeek felt that these types of units typically have two (2) people living in them.

Moved by Councillor Bjorkman

Seconded by Councillor Garon

**(SP19-05-006) That** Planning be directed to prepare a report to Council regarding the rezoning of the subject lands with recommendations as it relates to the application, including if applicable the preparation and adoption of a zoning by-law rezoning the subject lands from general agricultural to residential.

**Carried**

## **6. Adjournment**

Moved by Councillor Bondy

Seconded by Councillor Bowman

**(SP19-05-010) That** the meeting be adjourned at 6:22 PM.

**Carried**

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Mayor

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Clerk

Special Council Meeting

Tuesday, May 28<sup>th</sup>, 2019 | Colchester Community Centre.

ZBA-07-19 | James & Elizabeth Oakley | 152 Adelaide St.

\*Personal information that you provide on this sign in sheet is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request for information regarding the application. Please note that this sign in sheet will appear in the published Meeting Minutes and will also be included in the Council Agenda, both of which become part of the public record and are posted on our municipal website.

	First & Last Name	Mailing Address	Telephone Number	Email
1	Jim Oakley	125 Adelaide, Colchester	519 996-6128	oakleyj14@gmail.com
2	Phil Piccirilli	158 First St. Belle River	519-816-1027	phil@condogrowth.ca
3	David & Lori Grubbs	147 Adelaide St. #33 HARRIS ON	519 738 4186	davidlora22@AOL.COM
4	Charles Peterson	149 "	519 738 9535	gled.wcc@swmail.com
5	Donald Donihou	153 Adelaide St. #03 Toronto	519 738 6088	—
6	Don Rogers	157 & 159 Adelaide	519 738 3838	—
7	Penney Quicke Mac Quicke	156 Adelaide St. RICH3 HARRIS ON	519-738-4782	—
8	T. Adams	160 HERRING		
9	John Ryzek	215 Richardson Lane	519-819-5078	irojack@hotmail.com
10	Michael Pereira	170 HARRING	519-965-7066	muayp-85@hotmail.com
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**The Corporation of the Town of  
Essex  
Financial Statements  
For the year ended December 31, 2018**



**The Corporation of the Town of Essex**  
**Financial Statements**  
For the year ended December 31, 2018

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**The Corporation of the Town of Essex**

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## Independent Auditor's Report

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**To the Members of Council, Inhabitants and Ratepayers  
of The Corporation of the Town of Essex**

### **Opinion**

We have audited the consolidated financial statements of The Corporation of the Town of Essex, (the Town), which comprise the Consolidated Statement of Financial Position as at December 31, 2018, and the Consolidated Statement of Financial Operations and Accumulated Surplus, Consolidated Statement of Changes in Net Financial Assets and Consolidated Statement of Cash Flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2018, and its results of operations and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged With Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Essex, Ontario  
June 17, 2019

# The Corporation of the Town of Essex Consolidated Statement of Financial Position

December 31	2018	2017
<b>Financial Assets</b>		
Cash and cash equivalents	\$ 46,894,508	\$ 39,543,396
Taxes receivable	1,053,120	1,404,536
Accounts receivable	3,447,286	2,857,882
Unearned revenue - development charges (Note 8)	564,809	858,021
Investment in E.L.K. Energy Inc. (Note 2)	11,800,791	10,970,894
Long-term investments (Note 3)	612,224	597,000
	<u>64,372,738</u>	<u>56,231,729</u>
<b>Financial Liabilities</b>		
Accounts payable and accrued liabilities	3,691,030	2,609,625
Other current liabilities	634,020	549,654
Accrued interest payable on long-term debt	375,099	218,958
Employee future benefits (Note 9)	4,406,014	4,388,014
Net long-term debt (Note 5)	20,764,401	22,714,949
	<u>29,870,564</u>	<u>30,481,200</u>
<b>Net financial assets</b>	<u>34,502,174</u>	<u>25,750,529</u>
<b>Non-financial assets</b>		
Tangible capital assets (Note 14 and Schedule 1)	186,083,995	187,917,194
Prepaid expenses and inventories of supplies	135,835	297,213
	<u>186,219,830</u>	<u>188,214,407</u>
<b>Accumulated surplus (Note 7)</b>	<u>\$220,722,004</u>	<u>\$ 213,964,936</u>
Contingent liabilities (Note 10)		
Contractual obligations (Note 11)		

\_\_\_\_\_ Treasurer \_\_\_\_\_ Mayor

# The Corporation of the Town of Essex

## Consolidated Statement of Operations and Accumulated Surplus

For the year ended December 31	Budget (Note 13) 2018	Actual 2018	Actual 2017
<b>Revenue</b>			
Taxation	\$ 16,263,400	\$ 16,520,274	\$ 15,649,917
User charges	3,402,223	3,114,556	2,983,486
Grants	6,945,183	6,894,120	6,465,574
Interest and penalties	346,755	1,064,385	630,835
Landfill compensation	1,527,991	2,312,099	2,244,092
Share of income from E.L.K. Energy Inc. (Note 2)	-	920,879	694,144
Commuted payments	-	44,151	44,151
Development contributions	360,154	309,879	178,589
Sewer and water charges	6,781,818	7,066,191	6,865,234
Other	2,063,639	807,586	672,102
Loss on disposal of tangible capital assets	-	(103,849)	(167,654)
Recovered drain billings	-	2,291,805	320,041
	<u>37,691,163</u>	<u>41,242,076</u>	<u>36,580,511</u>
<b>Expenses</b>			
General government	4,236,781	3,867,092	3,556,836
Protection to persons and property	6,372,377	6,077,769	5,944,819
Transportation services	8,305,530	8,370,687	6,686,712
Environmental services	6,556,168	6,667,323	6,348,299
Health services	261,559	291,229	255,391
Recreation and cultural services	6,905,932	7,017,093	7,007,073
Planning and development	1,427,798	2,193,815	2,315,571
	<u>34,066,145</u>	<u>34,485,008</u>	<u>32,114,701</u>
<b>Annual surplus</b>	3,625,018	6,757,068	4,465,810
<b>Accumulated surplus, beginning of year</b>	<u>213,964,936</u>	<u>213,964,936</u>	<u>209,499,126</u>
<b>Accumulated surplus, end of year</b>	<u>\$ 217,589,954</u>	<u>\$ 220,722,004</u>	<u>\$ 213,964,936</u>

# The Corporation of the Town of Essex

## Consolidated Statement of Changes in Net Financial Assets

For the year ended December 31	Budget (Note 13) 2018	Actual 2018	Actual 2017
Annual surplus	\$ 3,625,018	\$ 6,757,068	\$ 4,465,810
Acquisition of tangible capital assets	(24,439,580)	(3,448,282)	(11,459,715)
Change in tangible capital assets WIP	6,500,000	(1,658,906)	6,533,022
Amortization of tangible capital assets	6,852,000	6,825,537	6,656,877
Loss on sale of tangible capital assets	-	103,849	167,654
Proceeds on sale of tangible capital assets	-	11,000	13,088
	<u>(7,462,562)</u>	<u>8,590,266</u>	<u>6,376,736</u>
Net change inventories of supplies	-	78,955	156,704
Net change prepaid expenses	-	82,424	1,721
	<u>-</u>	<u>161,379</u>	<u>158,425</u>
Net change in net financial assets	(7,462,562)	8,751,645	6,535,161
Net financial assets, beginning of year	25,750,529	25,750,529	19,215,368
Net financial assets, end of year	<u>\$ 18,287,967</u>	<u>\$ 34,502,174</u>	<u>\$ 25,750,529</u>

The accompanying notes are an integral part of these financial statements.

# The Corporation of the Town of Essex Consolidated Statement of Cash Flows

For the year ended December 31

2018

2017

## Cash provided by (used in)

### Operating activities

Annual surplus for the year	\$ 6,757,068	\$ 4,465,810
Items not involving cash		
Amortization	6,825,537	6,656,877
Loss on disposal of tangible capital assets	103,849	167,654
Decrease in taxes receivable	351,416	398,862
(Increase) decrease in accounts receivable	(589,404)	244,853
Decrease in unearned revenue	293,212	6,899
Increase (decrease) in accounts payable and accrued liabilities	1,081,405	(681,285)
Increase in other current liabilities	84,366	89,752
Increase(decrease) in accrued interest payable on long-term debt	156,141	(9,581)
Changes in employee future benefits	18,000	138,700
Decrease in prepaid expenses and inventories of supplies	161,378	158,424
	<u>15,242,968</u>	<u>11,636,965</u>

### Capital activities

Acquisition of tangible capital assets	(3,448,282)	(11,459,715)
Change in tangible capital assets work-in-process	(1,658,906)	6,533,022
Proceeds on disposition of tangible capital assets	11,000	13,088
	<u>(5,096,188)</u>	<u>(4,913,605)</u>

### Investing activities

Increase in investment in E.L.K. Energy Inc.	(829,897)	(603,162)
Increase in long-term investments	(15,224)	(597,000)
	<u>(845,121)</u>	<u>(1,200,162)</u>

### Financing activities

Long-term debt issued	-	6,191,712
Long-term debt repaid	(1,912,562)	(1,266,723)
Changes regarding debt transferred to property owners	(37,985)	(20,207)
	<u>(1,950,547)</u>	<u>4,904,782</u>

### Net change in cash and cash equivalents

7,351,112 10,427,980

### Cash and cash equivalents, beginning of year

39,543,396 29,115,416

### Cash and cash equivalents, end of year

\$46,894,508 \$ 39,543,396

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# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

December 31, 2018

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### 1. Summary of Significant Accounting Policies

**Management Responsibility** The consolidated financial statements of The Corporation of the Town of Essex (the "Town") are the responsibility of management. They have been prepared in accordance with Canadian public sector accounting standards for local governments using guidelines established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. The Corporation of the Town of Essex is a municipality in the Province of Ontario and operates under the provisions of the Community Charter. The Town provides municipal services such as fire, roads, water, wastewater, planning, parks, recreation and other general government services.

**Use of Estimates** The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

**Basis of Consolidation** (i) Consolidated Financial Statements

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures, reserves and changes in investment in tangible capital assets of the Town and includes the activities of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Town and are owned or controlled by the Town. All inter-entity transactions and balances have been eliminated on consolidation.

(ii) Other entities

The investment in E.L.K. Energy Inc. is accounted for using the modified equity basis of accounting, which represents the Town's proportionate share of E.L.K.'s net assets at acquisition plus its share of undistributed earnings. The basis is consistent with the generally accepted accounting treatment of government business enterprises.

The Town's proportionate share in the Union Water Supply System is accounted for on a proportionate consolidation basis, consistent with the generally accepted accounting treatment for government units.



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# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

December 31, 2018

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### 1. Summary of Significant Accounting Policies (continued)

#### (iii) Accounting for County and School Board Transactions

The Town collects taxation revenue on behalf of the school boards and the County of Essex. The taxation and other revenues with respect to the operations of the County of Essex and school boards are not reflected in the Consolidated Statement of Operations. In addition, the revenues, expenses, assets and liabilities with respect to the operations of the County of Essex and school boards are not reflected in these consolidated financial statements except to the extent that any amounts due to or from are reported on the Consolidated Statement of Financial Position in "accounts receivable" or "accounts payable and accrued liabilities".

#### (iv) Trust funds

Funds held in trust by the Town, and their related operations are not included in these consolidated financial statements. The financial activity and position of the trust funds are reported separately.

#### Basis of Accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

The consolidated statement of financial position reflects all of the financial assets and liabilities of the Town. Financial assets are those assets which could provide resources to discharge existing liabilities or finance future operations. Municipal position represents the financial position of the Town, and is the difference between its assets and liabilities. This provides information about the Town's overall future revenue requirements and its ability to finance activities and meet its obligations.

#### Cash and Cash Equivalents

Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.

#### Purchase Premium

Purchase premium arising on the acquisition of a government business enterprise will be deferred and amortized over a period of twenty years.

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# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

December 31, 2018

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### 1. Summary of Significant Accounting Policies (continued)

#### **Taxation and Related Revenue**

Taxes are recognized as revenue in the year they are levied. Property tax billings are prepared by the Town based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Town Council, incorporating amounts to be raised for local services, the requisition made by the County of Essex in respect of County services and amounts the Town is required to collect on behalf of the Province of Ontario in respect of education taxes. A normal part of the assessment process is the issue of supplementary assessment rolls, which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Town determines the taxes applicable and renders supplementary tax billings. Taxation revenue is recorded at the time tax billings are issued. Assessments and the related property taxes are subject to appeal and write off for physical changes to the property. Tax adjustments as a result of appeals are recorded when the results of the appeal process are known. The Town is entitled to collect interest and penalties on overdue taxes. This revenue is recorded in the period the interest and penalties are levied.

Conditional grant revenue is recognized to the extent the conditions imposed on it have been fulfilled. Unconditional grant revenue is recognized when monies are receivable. Grants for the acquisition of tangible capital assets are recognized in the period in which eligible expenditures are made.

Sanitary sewer and water operations are funded by various revenues including frontage, connection and usage charges. Charges for sewer and water usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

User charges, landfill compensation, and other revenues are recorded on the accrual basis of accounting noted above.

#### **Deferred Revenue**

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.

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# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

December 31, 2018

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### 1. Summary of Significant Accounting Policies (continued)

#### Government Transfers

Government transfers, which include legislative grants, are recognized as revenue in the consolidated financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. When transfer stipulations give rise to a liability, government transfers are recognized as deferred revenue and recognized as revenue when the stipulations are settled.

#### Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Land - not amortized	
Land improvements	10 to 30 years
Buildings	25 to 80 years
Roads and sidewalks	15 to 80 years
Machinery and equipment	1 to 50 years
Water infrastructure	50 to 80 years
Sewer infrastructure	60 to 100 years
Vehicles	3 to 25 years
Stormwater infrastructure	55 to 90 years
Murals	10 years

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

#### Employee Future Benefits

The Town has adopted the accrual method of accounting for employee future benefits as required by the Chartered Professional Accountants of Canada. The cost of future benefits earned by employees is actuarially determined using the projected benefit method prorated on service and assumptions with respect to mortality and termination rates, retirement age and expected inflation rates with respect to employee benefit costs.

The estimated cost of these benefit obligations is recognized as employee future benefit obligations.

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# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

December 31, 2018

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### Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

### 2. Investment in E.L.K. Energy Inc.

The Town holds a 100% investment in E.L.K. Energy Inc. This investment is recorded using the modified equity method, wherein the investment balance represents the Town's proportionate interest in the net assets of E.L.K. Energy Inc. at acquisition, plus its proportionate share of undistributed earnings.

The investment in E.L.K. Energy Inc. at December 31, 2018 is as follows:

	2018	2017
Corporation of the Town of Essex 100% proportionate interest in the net assets of E.L.K. Energy Inc.	\$ 10,912,545	\$ 9,991,666
Purchase premium - net of amortization	888,246	979,228
	<u>\$ 11,800,791</u>	<u>\$ 10,970,894</u>

# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

**December 31, 2018**

### 2. Investment in E.L.K. Energy Inc. (continued)

Supplementary information of E.L.K. Energy Inc. at December 31 is as follows:

	2018	2017
<b>Financial Position</b>		
Current assets	\$ 11,241,613	\$ 8,998,949
Capital and regulatory authority	14,354,324	15,748,108
Deferred tax assets	424,000	571,000
Investments	66,849	76,576
Total assets	<u>\$ 26,086,786</u>	<u>\$ 25,394,633</u>
Current liabilities	\$ 9,716,563	\$ 10,755,006
Long-term liabilities	457,382	517,902
Total liabilities	<u>10,173,945</u>	<u>11,272,908</u>
Regulatory balances	<u>5,000,296</u>	<u>4,130,059</u>
Net assets	<u>\$ 10,912,545</u>	<u>\$ 9,991,666</u>
<b>Financial Activities</b>		
Total revenue	\$ 34,583,589	\$ 35,300,160
Total expenditures	33,249,140	35,935,595
Payments in lieu of income taxes	322,000	335,719
Net loss	1,012,449	(971,154)
Net movement in regulatory balances, net of tax	(132,120)	1,661,290
Other comprehensive income	40,550	4,008
Total comprehensive income for the year	<u>920,879</u>	<u>694,144</u>
Corporation of the Town of Essex share of net earnings in E.L.K. Energy Inc.	<u>\$ 920,879</u>	<u>\$ 694,144</u>

E.L.K. Energy Inc. bills and collects the Town's water and sewer surcharge revenue. In 2018 these amounted to \$7,031,191 (2017 - \$6,823,034) and are included in sewer and water charges revenue. For these services, E.L.K. Energy Inc. charges the Town of Essex, amounting to \$329,832 in 2018 (2017 - \$324,040).

These transactions are in the normal course of operations and are measured at the exchange amount which is the cost of the consideration established and agreed to by the related parties.

# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

**December 31, 2018**

### 3. Equity in the Union Water Supply System

The Town's equity in the Union Water Supply System ("UWSS") is made up as follows:

	2018	2017
Cash and cash equivalents	\$ 509,695	\$ 500,557
Long-term investments	612,224	597,000
Accounts receivable	75,774	55,362
Accounts payable and accrued liabilities	(26,605)	(68,000)
Net financial assets before long-term debt	1,171,088	1,084,919
Long-term debt	(767,416)	(821,266)
Net financial assets	403,672	263,653
Tangible capital assets and non-financial assets	2,426,532	2,397,777
Accumulated surplus	\$ 2,830,204	\$ 2,661,430
Equity in reserves and reserve funds	\$ 1,171,088	\$ 1,084,919

Tangible capital assets - net book value shown previously consists of:

Water - buildings and equipment	\$ 1,397,905	\$ 1,381,607
Water - linear	1,028,627	1,016,170
	\$ 2,426,532	\$ 2,397,777

Included in the Consolidated Statement of Operations is the UWSS's share of:

	2018	2017
Amortization expense	\$ 74,103	\$ 71,248
Interest on long-term debt	84,262	89,567

Effective January 2001, the assets, liabilities, rights and obligations of the UWSS were transferred from the Ontario Clean Water Agency to the joint ownership of the System's participating municipalities pursuant to an order issued by the Minister of the Environment under the Municipal Water and Sewage Act, 1997.

The equity interest of each municipality is determined every 4 years according to its proportionate water consumption from the system. The order also provides for the establishment of a Board of Management to govern the system. The equity interests were last set January 1, 2017, where it was increased to 5.97%. The change in Essex's equity share during 2017 resulted in a loss of \$29,989.

# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

**December 31, 2018**

### 4. Bank Indebtedness

The Town has an authorized line of credit up to \$6,000,000 bearing interest at prime less 0.85%. At December 31, 2018, \$6,000,000 (2017 - \$6,000,000) in unused credit was available.

### 5. Net Long-Term Debt

The balance of long-term debt reported on the consolidated statement of financial position is made up of the following:

	2018	2017
<b><i>User Fee Supported</i></b>		
i) Infrastructure Improvement Debenture, OIPC - repayable in semi-annual instalments of \$321,758 including interest at 2.76%, due December 15, 2027	\$ 5,097,442	\$ 5,590,048
ii) Essex Sewage Treatment Plant Update and Expansion Debenture, Ontario Infrastructure Projects Corporation (OIPC) - repayable in semi-annual instalments of \$138,915 including interest at 2.66%, due September 1, 2026	1,990,220	2,210,702
iii) Harrow Sewage Lagoon Debenture, OIPC - repayable in semi-annual instalments of \$131,564 including interest at 2.67%, due February 3, 2025	1,560,626	1,777,728
iv) Vehicle Debenture, OIPC - repayable in semi-annual instalments of \$64,157 including interest at 2.37%, due December 15, 2022	486,934	601,664
v) Building Energy Upgrade Debenture - along with Property Tax Supported (iii), repayable based on pro rata share of payment including interest at 3.6%, due July 9, 2023	17,364	20,207
	<b>9,152,586</b>	<b>10,200,349</b>

# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

December 31, 2018

### 5. Net Long-Term Debt (continued)

#### *Property Tax Supported*

i) Essex Twin Pad Arena Debenture - repayable in semi-annual instalments of \$386,712 including interest at 4.65%, due March 2030	6,829,195	7,269,641
ii) Capital Works Debenture - repayable in annual instalments including interest ranging from 2.07% to 3.62%, due in various amounts from 2019 to 2034	3,835,751	4,281,174
iii) Fire Station 1 Debenture - repayable in annual instalments of \$185,850 including interest at 3.45%, due December 2023	852,397	-
iv) Building Energy Upgrade Debenture - along with User Fee Supported (iv), repayable based on pro rata share of payment including interest at 3.6%, due July 9, 2023	197,194	229,483
	<u>11,714,537</u>	<u>11,780,298</u>

#### *Benefiting Property Owners*

i) Drain Debentures - repayable in annual instalments including interest at 3.20%, due in various amounts in November 2023	44,024	-
ii) Drain Debentures - repayable in annual instalments including interest at 2.61%, due in various amounts in July 2023	381,062	-
iii) Sanitary sewer extension debentures - repayable in annual instalments of \$48,130 including interest at 3.40%, due December 2024	257,310	295,396
iv) Drainage debentures - repayable in annual instalments including interest at 2.17%, due in various amounts in October 2021	83,209	109,775
v) Drain loans - repayable in annual instalments including interest ranging from 2.69% to 4.07%, due in various amounts from 2019 to 2020	55,738	91,342
vi) Tile Drain loans - repayable in annual instalments including interest at 6.0%, due in various amounts from 2019 to 2020	8,811	26,218
vii) Shoreline loans - repayable in annual instalments including interest ranging from 3.79% to 6.8%, due in various amounts from 2019 to 2020	13,543	21,557



# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

**December 31, 2018**

viii) Watermain Debentures - repayable in annual instalments including interest at 3.48%, due in various amounts in December 2019

5,108	10,043
<b>848,805</b>	<b>554,331</b>

Share of Union Water System obligations

<b>767,416</b>	<b>821,266</b>
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Subtotal

<b>22,483,344</b>	<b>23,356,244</b>
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The Municipality is contingently liable for the tile and shoreline loans included above. The responsibility for payment of principal and interest has been assumed by individual landowners

<b>23,964</b>	<b>47,774</b>
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Internally financed debt

<b>1,694,979</b>	<b>593,521</b>
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<b>\$ 20,764,401</b>	<b>\$ 22,714,949</b>
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Principal payments for the next 5 fiscal years and thereafter are as follows:

2019	\$ 1,997,202
2020	1,929,516
2021	1,989,944
2022	2,063,511
2023	2,011,368
Thereafter	<b>10,772,860</b>
	<b>\$ 20,764,401</b>

Interest payments included in revenue fund expenditures during the year were \$911,571 (2017- \$636,569), excluding the interest on tile and shoreline loans which is recovered from the individual landowners.

The long-term liabilities issued in the name of the Municipality have received approval by the Municipal Board on or before December 31, 2018. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.

# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

**December 31, 2018**

### 6. Operations of School Boards and the County of Essex

During the year, the following taxation revenue was raised and remitted to the School Boards and the County of Essex:

	2018	2017
School Boards	\$ 4,841,520	\$ 4,715,005
County of Essex	8,860,920	8,291,804
	<b>\$ 13,702,440</b>	<b>\$ 13,006,809</b>

### 7. Accumulated Surplus

(a) Accumulated surplus consists of individual fund surplus/(deficit) as follows:

	2018	2017
Invested in tangible capital assets	\$186,083,995	\$ 187,917,194
To be used to offset (financed by) taxation	879,854	940,701
To be financed by user charges and municipal debt	(3,009,870)	(4,272,391)
Equity in E.L.K. Energy Inc.	11,800,791	10,970,894
Amounts to be recovered		
Employee benefits payable	(4,397,500)	(4,379,500)
Accrued interest on net long-term liabilities	(375,099)	(218,958)
Municipal debt	(20,764,401)	(22,714,949)
Reserves and reserve funds (Note 7(b))	50,504,234	45,721,945
<b>Total accumulated surplus</b>	<b>\$220,722,004</b>	<b>\$ 213,964,936</b>

(b) Reserves and reserve funds consist of individual funds as follows:

	2018	2017
<b>Reserves set aside for specific purpose by Council:</b>		
Working funds	\$ 1,000,000	\$ 1,000,000
<b>Reserve funds set aside for specific purpose by Council:</b>		
Capital purposes	28,410,421	24,667,073
Landfill	10,920,699	8,906,492
Contingencies	7,334,660	7,694,643
Other	2,582,719	3,203,141
Sick leave benefits	255,735	250,596
	<b>49,504,234</b>	<b>44,721,945</b>
<b>Total reserves and reserve funds</b>	<b>\$ 50,504,234</b>	<b>\$ 45,721,945</b>

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**The Corporation of the Town of Essex**  
**Notes to the Consolidated Financial Statements**

**December 31, 2018**

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**8. Unearned/Deferred Revenue**

Development charges are reported as deferred revenue since provincial legislation restricts the use of the funds to specific purposes and under certain circumstances the funds may be refunded.

The net change during the year in the deferred revenue balances is as follows:

	Opening	Contributions Received	Deferred Revenue Allocated	Ending
Development charges	\$ 1,029,263	\$ (642,664)	\$ 309,878	\$ 696,477
Federal gas tax	(171,242)	(988,846)	1,028,420	(131,668)
	<u>\$ 858,021</u>	<u>\$ (1,631,510)</u>	<u>\$ 1,338,298</u>	<u>\$ 564,809</u>

# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

December 31, 2018

### 9. Employee Future Benefits

#### (a) Pension agreement

The Town makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of certain employees. This plan is a defined benefit plan which specifies the amount of the retirement to be received by the employees based on the length of service and rates of pay. However, as OMERS does not segregate its pension assets and liabilities information by individual employer, there is not sufficient information to enable the Town to account for the plan as a defined benefit plan. At December 31, 2018, the OMERS plan is in a deficit position, funded at 96% (2017 - 94%). The amount contributed by the Town to OMERS for 2018 was \$561,301 (2017 - \$532,346).

#### (b) Employee future benefit liabilities

Employee future benefit liabilities are future liabilities of the Town to its employees and retirees for benefits earned but not taken as at December 31, 2018 and consists of the following:

	2018	2017
Post employment benefits	\$ 4,397,500	\$ 4,379,500
Vacation	8,514	8,514
	<u>\$ 4,406,014</u>	<u>\$ 4,388,014</u>

Sick pay is paid annually for union employees.

#### (i) Post employment benefits

The post employment benefit liability is based on an actuarial valuation performed by the Town's actuaries. The actuarial valuation was performed as at December 31, 2017. The significant actuarial assumptions adopted in estimating the Municipality's liability are as follows:

Discount rate	3.37%
Health Care Trend Rate	7% for 2018 grading down to 4% in 2038
Other Medical Care Trend Rate	4% per annum
Dental	4% per annum

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# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

**December 31, 2018**

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### 9. Employee Future Benefits (continued)

Information about the Town's future liability with respect to these costs are as follows:

	2018	2017
Accrued benefit liability, beginning of year	\$ 4,379,500	\$ 4,240,800
Annual expense	199,300	315,100
Benefits paid	(181,300)	(176,400)
	<u>\$ 4,397,500</u>	<u>\$ 4,379,500</u>

#### (ii) Accrued sick leave

Under the sick leave benefit plan, approved for all union employees, unused sick leave can accumulate and employees may become entitled to a cash payment when they leave the Town's employment. The amount of the payment is equal to the number of sick days to which the employee is entitled at one-half their rate of pay at the time of termination. Sick leave unused is normally paid out to union employees before the end of each fiscal year, resulting in no accrual at the year end. Non-union employees are not entitled to sick leave benefits.

#### (iii) Vacation

Vacation entitlements can accumulate and employees would be entitled to a cash payment equal to the value of their unused entitlements if they were to terminate employment.

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### 10. Contingent Liabilities

The Town has been named defendant in certain legal actions. The ultimate liability if any, which may arise, is indeterminable as the Town has established valid defence positions. In the opinion of administration and legal counsel, any payments, which may result from these actions, are subject to material coverage under the Town's insurance policies. Consequently, the consolidated financial statements contain no provision for any liability, which may occur as a result of these claims.

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# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

December 31, 2018

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### 11. Contractual Obligations

In accordance with a service agreement entered into by the Town on February 13, 1958 with the Ontario Clean Water Agency (OCWA), the existing sewage and water systems are operated by OCWA. Under this agreement, the Town is obligated to meet all operating costs and repay the long-term liabilities related to this project.

Included in the consolidated statement of financial activities are the 2018 charges from OCWA of \$926,347 (2017 - \$987,581). The consolidated statement of financial position does not reflect any assets or liabilities pertaining to the sewage or water systems except to the extent of service charges due to (or from) OCWA and the total long-term liabilities outstanding. The accumulated net surplus of OCWA is not reflected in the accompanying consolidated financial statements.

The Town has entered into various other service agreements. The largest of these relates to The Minister of Community Safety and Correctional Services (Police Services). The current contract expired December 31, 2018. Subsequent to year end, a new agreement was signed which expires December 31, 2021. Under the new agreement, the annual obligation approximates \$3.35 million. The total expense included in the consolidated statement of financial activities for 2018 is \$3,320,953 (2017 - \$3,232,100).

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### 12. Public Sector Salary Disclosure

The Public Sector Salary Disclosure Act requires all municipalities to disclose which, if any, employees or officers received remuneration totaling more than \$100,000 during the year. During 2018, the following met this requirement:

Position	Name	Salary Paid	Taxable Benefits
Manager, Capital Works and Infrastructure	Richard Beausoleil	117,396	1,454
Manager, Operations	Norm Nussio	103,789	4,436
Manager, Recreation and Culture	Cynthia Cakebread	113,755	1,454
Manager, Parks and Facilities	John Olsen	117,396	1,454
Manager, Environmental Services	Andrew Graf	123,962	1,536
Fire Chief	Richard Arnel	124,738	5,629
Director, Community Services	Doug Sweet	139,389	1,749
Director, Infrastructure and Development / Deputy Chief Administrative Officer	Chris Nepszy	144,505	1,775
Chief Administrative Officer	Donna Hunter	175,263	2,138
Director, Corporate Services/Treasurer	Jeffrey Morrison	122,349	1,532
Town Solicitor/Clerk	Robert Auger	114,187	1,337
Nurse Practitioner	Catherine Macpherson	112,234	733
Assistant Manager, Parks and Facilities	Jay Affleck	101,251	1,279

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# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

December 31, 2018

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### 13. Budget

The Financial Plan (Budget) By-Law adopted by Council on November 13, 2017 was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget is unaudited and was prepared on a modified accrual basis while Public Sector Accounting Standards now require a full accrual basis. The budget figures anticipated using surpluses accumulated in previous years to reduce current year expenditures in excess of current year revenues to \$nil. In addition, the budget expensed all tangible capital expenditures rather than including amortization expense. As a result, the budget figures presented in the consolidated statements of operations and change in net financial assets represent the Financial Plan adopted by Council on November 13, 2017 with adjustments as follows:

	<u>2018</u>
Financial Plan (Budget) By-Law consolidated surplus for the year	<u>\$ (7,361,153)</u>
Add:	
Debt principal repayments	1,899,541
Capital expenditures	<u>17,939,580</u>
	<u>19,839,121</u>
Less:	
New debt issued	3,116,205
Amortization	<u>6,852,000</u>
	<u>9,968,205</u>
	<u><u>\$ 2,509,763</u></u>

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### 14. Tangible Capital Assets

The Consolidated Schedule of Tangible Capital Assets (Schedule 1) provides information on the tangible capital assets of the Town by major asset class as well as for accumulated amortization of the assets controlled. The reader should be aware of the following information relating to tangible capital assets:

(a) Contributed Capital Assets

The Town records all tangible capital assets contributed by an external party at fair value on the earlier of the date received or of the transfer of risk and responsibility. Typical examples are roadways, water and sewer lines installed by a developer as part of a subdivision agreement. There were no such transfers in the current or prior year.

(b) Capitalization of Interest

The Town has a policy of capitalizing borrowing costs incurred when financing the acquisition of a tangible capital asset.

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# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

December 31, 2018

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### 15. Segmented Information

The Town is a diversified municipal government institution that provides a wide range of services to its citizens such as police, fire, water, wastewater and parks and recreation. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

#### **General Government**

General government consists of three categories: governance, corporate management and program support. It includes offices of the Council, Chief Administrative Officer, Information Technology, Financial and Clerk Services. General Government is responsible for the collection and administration of all formula based funding. Therefore, all of this revenue type is classified in this segment regardless of where the expenditures are classified.

#### **Protection to Persons and Property**

Protection is comprised of Fire, Police, Conservation Authority and Protective Inspection and Control. The mandate of the Police Services department is to ensure the safety of the lives and property of citizens; preserve peace and good order; prevent crimes from occurring; detect offenders; and enforce the law. Conservation Authority includes the Town's share of the Essex Region Conservation Authority. The Fire Service department is responsible to provide fire suppression service; fire prevention programs; training and education related to prevention, detection or extinguishment of fires. Protective Inspection and Control ensures an acceptable quality of building construction and maintenance of properties through enforcement of construction codes, building standards and by-laws for the protection of occupants.

#### **Transportation**

The Public Works department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, snow clearing and removal and street lighting. Transportation also includes services related to the harbour.

#### **Environmental**

Environmental includes Water, Wastewater, Storm Sewer, as well as Garbage Collection and Disposal. The department provides drinking water to citizens of Essex, collecting and treating wastewater, and providing collection and disposal of waste. Recycling is provided at the County level.

#### **Health**

Health services are comprised of public health services which work to improve the overall health of the population and overcome health inequalities by providing services to individuals and communities.

#### **Recreational and Cultural**

This department provides public services that respond to citizens' leisure and cultural requirements. Facilities include a wide variety of parks plus three arenas, a pool and various community facilities.



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# The Corporation of the Town of Essex

## Notes to the Consolidated Financial Statements

December 31, 2018

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### 15. Segmented information (continued)

#### Planning and Development

This department provides a number of services including town planning, maintenance and enforcement of building and construction codes and review of all property development plans through its application process.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Municipal taxation revenue has been allocated based on the percentage of total budgeted expenditures. The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1. For additional information see the Schedule of Segment Disclosure (Schedule 2).

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### 16. Comparative amounts

The comparative amounts presented in the financial statements have been restated to conform to the current year's presentation.

**The Corporation of the Town of Essex**  
**Consolidated Schedule of Tangible Capital Assets - Schedule 1**

**December 31, 2018**

									2018
	Land	Buildings	Vehicles	Machinery & equipment	Murals & land improvements	Roads	Underground and other networks	Assets under construction	Total
Cost, beginning of year	\$ 21,828,352	\$ 47,697,395	\$ 5,488,002	\$ 13,867,137	\$ 5,209,142	\$ 62,553,455	\$ 123,416,528	\$ 530,267	\$ 280,590,278
Additions		540,947	184,659	620,548	20,176	1,252,310	586,768	1,901,780	5,107,188
Disposals		-	(36,328)	(60,058)	-	(75,749)	-	-	(172,135)
Other transfers/writedowns			78,860			142,772	21,242	(242,874)	-
Cost, end of year	21,828,352	48,238,342	5,715,193	14,427,627	5,229,318	63,872,788	124,024,538	2,189,173	285,525,331
Accumulated amortization, beginning of year	-	15,763,275	2,872,070	5,746,576	1,334,288	25,285,434	41,671,441	-	92,673,084
Amortization	-	1,132,203	293,320	695,206	145,458	2,850,464	1,708,886	-	6,825,537
Disposals	-	-	(19,677)	(37,608)	-	-	-	-	(57,285)
Other transfers/writedowns	-	-	-	-	-	-	-	-	-
Accumulated amortization, end of year	-	16,895,478	3,145,713	6,404,174	1,479,746	28,135,898	43,380,327	-	99,441,336
Net carrying amount, end of year	\$ 21,828,352	\$ 31,342,864	\$ 2,569,480	\$ 8,023,453	\$ 3,749,572	\$ 35,736,890	\$ 80,644,211	\$ 2,189,173	\$ 186,083,995

**The Corporation of the Town of Essex**  
**Consolidated Schedule of Tangible Capital Assets - Schedule 1**

**December 31, 2017**

									2017
	Land	Buildings	Vehicles	Machinery & equipment	Murals & land improvements	Roads	Underground and other networks	Assets under construction	Total
Cost, beginning of year	\$ 21,771,902	\$47,419,969	\$5,339,232	\$ 13,178,205	\$ 5,209,142	\$ 59,667,611	\$116,787,743	\$ 7,100,935	\$276,474,739
Additions	-	277,426	572,058	813,147	-	1,554,982	1,455,491	253,589	4,926,693
Disposals/writedowns	-	-	(423,288)	(130,267)	-	(46,957)	(172,996)	(37,646)	(811,154)
Other transfers	56,450	-	-	6,052	-	1,377,819	5,346,290	(6,786,611)	-
Cost, end of year	21,828,352	47,697,395	5,488,002	13,867,137	5,209,142	62,553,455	123,416,528	530,267	280,590,278
Accumulated amortization, beginning of year	-	14,646,038	3,012,167	5,126,826	1,186,679	22,529,578	40,145,330	-	86,646,618
Amortization	-	1,117,237	272,867	697,167	147,609	2,762,334	1,659,663	-	6,656,877
Disposals/writedowns	-	-	(412,964)	(77,417)	-	(6,478)	(133,552)	-	(630,411)
Accumulated amortization, end of year	-	15,763,275	2,872,070	5,746,576	1,334,288	25,285,434	41,671,441	-	92,673,084
Net carrying amount, end of year	\$ 21,828,352	\$31,934,120	\$2,615,932	\$ 8,120,561	\$ 3,874,854	\$ 37,268,021	\$ 81,745,087	\$ 530,267	\$187,917,194

**The Corporation of the Town of Essex**  
**Schedule of Segment Disclosure - Schedule 2**

**For the year ended December 31, 2018**

	General government	Protection to persons and property	Transportation	Environmental	Health services	Recreation and cultural services	Planning and development	2018 Total
<b>Revenue</b>								
Taxation	\$ 2,054,614	\$ 3,090,265	\$ 4,027,742	\$ 3,179,394	\$ 126,842	\$ 3,349,011	\$ 692,406	\$ 16,520,274
User charges	123,773	502,278	-	15,070	79,510	2,352,953	40,972	3,114,556
Grants (Note 15)	6,509,225	166,901	-	-	147,327	20,289	50,378	6,894,120
Interest	1,064,385	-	-	-	-	-	-	1,064,385
Landfill compensation	-	-	-	2,312,099	-	-	-	2,312,099
Share of income government business enterprise	920,879	-	-	-	-	-	-	920,879
Commuted payments	-	-	-	44,151	-	-	-	44,151
Development contributions	309,879	-	-	-	-	-	-	309,879
Sewer and water charges	-	-	-	7,066,191	-	-	-	7,066,191
Other	199,750	164,891	6,580	61,370	-	163,734	2,503,066	3,099,391
Loss on disposal of tangible capital assets	-	(22,450)	-	(81,399)	-	-	-	(103,849)
	11,182,505	3,901,885	4,034,322	12,596,876	353,679	5,885,987	3,286,822	41,242,076
<b>Expenses</b>								
Salaries and benefits	2,457,897	1,372,724	1,374,920	450,257	142,288	3,184,662	438,456	9,421,204
Materials and supplies	1,119,832	618,743	2,073,392	1,386,264	137,244	1,673,066	1,671,466	8,680,007
Interest	1,596	100,499	12,750	197,445	-	593,062	6,219	911,571
Contract service	4,707	3,404,526	1,350,408	3,179,719	762	246,231	-	8,186,353
Amortization	61,188	413,643	3,555,819	1,455,209	3,435	1,259,885	76,358	6,825,537
Other	219,872	167,634	3,398	429	7,500	60,187	1,316	460,336
	3,865,092	6,077,769	8,370,687	6,669,323	291,229	7,017,093	2,193,815	34,485,008
<b>Annual surplus for the year</b>	\$ 7,317,413	\$ (2,175,884)	\$ (4,336,365)	\$ 5,927,553	\$ 62,450	\$ (1,131,106)	\$ 1,093,007	\$ 6,757,068

**The Corporation of the Town of Essex**  
**Schedule of Segment Disclosure - Schedule 2**

**For the year ended December 31, 2017**

	General government	Protection to persons and property	Transportation	Environmental	Health services	Recreation and cultural services	Planning and development	2017 Total
<b>Revenue</b>								
Taxation	\$ 1,775,020	\$ 2,956,844	\$ 3,940,538	\$ 3,019,084	\$ 124,034	\$ 3,183,813	\$ 650,584	\$ 15,649,917
User charges	125,328	394,061	-	14,962	103,744	2,344,167	1,224	2,983,486
Grants (Note 15)	5,972,824	107,911	-	-	140,053	180,339	64,447	6,465,574
Interest	630,835	-	-	-	-	-	-	630,835
Landfill compensation	-	-	-	2,244,092	-	-	-	2,244,092
Share of income government business enterprise	694,144	-	-	-	-	-	-	694,144
Commuted payments	-	-	-	44,151	-	-	-	44,151
Development contributions	178,589	-	-	-	-	-	-	178,589
Sewer and water charges	-	-	-	6,865,234	-	-	-	6,865,234
Other	56,307	111,158	2,140	57,369	-	250,451	512,768	990,193
Loss on disposal of tangible capital assets	-	(4,128)	(57,858)	(53,844)	-	(46,129)	(5,695)	(167,654)
	<b>9,433,047</b>	<b>3,565,846</b>	<b>3,884,820</b>	<b>12,191,048</b>	<b>367,831</b>	<b>5,912,641</b>	<b>1,223,328</b>	<b>36,578,561</b>
<b>Expenses</b>								
Salaries and benefits	2,335,458	1,325,353	1,351,737	431,991	124,096	3,017,655	444,255	9,030,545
Material and supplies	930,883	602,052	1,217,045	1,159,065	117,723	2,077,798	1,789,062	7,893,628
Interest	1,824	106,992	563	127,333	-	394,030	5,827	636,569
Contract service	8,585	3,353,801	661,624	3,213,350	138	234,655	273	7,472,426
Amortization	84,584	395,308	3,453,954	1,416,319	3,434	1,228,222	75,056	6,656,877
Other	195,502	161,313	1,789	241	10,000	54,713	1,098	424,656
	<b>3,556,836</b>	<b>5,944,819</b>	<b>6,686,712</b>	<b>6,348,299</b>	<b>255,391</b>	<b>7,007,073</b>	<b>2,315,571</b>	<b>32,114,701</b>
<b>Annual surplus for the year</b>	<b>\$ 5,876,211</b>	<b>\$ (2,378,973)</b>	<b>\$ (2,801,892)</b>	<b>\$ 5,842,749</b>	<b>\$ 112,440</b>	<b>\$ (1,094,432)</b>	<b>\$ (1,092,243)</b>	<b>\$ 4,463,860</b>

**The Corporation of the Town of Essex  
Trust Funds  
Financial Statements  
For the year ended December 31, 2018**

Draft for discussion purposes

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## Independent Auditor's Report

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**To the Members of Council, Inhabitants and Ratepayers  
of The Corporation of the Town of Essex**

### **Opinion**

We have audited the financial statements of the trust funds of The Corporation of the Town of Essex, (the Town), which comprise the balance sheet as at December 31, 2018, and the statement of continuity of trust funds for the year then ended, and note to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the trust funds of the Town as at December 31, 2018, and the continuity thereof, in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged With Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a

whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Essex, Ontario  
June 17, 2019



**The Corporation of the Town of Essex  
Trust Funds  
Balance Sheet**

<b>December 31</b>	<b>2018</b>	<b>2017</b>
<b>Financial assets and liabilities</b>		
Cash	\$ 343,590	\$ 329,564
Due from general account	11,603	7,369
	<u>\$ 355,193</u>	<u>\$ 336,933</u>
 <b>Accumulated surplus</b>	 <u>\$ 355,192</u>	 <u>\$ 336,933</u>

**Statement of  
Continuity**

<b>For the year ended December 31</b>	<b>2018</b>	<b>2017</b>
<b>Revenues</b>		
Interest and other	\$ 24,915	\$ 19,198
<b>Expenditures</b>		
Transfer to general fund	<u>6,656</u>	<u>5,914</u>
<b>Net change in trust funds during the year</b>	<b>18,259</b>	<b>13,284</b>
<b>Balance, beginning of the year</b>	<u><b>336,933</b></u>	<u><b>323,649</b></u>
<b>Balance, end of the year</b>	<u><b>\$ 355,192</b></u>	<u><b>\$ 336,933</b></u>

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**The Corporation of the Town of Essex  
Trust Funds  
Note to Financial Statements**

**December 31, 2018**

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**1. Summary of significant accounting policies**

The Trust Fund financial statements are the representation of management and have been prepared in accordance with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants. Precise determination of some assets and liabilities may be dependent upon future events and involves the use of estimates and approximations. These estimates have been based upon the information available using careful judgment and review. Actual results could differ from management's best estimates as additional information becomes available in the future.

**(a) Basis of accounting**

- i) Sources of financing and expenditures are reported on the accrual basis of accounting
- ii) The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.



**Report to Council**

Department: Planning

Date: June 17, 2019

Prepared by: Rita Jabbour, R.P.P  
Planner

Submitted by: Lori Chadwick, R.P.P  
Director, Development Services

Report Number: Planning2019-25

Subject: Woodview Estates Subdivision Extension of Draft Plan Approval

Number of Pages: 3

**RECOMMENDATION(S)**

It is recommended that:

1. Planning report Planning2019-32, entitled “Woodview Estates Subdivision Extension of Draft Plan Approval” be received; and,
2. Council approve the three (3) year extension of the draft plan of subdivision for the undeveloped portion of the Woodview Estates Subdivision, legally described as Part of LT 281, Concession South of Talbot Road (Colchester North), (File No.: 37-T-12003) until July 24, 2022; and,
3. Administration be directed to notify the Manager of Planning Services, County of Essex, of the Town’s support for the extension of Draft Plan Approval.

**REASON FOR REPORT**

To recommend an extension of draft plan approval for the balance of the Woodview Estates Subdivision, legally described as Part of LT 281, Concession South of Talbot Road (Colchester North), for an additional three (3) years, draft plan of subdivision File number 37-T-12003.

**Background**

An application has been made by Louis Elters, solicitor, on behalf of 2204157 Ontario Limited to the Manager of Planning Services at the County of Essex, for the extension of draft plan of subdivision approval for the remainder of the “Woodview Estates Subdivision” located on the east side of Morton Avenue in the Essex Centre. The location of the subdivision is provided under **Appendix A**.

Approval by Council and the Manager of Planning Services at the County of Essex is necessary to have this extension in place. Mr. Elter’s letter requesting the extension of draft plan approval is attached.

Approval authorities, such as the County of Essex, may “draft approve” a subdivision proposal. Draft approved subdivisions contain conditions that must be met before final approval can be obtained and a plan of subdivision can be registered. The draft approval may establish a time frame within which the conditions must be satisfied or draft approval lapses.

Draft approval was granted by the Manager of Planning Services for the County of Essex on July 24, 2013. Council granted a three (3) year extension of the draft plan approval in 2016. The current draft approval is set to lapse on July 24, 2019.

## **Comments**

Draft approval amounts to a commitment to proceed with the subdivision if all conditions of draft approval have been met prior to the lapsing date. A list of the conditions of draft approval for the Woodview Estates Subdivision is attached.

The current owner acquired the property on October 16, 2017. They are requesting an extension in order to complete an Environmental Impact Assessment (EIA) in consultation with the Essex Region Conservation Authority (ERCA) to assess the impact of the development on the abutting woodlot located to the east of the subdivision. The applicants are also requesting the extension to accommodate the closing of the easterly Hanlan Street access. The Woodview Estates Subdivision shares access to the future extension of Hanlan Street with the Gianni Estates Land, located to the North of the subject lands.

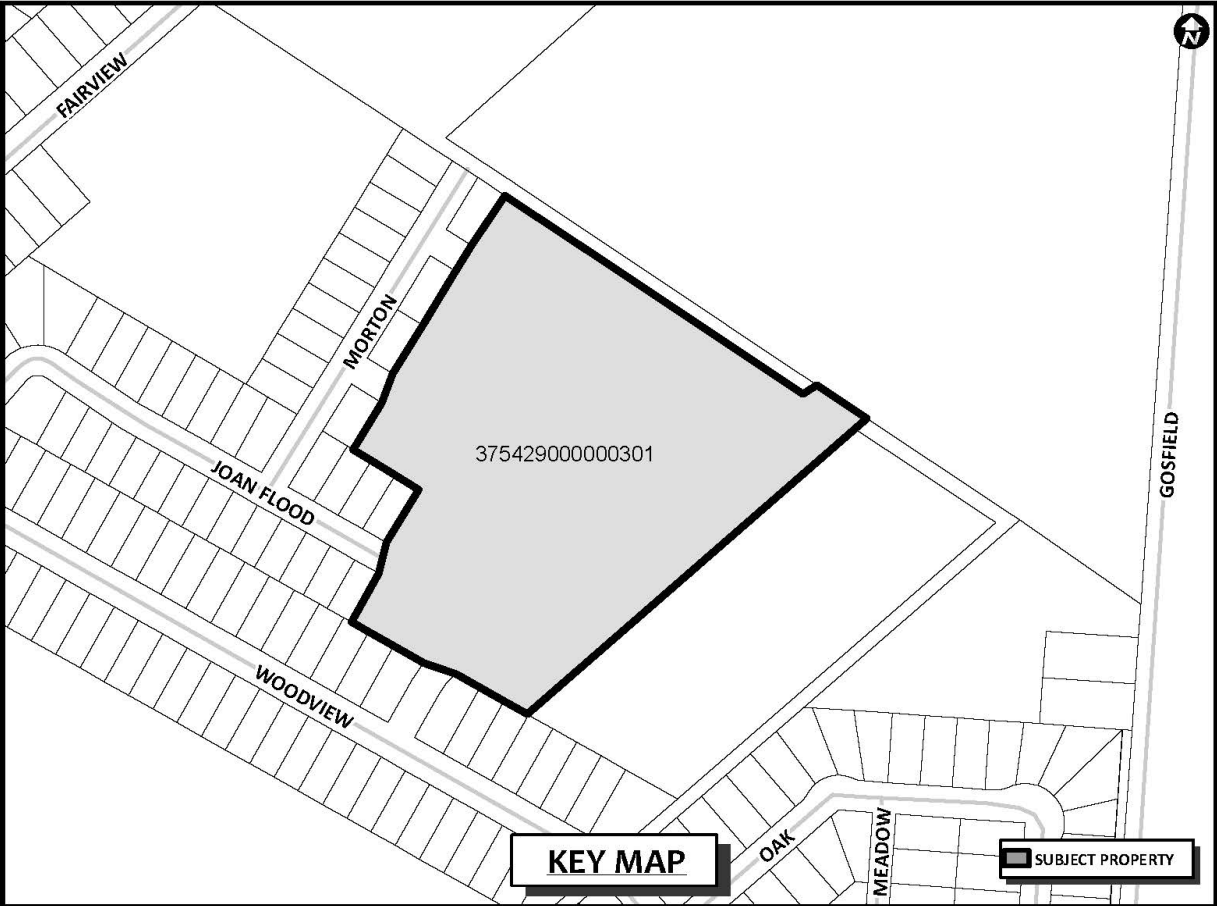
## **FINANCIAL IMPACT**

None.

Lori Chadwick, Director, Development Services –concurs

Jeff Watson, Policy Planner –concurs

Appendix A –Location Map





**Report to Council**

Department: Planning

Date: June 17, 2019

Prepared by: Jeff Watson, Policy Planner

Submitted by: Lori Chadwick, RPP  
Director of Development Services

Report Number: Planning2019-35

Subject: Rezoning application, Noah Homes  
  
East side of County Road 13, south of Pollard Drive  
Ward 3

Number of Pages: 2

**RECOMMENDATION(S)**

It is recommended that:

1. Planning report Planning ZBA-06-19, entitled “Rezoning application, Noah Homes” be received.
2. Council adopt By-law 1829 rezoning the lands described as, Part of lot 12 on Second Range of Gore in Colchester South, situated on the east side of County Road 13, south of Pollard Drive from A1.1 to ‘H’R2.2 with the incorporation of supplementary provisions for a reduced exterior side yard and an increase in the permitted width of an attached garage accessory to a dwelling or dwelling unit.
3. Removal of the ‘H’ holding provision is conditional on approval of a draft plan of subdivision and the execution of a subdivision agreement.

**REASON FOR REPORT**

On June 3, 2019, Council authorized the preparation of a rezoning by-law for the subject lands to permit their development for residential purposes.

**Location of the subject lands:**



**COMMENTS**

The subject lands are located at the south limit of the Harrow Primary Settlement Area. This property, which is designated Residential in the Town of Essex Official Plan, is the last property at the south end of Harrow that can be developed for residential purposes. On June 3, subsequent to the holding of a statutory public meeting, Council determined that rezoning of the subject lands from A1.1, general agricultural, to R2.2, low to mid density residential, was appropriate and desirable. It would help to meet the objectives of both the Provincial Policy Statement and the Official Plan with regard to providing new housing opportunities in Harrow and in meeting the latent and unmet demand for housing in general in the community.

The by-law will rezone the property to HR2.2 with supplementary provision for:

- i) a reduction of the required exterior side yard from 4.5 meters (15 feet) to 1.2 meters (4 feet), subject to a restriction on the location of the garage entrance to prevent vehicular intrusion into the public right of way, and
- ii) an increase in the width of an attached garage from the equivalent of 60 percent of the width of the dwelling to 70 percent.

Removal of the Hold (H) would be conditional on execution of draft plan of subdivision and subdivision agreement.

**FINANCIAL IMPACT**

Not applicable as these are text changes to the General Zoning By-law.

**LINK TO STRATEGIC PRIORITIES**

Under the PPS, planning authorities shall provide for an appropriate range and mix of housing types and densities to meet the projected requirements of current and future residents of the regional market area. This is reflected in our Official Plan and zoning by-law. The proposed amendments to our zoning by-law will enhance our opportunities for a more balanced mix of residential accommodation and good use of our urban services in Harrow.

Reviewed by:

Lori Chadwick, Director of Development Services – concurs

Rita Jabbour, Planner - concurs

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

### **By-Law Number 1829**

#### **Being a By-Law to Amend By-Law Number 1037**

#### **The Comprehensive Zoning By-Law for the Town of Essex**

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

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

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

1. For the lands comprising Part of Lot 12, on Second Range Gore in Colchester South, situated on the east side of County Road 13, south of Pollard Drive, the zoning is hereby changed from Agricultural 1.1 (A1.1) to 'Holding' Residential 2.2 ('H'R2.2) and Zoning District Map 14, of the said By-law Number 1037 is hereby amended accordingly.
2. Section 28, subsection 1, Site Specific Zoning Provisions, of By-law 1037, is hereby amended by adding the following paragraph:

"46. For the lands comprising Part of Lot 12, on Second Range Gore in Colchester South, situated on the east side of County Road 13, south of Pollard Drive, the following provisions apply:

  - i. Minimum exterior side yard width – 1.2 meters (4 feet), provided that, for an accessory garage, no vehicular entrance to the garage shall be permitted on the wall facing the exterior side yard, unless the wall is a minimum of 6 meters (20 feet) from the exterior side lot line;
  - ii. The maximum width of an attached garage accessory to a single-detached dwelling or to a semi-detached or townhome dwelling unit shall not exceed 70 percent of the width of the dwelling or dwelling unit.  
ZDM 14".
2. This By-law shall come into force and take effect on the date of its passing thereof by Council.



**Read a first, second and third time and finally passed the 17<sup>th</sup> day of June, 2019.**

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Mayor

---

Clerk

Report Number: Building 2019-05  
Date: May 31, 2019  
Subject: May 2019 Building Report

Number of Permits and Construction Value

Permit Type	Permits Issued	Prior Months	Year Total	Cancelled Permits	Monthly Construction Value	Prior Months Construction Value	Less Cancelled Construction Values	May 2019 Construction Values	May 2018 Construction Values
Single Family Residence								\$ -	\$ -
Ward 1	8	8	16		\$ 3,285,000.00	\$ 3,675,250.00	\$ -	\$ 6,960,250.00	\$ 4,923,000.00
Ward 2	0	3	3		\$ -	\$ 1,586,000.00	\$ -	\$ 1,586,000.00	\$ 3,090,000.00
Ward 3	2	3	5		\$ 415,000.00	\$ 1,585,975.00	\$ -	\$ 2,000,975.00	\$ 765,950.00
Ward 4	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Multiple Residential	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Addition/Sunrooms	1	4	5		\$ 155,000.00	\$ 375,000.00	\$ -	\$ 530,000.00	\$ 948,000.00
Garages/Carports	4	6	10		\$ 161,000.00	\$ 322,500.00	\$ -	\$ 483,500.00	\$ 342,000.00
Decks/Porches	5	0	5		\$ 40,350.00	\$ -	\$ -	\$ 40,350.00	\$ 33,000.00
Fences/Pools	10	13	23		\$ 95,000.00	\$ 200,500.00	\$ -	\$ 295,500.00	\$ 423,600.00
Demolition	1	4	5		\$ -	\$ 35,000.00	\$ -	\$ 35,000.00	\$ 32,450.00
House Raising	1	1	2		\$ 75,000.00	\$ 45,000.00	\$ -	\$ 120,000.00	\$ 38,000.00
Pole Barns	3	4	7		\$ 320,000.00	\$ 173,000.00	\$ -	\$ 493,000.00	\$ 735,464.00
Commercial/Industrial	1	1	2		\$ 640,000.00	\$ 1,160,000.00	\$ -	\$ 1,800,000.00	\$ 644,000.00
Miscellaneous	8	7	15		\$ 117,500.00	\$ 414,200.00	\$ -	\$ 531,700.00	\$ 664,800.00
Shed	1	2	3		\$ 7,000.00	\$ 15,000.00	\$ -	\$ 22,000.00	\$ 21,700.00
Roof	0	2	2		\$ -	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 80,000.00
Septic System	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 41,200.00
Sign	0	6	6		\$ -	\$ 86,500.00	\$ -	\$ 86,500.00	\$ 8,650.00
Green Houses/Winery	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Renovations	1	6	7		\$ 10,000.00	\$ 194,500.00	\$ -	\$ 204,500.00	\$ 739,900.00
Additions/Renovation-Commercial/Industrial/Insti	6	1	7		\$ 218,000.00	\$ 25,000.00	\$ -	\$ 243,000.00	\$ 912,000.00
Plumbing only	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Demolition Out Buildings	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Total Permits/Construction Value	52	71	123	0	\$ 5,538,850.00	\$ 9,943,425.00	\$ -	\$ 15,482,275.00	\$ 14,448,714.00

Permit Fee Totals

Permit Fees	
Monthly Total	\$ 48,940.00
Yearly Total	\$ 121,384.70
Previous Year Total	\$ 176,116.11

Monthly Building Permit Totals

Permit Categories													Cancelled		Year Total	
	January	February	March	April	May	June	July	August	September	October	November	December	Total	Permits		
Single Family Residence																
Ward 1	2	0	1		5	8							0	16	16	
Ward 2	1	0	1		1	0								3	3	
Ward 3	1	0	1		1	2								5	5	
Ward 4	0	0	0		0	0								0	0	
Multiple Residential	0	0	0		0	0								0	0	
Addition/Sunrooms	1	0	3		0	1								5	5	
Garages/Carports	0	0	3		3	4								10	10	
Decks/Porches	0	0	0		0	5								5	5	
Fences/Pools	0	2	1		10	10								23	23	
Demolition	2	0	0		2	1								5	5	
House Raising	0	0	1		0	1								2	2	
Pole Barns	1	3	0		0	3								7	7	
Commercial/Industrial	0	0	0		1	1								2	2	
Miscellaneous	0	2	0		5	8								15	15	
Shed	0	0	0		2	1								3	3	
Roof	0	0	1		1	0								2	2	
Septic System	0	0	0		0	0								0	0	
Sign	0	3	2		1	0								6	6	
Green Houses/Winery	0	0	0		0	0								0	0	
Renovations	3	0	2		1	1								7	7	
Additions/Renovation-Commercial/Industrial/Institutional	0	1	0		0	6								7	7	
Plumbing only	0	0	0		0	0								0	0	
Demolition Out Buildings	0	0	0		0	0								0	0	
Total	11	11	16	33	52	0	0	0	0	0	0	0	0	123	0	123

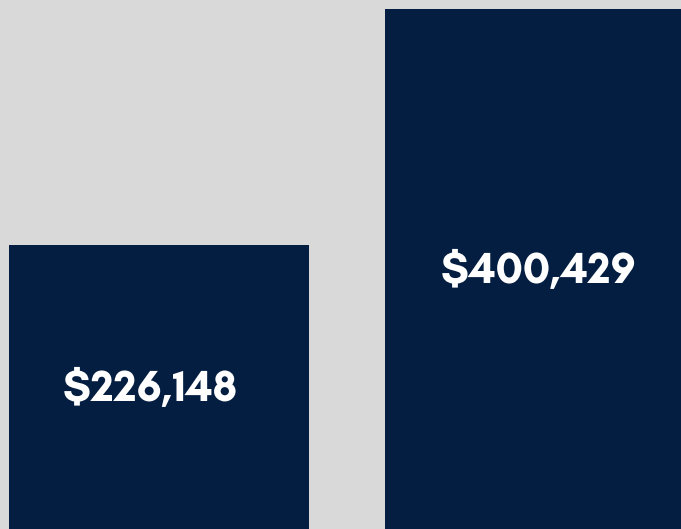
Monthly Permit Fee Totals

Permit Categories	January	February	March	April	May	June	July	August	September	October	November	December	Cancelled		
													Total	Permits	Year Total
Single Family Residence	\$ 12,940.15	\$ -	\$ 10,459.50	\$ 23,486.95	\$ 27,026.10								\$ 73,912.70	\$ -	\$ 73,912.70
Single Family Residence-Plumbing	\$ 2,400.00	\$ -	\$ 1,800.00	\$ 4,200.00	\$ 6,000.00								\$ 14,400.00	\$ -	\$ 14,400.00
Single Family Residence-Septic	\$ 700.00	\$ -	\$ 1,400.00	\$ 1,400.00	\$ -								\$ 3,500.00	\$ -	\$ 3,500.00
Multiple Residential	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	\$ -
Additions/Sunrooms	\$ 1,230.00	\$ -	\$ 1,224.00	\$ -	\$ 1,395.00								\$ 3,849.00	\$ -	\$ 3,849.00
Garages/Carports	\$ -	\$ -	\$ 588.50	\$ 1,683.00	\$ 1,458.00								\$ 3,729.50	\$ -	\$ 3,729.50
Decks/Porches	\$ -	\$ -	\$ -	\$ -	\$ 500.00								\$ 500.00	\$ -	\$ 500.00
Fences/Pools	\$ -	\$ 120.00	\$ 60.00	\$ 780.00	\$ 560.00								\$ 1,520.00	\$ -	\$ 1,520.00
Demolition	\$ 200.00	\$ -	\$ -	\$ 200.00	\$ -								\$ 400.00	\$ -	\$ 400.00
House Raising	\$ -	\$ -	\$ 400.00	\$ -	\$ 750.00								\$ 1,150.00	\$ -	\$ 1,150.00
Pole Barns	\$ 600.00	\$ 711.80	\$ -	\$ -	\$ 2,200.00								\$ 3,511.80	\$ -	\$ 3,511.80
Commercial/Industrial	\$ -	\$ -	\$ -	\$ 1,670.00	\$ 4,092.90								\$ 5,762.90	\$ -	\$ 5,762.90
Miscellaneous	\$ -	\$ 286.00	\$ -	\$ 290.00	\$ 1,700.00								\$ 2,276.00	\$ -	\$ 2,276.00
Shed	\$ -	\$ -	\$ -	\$ 200.00	\$ 100.00								\$ 300.00	\$ -	\$ 300.00
Roof	\$ -	\$ -	\$ 200.00	\$ 300.00	\$ -								\$ 500.00	\$ -	\$ 500.00
Septic System	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	\$ -
Sign	\$ -	\$ 300.00	\$ 200.00	\$ 100.00	\$ -								\$ 600.00	\$ -	\$ 600.00
Green Houses/Winery	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	\$ -
Renovations	\$ 890.00	\$ -	\$ 1,014.80	\$ 160.00	\$ 100.00								\$ 2,164.80	\$ -	\$ 2,164.80
Additions/Renovation-Commercial/Industrial/Institutional	\$ -	\$ 250.00	\$ -	\$ -	\$ 3,058.00								\$ 3,308.00	\$ -	\$ 3,308.00
Plumbing only	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	\$ -
Demolition Out Buildings	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	\$ -
Total	\$ 18,960.15	\$ 1,667.80	\$ 17,346.80	\$ 34,469.95	\$ 48,940.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,384.70	\$ -	\$ 121,384.70

Monthly Construction Value Total

Permit Categories	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled Permits	Year Total
Single Family Residence															
Ward 1	\$ 800,000.00	\$ -	\$ 550,000.00	\$ 2,325,250.00	\$ 3,285,000.00								\$ 6,960,250.00	\$ -	\$ 6,960,250.00
Ward 2	\$ 400,000.00	\$ -	\$ 590,000.00	\$ 596,000.00	\$ -								\$ 1,586,000.00	\$ -	\$ 1,586,000.00
Ward 3	\$ 450,000.00	\$ -	\$ 400,000.00	\$ 735,975.00	\$ 415,000.00								\$ 2,000,975.00	\$ -	\$ 2,000,975.00
Ward 4	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	\$ -
Multiple Residential	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	\$ -
Additions/Sunrooms	\$ 150,000.00	\$ -	\$ 225,000.00	\$ -	\$ 155,000.00								\$ 530,000.00	\$ -	\$ 530,000.00
Garages/Carports	\$ -	\$ -	\$ 100,000.00	\$ 222,500.00	\$ 161,000.00								\$ 483,500.00	\$ -	\$ 483,500.00
Decks/Porches	\$ -	\$ -	\$ -	\$ -	\$ 40,350.00								\$ 40,350.00	\$ -	\$ 40,350.00
Fences/Pool	\$ -	\$ 36,000.00	\$ 2,000.00	\$ 162,500.00	\$ 95,000.00								\$ 295,500.00	\$ -	\$ 295,500.00
Demolition	\$ 10,000.00	\$ -	\$ -	\$ 25,000.00	\$ -								\$ 35,000.00	\$ -	\$ 35,000.00
House Raising	\$ -	\$ -	\$ 45,000.00	\$ -	\$ 75,000.00								\$ 120,000.00	\$ -	\$ 120,000.00
Pole Barns	\$ 40,000.00	\$ 133,000.00	\$ -	\$ -	\$ 320,000.00								\$ 493,000.00	\$ -	\$ 493,000.00
Commercial/Industrial	\$ -	\$ -	\$ -	\$ 1,160,000.00	\$ 640,000.00								\$ 1,800,000.00	\$ -	\$ 1,800,000.00
Miscellaneous	\$ -	\$ 28,600.00	\$ -	\$ 385,600.00	\$ 117,500.00								\$ 531,700.00	\$ -	\$ 531,700.00
Shed	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 7,000.00								\$ 22,000.00	\$ -	\$ 22,000.00
Roof	\$ -	\$ -	\$ 20,000.00	\$ 30,000.00	\$ -								\$ 50,000.00	\$ -	\$ 50,000.00
Septic System	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	\$ -
Sign	\$ -	\$ 63,000.00	\$ 13,500.00	\$ 10,000.00	\$ -								\$ 86,500.00	\$ -	\$ 86,500.00
Green Houses/Winery	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	\$ -
Renovations	\$ 60,000.00	\$ -	\$ 130,000.00	\$ 4,500.00	\$ 10,000.00								\$ 204,500.00	\$ -	\$ 204,500.00
Additions/Renovation-Commercial/Industrial/Institutional	\$ -	\$ 25,000.00	\$ -	\$ -	\$ 218,000.00								\$ 243,000.00	\$ -	\$ 243,000.00
Plumbing only	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	\$ -
Demolition Out Buildings	\$ -	\$ -	\$ -	\$ -	\$ -								\$ -	\$ -	\$ -
Total	\$ 1,910,000.00	\$ 285,600.00	\$ 2,075,500.00	\$ 5,672,325.00	\$ 5,538,850.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,482,275.00	\$ -	\$ 15,482,275.00

## REAL ESTATE



Ward 1 & 2

Ward 3 & 4

Average Sale Price May 2019

Average Sale Price May 2018

Ward 1 & 2 = \$272,857  
Ward 3 & 4 = \$262,287

## HOUSING CONSTRUCTION

### Housing Starts

	Q1-19	Q1-18	YTD-19	YTD-18
Single	3	4	3	4
Semi	0	0	0	0
Row	0	3	0	3
Apartment	0	0	0	0
All	3	7	3	7

### Housing Completions

	Q1-19	Q4-18	YTD-19	YTD-18
Single	9	15	9	15
Semi	0	0	0	0
Row	3	0	3	0
Apartment	0	0	0	0
All	12	15	12	15

Source: Canada Mortgage and Housing Corporation

## BUILDING PERMITS



**\$5,538,850**

Total Construction Value May 2019

May 2018

**\$2,898,150**

Year to Date Construction Value



**\$15,482,275**

YTD 2018: **\$14,448,714**

## RESIDENTIAL SALES



**25**

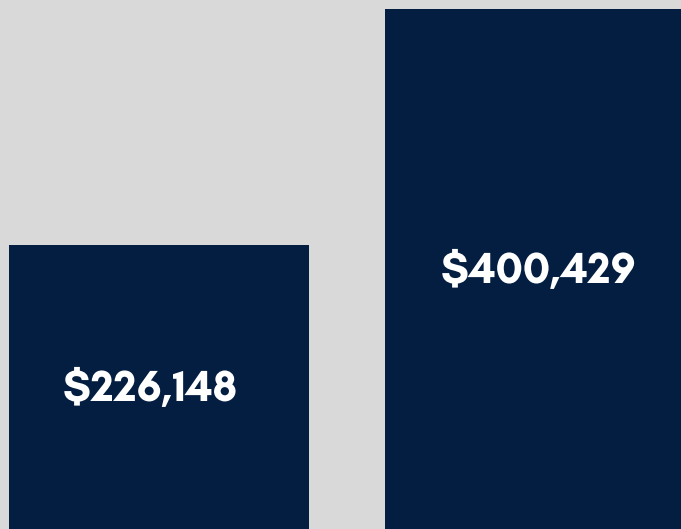
Total Single Family Dwellings  
sold in May 2019

Ward 1&2: **18 Homes Sold**

Ward 3&4: **7 Homes Sold**

Homes Sold in 2019: **107**

## REAL ESTATE



Ward 1 & 2

Ward 3 & 4

Average Sale Price May 2019

Average Sale Price May 2018

Ward 1 & 2 = \$272,857  
Ward 3 & 4 = \$262,287

## HOUSING CONSTRUCTION

### Housing Starts

	Q1-19	Q1-18	YTD-19	YTD-18
Single	3	4	3	4
Semi	0	0	0	0
Row	0	3	0	3
Apartment	0	0	0	0
All	3	7	3	7

### Housing Completions

	Q1-19	Q4-18	YTD-19	YTD-18
Single	9	15	9	15
Semi	0	0	0	0
Row	3	0	3	0
Apartment	0	0	0	0
All	12	15	12	15

Source: Canada Mortgage and Housing Corporation

## BUILDING PERMITS



**\$5,538,850**

Total Construction Value May 2019

May 2018

**\$2,898,150**

Year to Date Construction Value



**\$15,482,275**

YTD 2018: **\$14,448,714**

## RESIDENTIAL SALES



**25**

Total Single Family Dwellings  
sold in May 2019

Ward 1&2: **18 Homes Sold**

Ward 3&4: **7 Homes Sold**

Homes Sold in 2019: **107**



## Report to Council

Department: Corporate Services

Date: June 17, 2019

Prepared by: Kate Giurissevich,  
Manager, Finance and Business Services

Submitted by: Jeffrey Morrison, Director of Corporate Services

Report Number: Corporate Services-2019-004

Subject: Asset Management Policy

Number of Pages: 8 (including attachments)

### Recommendation(s)/Conclusion(s)

It is recommended that:

1. Corporate Services-2019-004 entitled "Asset Management Policy" **be received**; and
2. Council **approve** the adoption of the "Asset Management Policy" .

### Purpose

In accordance with Section 3 of Ontario Regulation 588/17, "Asset Management Planning for Municipal Infrastructure" council approval of the Asset Management Policy is required.

### Background

Under the Infrastructure for Jobs and Prosperity Act, 2015 deadlines were imposed for municipalities in regards to asset management requirements. The deadlines are as follows:



July 1, 2019 – Strategic Asset Management Policy Implemented

July 1, 2021 – Asset Management Plan: Phase 1

July 1, 2023 – Asset Management Plan: Phase 2

July 1, 2024 – Asset Management Plan: Phase 3

## **Financial Impact**

There is no financial impact associated with the adoption of the asset management policy however future analysis or plans may contain an impact at which point a report would be presented for approval.

## **Reviewed By:**

Doug Sweet, Director of Community Services	Concur
Jeffrey R. Morrison, Director of Corporate Services	Concur
Chris Nepszy, Chief Administrative Officer	Concur
Lori Chadwick, Director of Development Services	Concur



## POLICY MANUAL

THE CORPORATION OF THE TOWN OF ESSEX		
SECTION: CORPORATE - COUNCIL  SUBJECT: ASSET MANAGEMENT POLICY	DOCUMENT NO: 2019-004	
	EFFECTIVE DATE: July 1, 2019	
	REPLACES ISSUE OF: N/A	
PREPARED BY: Kate Giurissevich	APPROVED BY: Council	APPROVAL DATE: June 17 <sup>th</sup> , 2019

### 1.0 PURPOSE

The purpose of this Policy is to establish the guidelines for implementing and monitoring effective asset management plans and processes within the Town of Essex.

The Town developed and adopted a strategic plan in 2016 with one of its main strategic objectives being to "Manage the Town's infrastructure in a responsible and efficient manner" which is supported through the adoption of this policy.

The requirement for this policy is established under Section 3 of Ontario Regulation 588/17, "Asset Management Planning for Municipal Infrastructure".

### 2.0 DEFINITIONS

Definitions for purposes of this policy

**Asset-** An item, thing or entity that has potential or actual value to an organization.

**Asset Management-** A systematic process to guide the planning, acquisition, operation and maintenance, rehabilitation and disposal of Assets. Its objective is to maximize Asset service delivery potential, manage related risks and minimize costs of ownership while delivering acceptable levels of service to the public in a sustainable manner.

**Asset Management Plan-** A strategic document that states how a group of assets are to be managed over a period of time. The plan describes the characteristics and condition of infrastructure assets, the levels of service expected from them, planned actions to ensure the assets are providing the expected level of service, and financing strategies to implement the planned actions.

**Capitalization Threshold-** the value of a municipal infrastructure asset at or above which a municipality will capitalize the value of it and below which it will expense the value of it.

**Levels of Service-** the parameters or combination of parameters that reflect the social, political, economic, and environmental outcomes that the organization delivers. Levels of service statements describe the outputs or objectives an organization or activity intends to deliver to customers.

### 3.0 VISION, GOALS and POLICY STATEMENT

The organization shall have:

- A strategic and proactive approach that places a premium on data, information, collaboration and interdisciplinary management;
- A comprehensive long-term view of infrastructure performance and cost;
- An explicit, visible and transparent approach that requires effective communication among all stakeholders; and
- A business case involving investment choices that are policy driven with trade-offs among competing priorities.

### 4.0 POLICY PRINCIPLES and GUIDELINES

The Town will consider all principles detailed in Section 3 of the Infrastructure for Jobs and Prosperity Act, 2015 with respect to asset management planning, in addition to/including the following:

#### **Budgetary**

The Town will integrate asset management plans and practices with its long-term financial planning and annual capital and operating budget strategies.

#### **Capitalization Thresholds**

The Town will use a service-based (qualitative) perspective when applying this Policy to municipal asset planning, rather than a monetary value (quantitative). The service-focus intent of this Policy differentiates its requirements for identifying assets from the capitalization thresholds that are developed for the purposes of financial reporting. For

this reason, the capitalization threshold developed for financial reporting will not be the guide in selecting the assets covered by the asset management planning process.

### **Climate Change**

Climate change will be considered as part of the Town's risk management approach embedded in local asset management planning methods. This approach will balance the potential cost of vulnerabilities to climate change impact and other risks with the cost of reducing these vulnerabilities. Bolstering resilience to climate change includes adapting to opportunities to manage vulnerabilities, anticipating possible costs to support contingency funds, and disaster planning to allow for business continuity.

### **Continuous Improvement**

The Town will strive to continually enhance and improve asset management practices.

### **Official Town Document Integration:**

Council, and Administration shall ensure that the principles contained within the following official Town documents are continually integrated into the asset management plan:

- The strategic plan
- The current year budget and 4 year forecast thereafter
- The community plan
- Master plans
- Development Charges Study
- Roads Needs Study
- Wastewater Financial Plan
- Bridge Assessment

### **Upper-tier/neighboring Municipality Partnership**

The Town commits to explore opportunities with upper tiers and neighboring municipalities where infrastructure assets are interrelated or jointly owned.

## **5.0 IMPLEMENTATION**

Implementation of this Policy will result in the following benefits:

- Asset planning that optimizes maintenance and replacement of existing assets as well as the development of new assets;
- Prevention of conflicts across the investment priorities set by each of the Town's departments, good coordination, and efficient provision of services; and
- Capital and urban development projects that are consistent with the Town's actual needs.

## 6.0 ROLES

### Council

- Responsible for overseeing the management of assets and supporting ongoing efforts to continuously improve and implement the asset management plans.
- Approve by resolution this policy and the asset management plan and its updates every five years per the requirement of Appendix A;
- Conduct annual reviews of asset management plan implementation progress as part of the annual budget approval and allocating resources to the plan if necessary; and
- Establishing desired levels of service across the municipality.

### Senior Leadership

- Maintain compliance with the asset management policy and applicable asset management regulations;
- Oversee asset management planning activities that fall within their service area and in support of others;
- Provide strategic leadership and advice to council regarding asset management plans; and
- Facilitate stakeholder engagement by providing opportunities for input into asset management planning.
- The Director Corporate Services/Treasurer and CAO will be responsible for the maintenance of and reporting on the activity related to the management of the Town's Assets.

### Department Managers

- Assist with updates to the policy and plan through the utilization of condition assessment information and service level requirements to update asset requirements and provide integration into the annual budgeting process.

### Community Stakeholders

- Engage in desired levels of service discussions;
- Understand the relationship between levels of service and cost; and
- Engage in discussions about strategic priorities and major 5 year capital budget plans through participation of an annual budget survey or other means of communication.

## 7.0 REVIEW

This Policy shall be reviewed and, if necessary, updated at least every five years following July 1st, 2019 per the requirements of Appendix A.

Appendix A will be replaced should a change in legislation occur.

## Appendix A

### ONTARIO REGULATION 588/17

made under the

### INFRASTRUCTURE FOR JOBS AND PROSPERITY ACT, 2015

Made: December 13, 2017

Filed: December 27, 2017

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## ASSET MANAGEMENT PLANNING FOR MUNICIPAL INFRASTRUCTURE

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### INTERPRETATION AND APPLICATION

### STRATEGIC ASSET MANAGEMENT POLICIES

#### Strategic asset management policy

3. (1) Every municipality shall prepare a strategic asset management policy that includes the following:
1. Any of the municipality's goals, policies or plans that are supported by its asset management plan.
  2. The process by which the asset management plan is to be considered in the development of the municipality's budget or of any long-term financial plans of the municipality that take into account municipal infrastructure assets.
  3. The municipality's approach to continuous improvement and adoption of appropriate practices regarding asset management planning.
  4. The principles to be followed by the municipality in its asset management planning, which must include the principles set out in section 3 of the Act.
  5. The municipality's commitment to consider, as part of its asset management planning,
    - i. the actions that may be required to address the vulnerabilities that may be caused by climate change to the municipality's infrastructure assets, in respect of such matters as,
      - A. operations, such as increased maintenance schedules,
      - B. levels of service, and
      - C. lifecycle management,
    - ii. the anticipated costs that could arise from the vulnerabilities described in subparagraph i,
    - iii. adaptation opportunities that may be undertaken to manage the vulnerabilities described in subparagraph i,
    - iv. mitigation approaches to climate change, such as greenhouse gas emission reduction goals and targets, and
    - v. disaster planning and contingency funding.
  6. A process to ensure that the municipality's asset management planning is aligned with any of the following financial plans:
    - i. Financial plans related to the municipality's water assets including any financial plans prepared under the *Safe Drinking Water Act, 2002*.

ii. Financial plans related to the municipality's wastewater assets.

7. A process to ensure that the municipality's asset management planning is aligned with Ontario's land-use planning framework, including any relevant policy statements issued under subsection 3 (1) of the *Planning Act*, any provincial plans as defined in the *Planning Act* and the municipality's official plan.
  8. An explanation of the capitalization thresholds used to determine which assets are to be included in the municipality's asset management plan and how the thresholds compare to those in the municipality's tangible capital asset policy, if it has one.
  9. The municipality's commitment to coordinate planning for asset management, where municipal infrastructure assets connect or are interrelated with those of its upper-tier municipality, neighbouring municipalities or jointly-owned municipal bodies.
  10. The persons responsible for the municipality's asset management planning, including the executive lead.
  11. An explanation of the municipal council's involvement in the municipality's asset management planning.
  12. The municipality's commitment to provide opportunities for municipal residents and other interested parties to provide input into the municipality's asset management planning.
- (2) For the purposes of this section,
- "capitalization threshold" is the value of a municipal infrastructure asset at or above which a municipality will capitalize the value of it and below which it will expense the value of it. ("seuil de capitalisation")

**Update of asset management policy**

4. Every municipality shall prepare its first strategic asset management policy by July 1, 2019 and shall review and, if necessary, update it at least every five years.



**Report to Council**

Department: Planning

Date: June 17, 2019

Prepared by: Rita Jabbour, R.P.P  
Planner

Submitted by: Lori M. Chadwick, R.P.P  
Director, Development Services

Report Number: Planning 2019-33

Subject: Site Specific Zoning Amendment, James and Elizabeth Oakley (Applicants)  
  
152 Adelaide Street, Colchester South (Ward 3)

Number of Pages: 4

**RECOMMENDATION(S)**

It is recommended that:

1. Planning report Planning2019-33, entitled “Site Specific Zoning Amendment, James and Elizabeth Oakley (Applicants) 152 Adelaide Street, Colchester South (Ward 3)” be received for the information of Council; and,
2. Bylaw 1828, adding supplementary zoning provisions to permit a semi-detached dwelling on the property at 152 Adelaide Street, be adopted.

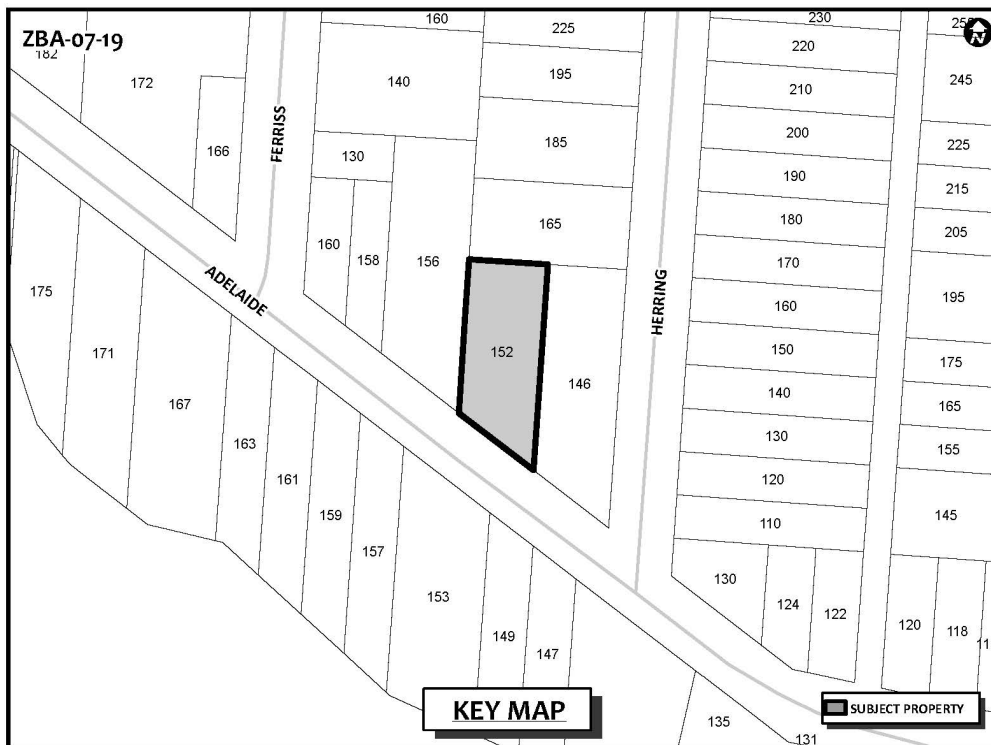
**REASON FOR REPORT**

To recommend adoption of Bylaw 1828 to permit the development of a semi-detached dwelling on the property known municipally as 152 Adelaide Street in Colchester South (Ward 3).

**BACKGROUND**

In accordance with the mandates of the Planning Act, a statutory public meeting was held on Tuesday September 28 to permit Council to hear and receive public comments and submissions concerning an application for a site specific zoning amendment to the vacant +982 square metre (+10575 square foot) residential lot at 152 Adelaide Street in the former township of Colchester South, Ward 3:





The applicants, James and Elizabeth Oakley, proposed the amendment to permit the construction of one (1) semi-detached dwelling.

The subject property is designated “Hamlet Residential Area” under Schedule “A” of the Colchester Hamlet and Lakeshore Area Secondary Plan and zoned Residential District 1.1 (R1.1) for low density housing on urban lots under General Zoning By-Law, Bylaw1037. For lands located within the R1.1 zoning district, permitted main uses include a single detached dwelling and a bed and breakfast dwelling only. A semi-detached dwelling, which is defined as one (1) dwelling divided vertically into two (2) dwelling units by a common interior wall, is only recognized in this zoning district as a lawfully existing main use. (Note: A lawfully existing main use applies to any land, building or structure that is being used for any purpose that is prohibited under Bylaw 1037 for that zoning district but that has been used for such purpose on the day of the passing of Bylaw 1037).

Within the “Hamlet Residential Area”, the Colchester Secondary Plan permits semi-detached dwellings and supports appropriate infill and the development of vacant lots that maintain the established character of the surrounding area and promote a range of architectural styles which accommodate a variety of housing types and are generally consistent and compatible with the established character of the neighbourhood.

The subject lands meet the minimum lot width regulation for a semi-detached dwelling (20 metres in width). With respects to services, the subject property has access to a municipally owned and operated water, sanitary and storm sewer and is of a size sufficient enough to accommodate servicing for a semi-detached dwelling. The North and South sides of Adelaide Street are dominated primarily by single detached dwellings.

Agencies and internal departments were circulated on the proposal. The Essex Region Conservation Authority (ERCA) has provided comments and noted that the applicants will be

required to obtain clearance from their offices before the commencement of any construction or site alteration as the subject lands are within the regulated area for Lake Erie, however, ERCA has no objections to the proposed zoning amendment.

The applicants have provided a site plan which depicts the proposed exterior design for the semi-detached dwelling. The site plan is provided below. The area in which the subject property is situated is an area primarily dominated by single detached dwellings, which are defined as one (1) dwelling, other than a mobile home, having one (1) dwelling unit. The use of a continuous hipped roof line gives the impression that the dwelling consists of one unit and is a good example of how an architectural style can accommodate a different type of housing without taking away from the established character of the neighbourhood.



## COMMENTS

Comments were received in advance of and at the public meeting. Affected residents noted concerns with the construction of a four unit dwelling; the potential for additional storm water runoff; and, the loss of character for the neighborhood which is predominantly comprised of single detached dwellings. Other comments received acknowledged that the development was aesthetically pleasing.

Bylaw 1828 addresses concerns about density and consistency with the character of the neighbourhood by proposing a prohibition on a second dwelling unit within the semi-detached dwelling unit and the inclusion of a continuously hipped roof line. Uses accessory to the main use, such as a detached garage or shed, continue to be permitted.

Should Council choose to adopt Bylaw 1828, the applicant including all parties who expressed an interest in the amendment will receive a notice of the Council’s decision. Following the successful lapse of a 20 day appeal period, the decision will be final and binding and the applicants will be able to obtain a building permit, subject to meeting the regulations of the amending bylaw.

## **FINANCIAL IMPACT**

None.

Reviewed by:

Lori M. Chadwick, Director, Development Services –concurs

## **LINK TO STRATEGIC PRIORITIES**

Under the PPS, planning authorities shall provide for an appropriate range and mix of housing types and densities to meet the projected requirements of current and future residents of the regional market area. This is reflected in our Official Plan and zoning by-law. The proposed amendment to our zoning by-law will enhance our opportunities for a more balanced mix of residential accommodation and good use of our urban services in Colchester.

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

## **By-Law Number 1828**

### **Being a By-Law to Amend By-Law Number 1037**

#### **The Comprehensive Zoning By-Law for the Town of Essex**

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

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

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

1. That subsection 1, of Section 28, of By-law 1037, is hereby amended by adding the following paragraph:

"45. For the lands comprising Part of Lots 35 and 36 on Registered Plan 1032, municipally known as 152 Adelaide Street, the following provisions shall apply:

- i. Additional permitted main uses: one (1) semi-detached dwelling except that a second dwelling unit shall not be an additional permitted use in a semi-detached dwelling unit.
- ii. And, for the lands comprising Part of Lot 35 and 36 on Registered Plan 1032, a semi-detached dwelling subject to the regulations of subsection 14.1, R1.1 district, except that the roof line shall be a continuous hipped roof.
- iii. And the following accessory uses: any use accessory to the main use.

ZDM 17"

2. That Zoning District Map number 17 be amended accordingly
3. This bylaw shall come into force and take effect on the date of its passing thereof by Council.

**Read a first, second and third time and finally adopted on June 17, 2019.**

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Mayor

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Clerk



## Report to Council

Department: Planning

Date: June 17, 2019

Prepared by: Jeff Watson, Policy Planner

Submitted by: Lori Chadwick, RPP  
Director of Development Services

Report Number: Planning2019-34

Subject: Amendments to the Town of Essex Sign By-law

Number of Pages: 3

### RECOMMENDATION(S)

It is recommended that:

1. Planning report Planning2019-34, entitled "Amendments to the Town of Essex Sign By-law" be received.
2. Council authorize the giving of notice of Council's intention to consider amendments to By-law 1350, the Town of Essex Sign By-law, to incorporate provisions for the removal of abandoned signs.

### REASON FOR REPORT

To recommend revisions to the Sign By-law to address signage advertising or identifying an activity, business or service that has ceased thereby rendering the sign obsolete.

### COMMENTS

Streetscape assessments involving Council and staff members revealed that there are a number of signs, particularly fascia signs that identify businesses that no longer occupy the building or otherwise identify or advertise an activity or service that has ceased. The question was asked, what steps can or should be taken to "neutralize" the sign so as not to display an activity, business or service that has ceased, the concern being that it falsely indicated that an activity, business or service was still in place. As well, some signage was deemed to be in poor physical condition such that, while not posing a hazard, it was aesthetically displeasing and, being unattractive, it negatively affected the surrounding businesses and streetscape .

By-law 1350, the Town's sign by-law, currently requires that all signs be maintained in good practice such that they do not pose a hazard to the public. It does not address abandoned

signage that do not pose a hazard. If Council wishes to take the extra step to address signage that has ceased to serve the purpose for which it was erected, the following amendments to the sign by-law could be added:

To Section 2: Definitions

“Abandoned Sign” means a sign which identified, but no longer correctly identifies the business, service or use presently conducted on the lot on which the sign is located. A sign shall not be deemed to be abandoned until the passing of 90 days after the business, service or use is discontinued.

To Section 3: Signs Not Permitted

The owner of the land on which an abandoned sign is located shall, within 15 days of the giving of notice by the By-law Enforcement Officer, remove the sign or, at the discretion of the By-law Enforcement Officer, shall alter the sign face area to delete or otherwise hide from view text and pictures referencing the discontinued activity, business or service for which the sign was placed, installed or erected.

Community Improvement Grants Available

For properties situated in a Community Improvement Project Area, the \$2000 mini grant under the Façade Improvement Grant Program is available to assist with the removal of inappropriate, abandoned and outdated signage. This is the carrot to complement the regulatory stick imposed by the new sign by-law regulation.

Other Recommended Revisions

From further review of the Sign By-law, it is also recommended that the following definitions be added:

“Sign Owner” means the person who owns the sign. Where such person cannot be determined with certainty, the sign owner shall be deemed to be the person having authority over the associated use or deriving the major benefit from the sign. If such person is unknown, the sign owner shall be deemed to be the registered owner of the land, building or structure on which the sign is placed.

“Use” means, when used as a noun, the purpose for which a lot, building or structure or any combination thereof is designed, occupied or maintained, and, when used as a verb, means to put to such purpose.

“Prohibited Sign” means a sign displayed on a vehicle or trailer which is parked or located on a property in a manner that is unrelated to its normal use as a vehicle and is more consistent with the use of the vehicle as a sign.

### Municipal Act Provisions

The Sign By-law is authorized under the Municipal Act, which requires the giving of public notice prior to consideration of regulatory changes to the by-law. As such Council can direct Planning to give notice in preparation for Council's formal review of an amending by-law.

### **FINANCIAL IMPACT**

Not applicable as these are text changes to the Sign By-law.

### **LINK TO STRATEGIC PRIORITIES**

N/A

Reviewed by:

Lori Chadwick, Director of Development Services – concurs

Rita Jabbour, Planner – concurs

Kevin Carter, Chief Building Official -concurs





## Report to Council

Department: Planning  
Date: June 17, 2019  
Prepared by: Jeff Watson, Policy Planner  
Submitted by: Lori Chadwick, Director of Development Services  
Report Number: Planning 2019 -36  
Subject: Townsview Estates partial release of securities  
(Essex Centre, Ward 1)  
Number of Pages: 1

### Recommendation

It is recommended that:

1. Planning report Planning2019-36, entitled "Townsview Estates partial release of securities" be received;
2. a partial release of securities for the Townsview Estates subdivision totaling \$167,468.83 be granted .

### Reason for Report

Dillon Consulting, on behalf of Townsview Estates Development has inspected and confirmed that municipal services have been properly installed in Phase 5 of the Townsview Estates subdivision to the satisfaction of the Town. This report deals with the reduction of securities accordingly.

### Comments

The final walkthrough inspection of the most recent phase of the Townsview Estates subdivision, Phase 5, subsequent to the construction of roads and other services determined no outstanding deficiencies. Consequently a reduction of the securities required under the related subdivision agreement could be approved and a portion of the securities on retainer by the Town be released. The remaining securities will be held until these works are completed for the final phase of the subdivision.

### Financial Impact

None. The amount to be refunded has been held by the Town as security to ensure that the works were done in accordance with the subdivision agreement.

Reviewed by:

Lori Chadwick, Director of Development Services – concurs

Richard Beausoleil, Manager of Capital Works and Infrastructure – concurs



Office of the  
Prime Minister



Cabinet du  
Premier ministre

Ottawa, Canada K1A 0A2

May 21, 2019

Mr. Robert W. Auger  
Town Solicitor / Clerk  
Town of Essex  
33 Talbot Street South  
Essex, Ontario  
N8M 1A8

Dear Mr. Auger:

On behalf of Prime Minister Justin Trudeau, I would like to acknowledge receipt of your letter of April 23, 2018, in support of a resolution passed by the Town of Kingsville in relation to the use of herbicides in aquatic environments.

Thank you for writing to the Prime Minister. You may be assured that your comments, offered on behalf of the Essex Town Council, have been carefully reviewed. I have taken the liberty of forwarding a copy of your correspondence to the Honourable Ginette Petitpas Taylor, Minister of Health, for her information and consideration.

Once again, thank you for writing.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "K. Black".

K. Black  
Executive Correspondence Officer



April 23, 2019

The Right Honourable Justin Trudeau  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

Dear Honourable Trudeau:

**RE: Essex Town Council Resolution on Phragmites Control**

At its Regular Meeting held Monday, April 15, 2019 Essex Council reviewed the correspondence sent from the Town of Kingsville, which requested Council's support for a request to the Federal Government to take appropriate regulatory measures to expedite and approve the use of herbicides in aquatic environments by the 2019 growing season, as well as the use of aerial control measures to control Phragmites. As a result, the following resolution was passed:

Moved by Councillor Bjorkman  
Seconded by Councillor Vander Doelen

**(R19-04-166) That** correspondence from the Town of Kingsville, dated March 29, 2019 asking Council to consider supporting their resolution that is calling on the Federal Government to take appropriate regulatory measures to expedite and approve the use of herbicides in aquatic environments by the 2019 growing season, as well as the use of aerial control measures to control Phragmites, be received and supported; and

**That** letters of support be sent to Tracey Ramsey MP, Taras Natyshak, MPP for Essex, the Premier of Ontario, the Prime Minister of Canada and the Town of Kingsville. **Carried**

Sincerely,

Robert W. Auger  
Town Solicitor/Clerk  
RA/sb

cc: The Honourable Doug Ford, Premier of Ontario  
Tracey Ramsey, Member of Parliament, Essex  
Taras Natyshak, Member of Provincial Parliament, Essex  
Town of Kingsville

[premiere@ontario.ca](mailto:premiere@ontario.ca)  
[tracey.ramsey@parl.gc.ca](mailto:tracey.ramsey@parl.gc.ca)  
[tnatyshak-qp@ndp.on.ca](mailto:tnatyshak-qp@ndp.on.ca)



# GEORGINA

May 30, 2019

Doug Ford, Premier  
Premier's Office  
Room 281  
Legislative Building, Queen's Park  
Toronto, Ontario  
M7A 1A1

Honourable Premier:

Re: Bill 108, More Homes, More Choice Act, 2019

The Town Council for the Corporation of the Town of Georgina considered a motion adopted by the Regional Municipality of York on May 16<sup>th</sup> concerning the Province's Bill 108, the More Homes, More Choice Act which passed first reading in the Ontario Legislature on May 2, 2019. This Bill seeks to amend 13 different statutes that impact municipalities and land use planning processes.

Please be advised that Town Council endorsed the position of the Region of York and passed the following motion:

"WHEREAS the legislation that abolished the Ontario Municipal Board and replaced it with the Local Planning Appeal Tribunal received unanimous – all party support;

AND WHEREAS all parties recognized that local governments should have the authority to uphold their provincially approved Official Plans; to uphold their community driven planning;

AND WHEREAS Bill 108 will once again allow an unelected, unaccountable body make decisions on how our communities evolve and grow;

AND WHEREAS the Town of Georgina requests that the proposed changes to the Planning Act provide greater deference than that previously afforded to local, municipal decisions on development applications, by restoring the test under the Planning Act that appeals must be on the basis that the municipal decision is not consistent with the Provincial Policy Statement, fails to conform with a provincial plan, or fails to conform with the local and regional Official Plan(s);

AND WHEREAS the Town of Georgina requests that the tribunal framework restore the previous ability for participants in Local Planning Appeal Tribunal hearings to provide in person evidence in a hearing;

AND WHEREAS the Town of Georgina recognizes that proposed grouping together of a variety of community services, including parkland dedication, under community benefits charge framework, which is subject to a monetary cap, will limit a municipality's ability to continue to provide parks and a range of community services and facilities at a consistent and equitable level of service across the municipality, and requests that the previous Development Charge "soft services" be maintained and separated from the community benefits charge under the proposed Bill 108;

AND WHEREAS on August 21, 2018 Minister Clark once again signed the Memorandum of Understanding with the Association of Municipalities of Ontario and entered into "...a legally binding agreement recognizing Ontario Municipalities as a mature, accountable order of government.";

AND WHEREAS this Memorandum of Understanding is "enshrined in law as part of the Municipal Act" and recognizes that as "...public policy issues are complex and thus require coordinated responses...the Province endorses the principle of regular consultation between Ontario and municipalities in relation to matters of mutual interest";

AND WHEREAS by signing this agreement, the Province made "...a commitment to cooperating with its municipal governments in considering new legislation or regulations that will have a municipal impact";

AND WHEREAS Bill 108 will impact 15 different Acts - Cannabis Control Act, 2017, Conservation Authorities Act, Development Charges Act, Education Act, Endangered Species Act, 2007, Environmental Assessment Act, Environmental Protection Act, Labour Relations Act, 1995, Local Planning Appeal Tribunal Act, 2017, Municipal Act, 2001, Occupational Health and Safety Act, Ontario Heritage Act, Ontario Water Resources Act, Planning Act, Workplace Safety and Insurance Act, 1997.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Corporation of the Town of Georgina *express serious concerns with* Bill 108 which in its current state *may* have negative consequences on community building and proper planning.
2. The Town of Georgina supports the positive changes within Bill 108 such as: 1. removing the requirement for low risk projects to undertake environmental assessments; 2. appointing more Local Planning Appeal Tribunal adjudicators to deal with appeals; 3. streamlining the planning process provided that the planning processes are streamlined at both the provincial and local levels; 4. the removal of the 10% discount for determining development charges for hard services.

3. The Corporation of the Town of Georgina call upon the Government of Ontario to halt the legislative advancement of Bill 108 to enable fulsome consultation with Municipalities to ensure that its objectives for sound decision making for housing growth that meets local needs will be reasonably achieved.
4. A copy of this motion be sent to the Honourable Doug Ford, Premier of Ontario, The Honourable Christine Elliott, Deputy Premier, the Honourable Steve Clark, Minister of Municipal Affairs, the Honourable Andrea Horwath, Leader of the New Democratic Party, and all MPPs in the Province of Ontario.

A copy of this motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.”

Accordingly, the Council of the Town of Georgina respectfully requests your serious consideration of its position on Bill 108.

Thank you for your consideration of this matter.

Sincerely,  
FOR THE TOWN OF GEORGINA,



*for:* David Reddon,  
Chief Administrative Officer  
:cl

cc: Honourable Christine Elliott, Deputy Premier, [christine.elliott@pc.ola.org](mailto:christine.elliott@pc.ola.org)  
Honourable Steve Clark, Minister of Municipal Affairs; [steve.clark@pc.ola.org](mailto:steve.clark@pc.ola.org)  
Honourable Andea Horwath, Leader of the New Democratic Party; [ahorwath.pq@ndp.on.ca](mailto:ahorwath.pq@ndp.on.ca)  
All MPP's in the Province of Ontario  
Association of Municipalities of Ontario; [amo@amo.on.ca](mailto:amo@amo.on.ca)  
All Ontario municipalities

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*Clerk's Department*

May 29, 2019

Sent by Email  
[doug.ford@pc.ola.org](mailto:doug.ford@pc.ola.org)

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

Dear Mr. Ford:

**Re: Notice of Passing of Resolution – Opposition to Bill 108, More Homes, More Choice Act 2019**

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Please be advised that the Council of the Corporation of the Town of Orangeville, at its Regular Council Meeting held on May 27, 2019 approved the following Resolution:

**Whereas Bill 108 will impact 15 different Acts - Cannabis Control Act, 2017, Conservation Authorities Act, Development Charges Act, Education Act, Endangered Species Act, 2007, Environmental Assessment Act, Environmental Protection Act, Labour Relations Act, 1995, Local Planning Appeal Tribunal Act, 2017, Municipal Act, 2001, Occupational Health and Safety Act, Ontario Heritage Act, Ontario Water Resources Act, Planning Act, Workplace Safety and Insurance Act, 1997; and**

**Whereas changes to the Conservation Authorities Act may result in increases to municipal tax levies and/or a reduction in the level of service of Conservation Authorities across the Province; and**

**Whereas the protection of endangered species should not be “suspended” or “delayed”; and**

**Whereas the legislation that abolished the Ontario Municipal Board (OMB) and replaced it with the Local Planning Appeal Tribunal (LPAT) received unanimous all-party support; and**

**Whereas all parties recognized that: local governments should have the authority to uphold their provincially-approved Official Plans; communities**

should have a stronger voice in land use planning; and local planning decisions need greater certainty; and

Whereas Bill 108 will once again allow an unelected, unaccountable body make to decisions on how our communities evolve and grow;

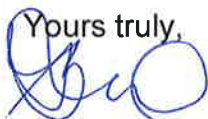
Now therefore be it hereby resolved that the Council of the Town of Orangeville oppose Bill 108 which in its current state will have negative consequences on community building, proper planning, and the overall health of our ecosystem; and

Be it further resolved that the Council of the Town of Orangeville call upon the Government of Ontario to halt the legislative advancement of Bill 108 to enable fulsome consultation with Municipalities to ensure that its objectives for sound decision making for housing growth that meets local needs will be reasonably achieved; and

Be it further resolved that a copy of this motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Christine Elliott, Deputy Premier, the Honourable Steve Clark, Minister of Municipal Affairs, The Honourable Andrea Horwath, Leader of the New Democratic Party, and all MPPs in the Province of Ontario; and

Be it further resolved that a copy of this motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

Carried Unanimously.

Yours truly,  


**Susan Greatrix | Clerk**

**Town of Orangeville** | 87 Broadway | Orangeville, ON L9W 1K1

519-941-0440 Ext. 2242 | Toll Free 1-866-941-0440 Ext 2242 | Cell 519-278-4948

[sgreatrix@orangeville.ca](mailto:sgreatrix@orangeville.ca) | [www.orangeville.ca](http://www.orangeville.ca)

SG:tc

cc: The Honourable Christine Elliott, Deputy Premier ([christine.elliott@pc.ola.org](mailto:christine.elliott@pc.ola.org))  
The Honourable Steve Clark, Minister of Municipal Affairs ([steve.clark@pc.ola.org](mailto:steve.clark@pc.ola.org))  
The Honourable Andrea Horwath, Leader of the New Democratic Party ([ahorwath-gp@ndp.on.ca](mailto:ahorwath-gp@ndp.on.ca))  
Association of Municipalities of Ontario (AMO) ([amopresident@amo.on.ca](mailto:amopresident@amo.on.ca))  
All MPPs in the Province of Ontario  
All Ontario Municipalities



May 28, 2019

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

SENT VIA EMAIL

Dear Premier Ford;

**Re: Resolution regarding Bill 108**

Please be advised that Council for the Town of Halton Hills at its meeting of Monday, May 27, 2019, adopted the following Resolution:

**Resolution No. 2019-0102**

WHEREAS the legislation that abolished the Ontario Municipal Board (OMB) and replaced it with the Local Planning Appeal Tribunal (LPAT) received unanimous – all party support;

AND WHEREAS all parties recognized that local governments should have the authority to uphold their provincially approved Official Plans; to uphold their community driven planning;

AND WHEREAS Bill 108 will once again allow an unelected, unaccountable body to make decisions on how our communities evolve and grow;

AND WHEREAS on August 21, 2018 Minister Clark once again signed the Memorandum of Understanding (MOU) with the Association of Municipalities of Ontario, which recognizes that "Public policy issues are complex and thus require coordinated responses..." and that "The Municipal Act, 2001 provides that the Province of Ontario endorses the principle of regular consultation between Ontario and municipalities in relation to matters of mutual interest";

AND WHEREAS the MOU sets out that "Ontario is committed to cooperating with its municipal governments in considering new legislation or regulations that will have a municipal impact";

AND WHEREAS Bill 108 will impacts 15 different Acts – Cannabis Control Act, 2017, Conservation Authorities Act, Development Charges Act, Education Act, Endangered Species Act, 2007, Environmental Assessment Act, Environmental Protection Act, Labour Relations Act, 1995, Local Planning Appeal Tribunal Act, 2017, Municipal Act, 2001, Occupational Health and Safety Act, Ontario Heritage Act, Ontario Water Resources Act, Planning Act, Workplace Safety and Insurance Act, 1997.



NOW THEREFORE BE IT RESOLVED THAT The Town of Halton Hills oppose Bill 108 which in its current state will have negative consequences on community building and proper planning;

AND FURTHER THAT The Town of Halton Hills call upon the Government of Ontario to halt the legislative advancement of Bill 108 to enable fulsome consultation with Municipalities to ensure that its objectives for sound decision making for housing growth that meets local needs will be reasonably achieved;

AND FURTHER THAT a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, The Honourable Christine Elliott, Deputy Premier, the Honourable Steve Clark, Minister of Municipal Affairs, the Honourable Andrea Horwath, Leader of the Ontario New Democratic Party, the Honourable John Fraser, Leader of the Ontario Liberal Party, the Honourable Mike Schreiner, Leader of the Green Party of Ontario and all MPPs in the Province of Ontario;

AND FURTHER THAT a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

**CARRIED**

Enclosed for your information is a copy of Resolution No. 2019-0102.

If you have any questions, please contact Suzanne Jones, Town Clerk for the Town of Halton Hills at 905-873-2601 ext. 2331 or [suzannej@haltonhills.ca](mailto:suzannej@haltonhills.ca).

Yours truly,



Renée Brown  
Deputy Clerk – Legislation & Elections

:enclosure

- c. The Honourable Christine Elliott, Deputy Premier
- The Honourable Steve Clark, Minister of Municipal Affairs
- The Honourable Andrea Horwath, Leader of the New Democratic Party
- The Honourable John Fraser, Leader of the Ontario Liberal Party
- The Honourable Mike Schreiner, Leader of the Green Party
- All MPP's in the Province of Ontario
- Association of Municipalities of Ontario (AMO)
- All Ontario Municipalities



THE CORPORATION  
OF  
THE TOWN OF HALTON HILLS

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Moved by: Jane F. Fogal Date: May 27, 2019  
Councillor J. Fogal

Seconded by: C. Somerville Resolution No.: 2019-0102  
Councillor C. Somerville

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15.1

WHEREAS the legislation that abolished the Ontario Municipal Board (OMB) and replaced it with the Local Planning Appeal Tribunal (LPAT) received unanimous – all party support;

AND WHEREAS all parties recognized that local governments should have the authority to uphold their provincially approved Official Plans; to uphold their community driven planning;

AND WHEREAS Bill 108 will once again allow an unelected, unaccountable body to make decisions on how our communities evolve and grow;

AND WHEREAS on August 21, 2018 Minister Clark once again signed the Memorandum of Understanding (MOU) with the Association of Municipalities of Ontario, which recognizes that “Public policy issues are complex and thus require coordinated responses...” and that “The Municipal Act, 2001 provides that the Province of Ontario endorses the principle of regular consultation between Ontario and municipalities in relation to matters of mutual interest”;

AND WHEREAS the MOU sets out that “Ontario is committed to cooperating with its municipal governments in considering new legislation or regulations that will have a municipal impact”;


AND WHEREAS Bill 108 will impacts 15 different Acts – Cannabis Control Act, 2017, Conservation Authorities Act, Development Charges Act, Education Act, Endangered Species Act, 2007, Environmental Assessment Act, Environmental Protection Act, Labour Relations Act, 1995, Local Planning Appeal Tribunal Act, 2017, Municipal Act, 2001, Occupational Health and Safety Act, Ontario Heritage Act, Ontario Water Resources Act, Planning Act, Workplace Safety and Insurance Act, 1997.

NOW THEREFORE BE IT RESOLVED THAT The Town of Halton Hills oppose Bill 108 which in its current state will have negative consequences on community building and proper planning;

AND FURTHER THAT The Town of Halton Hills call upon the Government of Ontario to halt the legislative advancement of Bill 108 to enable fulsome consultation with Municipalities to ensure that its objectives for sound decision making for housing growth that meets local needs will be reasonably achieved;

AND FURTHER THAT a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, The Honourable Christine Elliott, Deputy Premier, the Honourable Steve Clark, Minister of Municipal Affairs, the Honourable Andrea Horwath, Leader of the Ontario New Democratic Party, the Honourable John Fraser, Leader of the Ontario Liberal Party, the Honourable Mike Schreiner, Leader of the Green Party of Ontario and all MPPs in the Province of Ontario;

AND FURTHER THAT a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.



---

Mayor Rick Bonnette



To:

The Honourable Doug Ford, Premier of Ontario,  
The Honourable Christine Elliott, Deputy Premier,  
The Honourable Steve Clark, Minister of Municipal Affairs,  
Andrea Horwath, Leader of the New Democratic Party,  
All MPPs in the Province of Ontario,  
The Association of Municipalities of Ontario  
Ontario Municipalities

**RE: Bill 108**

Please be advised that at its May 22, 2019 meeting, the Council of Southwest Middlesex approved the following resolution:

#2019-0284

Moved by Deputy Mayor Wilkins

Seconded by Councillor Carruthers

WHEREAS the legislation that abolished the OMB and replaced it with LPAT received unanimous – all party support; and

WHEREAS All parties recognized that local governments should have the authority to uphold their provincially approved Official Plans; to uphold their community driven planning; and

WHEREAS Bill 108 will once again allow an unelected, unaccountable body make decisions on how our communities evolve and grow; and

WHEREAS On August 21, 2018 Minister Clark once again signed the MOU with the Association of Municipalities of Ontario and entered into "...a legally binding agreement recognizing Ontario Municipalities as a mature, accountable order of government."; and

WHEREAS This MOU is “enshrined in law as part of the Municipal Act”. And recognizes that as “...public policy issues are complex and thus require coordinated responses...the Province endorses the principle of regular consultation between Ontario and municipalities in relation to matters of mutual interest”; and

WHEREAS By signing this agreement, the Province made “...a commitment to cooperating with its municipal governments in considering new legislation or regulations that will have a municipal impact”; and

WHEREAS Bill 108 will impact 15 different Acts - Cannabis Control Act, 2017, Conservation Authorities Act, Development Charges Act, Education Act, Endangered Species Act, 2007, Environmental Assessment Act, Environmental Protection Act, Labour Relations Act, 1995, Local Planning Appeal Tribunal Act, 2017, Municipal Act, 2001, Occupational Health and Safety Act, Ontario Heritage Act, Ontario Water Resources Act, Planning Act, Workplace Safety and Insurance Act, 1997.

Now Therefore Be it Hereby Resolved That Southwest Middlesex oppose Bill 108 which in its current state will have negative consequences on community building and proper planning; and

Be it further resolved that Southwest Middlesex call upon the Government of Ontario to halt the legislative advancement of Bill 108 to enable fulsome consultation with Municipalities to ensure that its objectives for sound decision making for housing growth that meets local needs will be reasonably achieved; and

Be It Further Resolved That a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, The Honourable Christine Elliott, Deputy Premier, the Honourable Steve Clark, Minister of Municipal Affairs, the Honourable Andrea Horwath, Leader of the New Democratic Party, and all MPPs in the Province of Ontario; and

Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.  
Carried

Sincerely,

Jillene Bellchamber-Glazier  
CAO/Clerk



# Essex-Windsor Solid Waste Authority

360 Fairview Ave. West, Suite 211 Essex, ON N8M 3G4

ph: 519-776-6441 f: 519-776-6370

tf: 1-800-563-3377 / tty: 1-877-624-4832

email: ask@ewswa.org / web: www.ewswa.org

June 5, 2019

File: Annual Reports  
Sent By: Courier

Town of Essex  
Attention: Mr. Robert Auger, Clerk  
33 Talbot St. South  
Essex Ontario  
N8M 1A8

Dear Mr. Auger,

**Subject: Regional Landfill Operations Annual Report  
Reporting Year 2018**

---

Please find enclosed the Essex-Windsor Regional Landfill Annual Operations Report 2018 as required under Ministry of the Environment Environmental Compliance Approval #A011101 dated September 28, 1995.

If you have any questions concerning the content of the report, please feel free to contact the undersigned.

Regards,

A handwritten signature in black ink, appearing to read 'Tom Marentette', is written over a horizontal line.

Tom Marentette, Manager of Waste Disposal



# Essex-Windsor Regional Landfill Operations Report 2018

Report Date: May 31, 2019

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## APPENDIX

- Site Plan Map
- Operations Report Map

This document has been formatted for accessibility and is available in other formats upon request.

# **Essex-Windsor Regional Landfill**

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## **Annual Operations Report for January – December 2018**

### **1 Introduction**

The Essex-Windsor Regional Landfill Site is located on the south half of Lots 14, 15, and 16, Concession 7 in the Town of Essex (formerly the Township of Colchester North). The Essex-Windsor Solid Waste Authority (EWSWA) operated the landfill during the period covering this report. Staff of EWSWA manages the Site and operates the weigh scale, provides inspection services, contract administration and maintains the associated records for the Site.

#### **1.1 Environmental Compliance Approval**

The Essex-Windsor Regional Landfill Site is licensed by the Ontario Ministry of the Environment, Conservation and Parks (MECP) formerly the Ontario Ministry of the Environment and Climate Change (MOECC) under Environmental Compliance Approval (ECA) No. A011101 dated April 3, 2017. The MOECC issued this ECA in order to consolidate the originally issued Certificate of Approval dated September 28, 1995 and all subsequent amendments up to and including Notice No. 22 dated April 7, 2016.

#### **1.2 Purpose**

The purpose of this report is to fulfil conditions 15.1 and 15.2 of the ECA.

### **2 Waste Quantities and Types**

#### **2.1 Waste Quantities**

The Essex-Windsor Regional Landfill site was officially opened to the receipt of waste on July 2<sup>nd</sup>, 1997. The site was originally licensed to accept waste from all generators of non-hazardous solid waste located only in the County of Essex and City of Windsor. In November 2007, the site service area was expanded to include the Province of Ontario.

A total of 248,040.32 tonnes of waste were received during operations in 2018 compared to 245,440.17 tonnes in 2017. There was a 0.01% increase in total waste being landfilled at the Essex-Windsor Regional Landfill for

## Regional Landfill Site Annual Operations Report 2018

2018 compared to 2017. The waste generation sources as determined by landfill and transfer station records are as follows: Essex-Windsor 247,110.78 tonnes and Chatham-Kent 929.54 tonnes.

The Essex-Windsor Solid Waste Authority has implemented a number of waste bans or restrictions at the site and as a result does not accept tires, pallets, clean old corrugated cardboard, white goods, fish offal, brush, grass and leaves for disposal. It does accept tires for recycling, brush, grass and leaves for composting.

The average daily waste quantity delivered to the Site during the 303 days of operation in 2018 was 818 tonnes per operating day (see Table 1 for monthly amounts).

**Table 1: Waste Quantities by Month for 2017 and 2018**

Month	2017 Tonnes	2017 Average Daily Waste Tonnes	2018 Tonnes	2018 Average Daily Waste Tonnes
January	13,910.54	535	14,231.56	547
February	13,486.48	586	12,525.38	545
March	19,101.97	708	14,504.34	558
April	17,024.97	709	15,656.79	626
May	19,847.94	763	26,583.40	1,022
June	20,353.06	783	20,355.50	783
July	22,434.04	897	25,231.09	1,009
August	18,570.30	714	21,683.01	834
September	29,746.51	1,190	17,093.15	712
October	17,553.92	702	20,638.96	794
November	31,465.02	1,210	30,286.81	1,165
December	21,945.42	914	29,250.33	1,219
<b>Totals:</b>	<b>245,440.17</b>	<b>809</b>	<b>248,040.32</b>	<b>818</b>

### 2.2 Special Wastes

Certain wastes require specific approval or special handling. These are classified as "special wastes", and could include such things as solid waste in barrels, asbestos, dusty waste, or industrial solid waste. The following table

## Regional Landfill Site Annual Operations Report 2018

provides a summary of the most common special waste received at the Regional Landfill.

**Table 2: Special Waste Quantities Received**

Special Waste	Loads in 2017	Loads in 2018
Asbestos	147	105
Grain Dust	39	0
Bleaching Clay	122	105
Municipal Sludge	403	319

### 2.3 Waste Refused

The Authority's Weigh-person, as well as the contracted heavy equipment operators are required to question waste haulers about the nature of the wastes being disposed of, and to look for suspicious, unauthorized, or banned materials present in a load. The Authority also employs Waste Inspectors who are located in the active disposal area to inspect loads of waste for unacceptable material such as liquids, suspected hazardous wastes, special waste which have not been approved and waste banned from the site by the Authority. As well, wastes are inspected to ensure compliance with waste bans and regulations under the Environmental Protection Act.

If wastes of the aforementioned types are brought to the site by a licensed commercial hauler they are refused from landfilling and returned with the hauler for proper disposal or recycling. The following waste refusals took place in 2018:

**Table 3: Waste Refused**

Waste Type	Quantity in 2018
Tires	88
Major Appliances	22
Propane Tanks	8
Paint, Ballasts & Fluorescent Tubes	1
Small Appliances/Electronics*	67
Car Batteries	2
Metal Items	2
<b>Total</b>	<b>190</b>

Table 3 Notes: \* Small Appliances/Electronics include televisions & miscellaneous small electronic devices

## **2. 4 Waste Types**

Municipally delivered wastes hauled directly to the site in 2018 totalled 23,534.36 tonnes. Municipal refuse is also included as part of the refuse from the Authority's two transfer stations. Municipal refuse from the transfer stations for 2018 was 77,031.11 tonnes. Therefore, total municipal residential refuse for 2018 was 100,565.47 tonnes

Total refuse brought in from Transfer Stations No. 1 & 2 (Windsor and Kingsville respectively) in 2018 represented 102,981.95 tonnes. This refuse represents 41.5% of the total waste received in 2018. The reader is referred to the annual reports of the Transfer Stations for details on the types of waste included in this total.

IC&I refuse delivered directly to the landfill totalled 31,811.19 tonnes in 2018. IC&I refuse is also included as part of the refuse from the Authority's two transfer stations.

During 2018 a total of 3,126.34 tonnes of sludge was delivered to the site from the Towns of Amherstburg, Kingsville, Leamington and Essex. The sludge is incorporated with the other wastes and co-disposed in the active fill area. The amount of sludge disposed of in 2018 was 1.3% of the total waste stream, which is below the 2% limit stipulated in the Site's ECA.

## **2. 5 Waste Diversion Activities including MHSW (Municipal Hazardous and Special Waste) and Recycling Depot**

Conditions 18 and 19 of ECA A011101, as amended April 3, 2017, serve to approve various waste diversion activities which are allowed to be undertaken at the site. Such diversion activities include refrigerant appliances, blue box recyclables, scrap metal, tires, waste electrical & electronic equipment and household chemical and hazardous waste.

The depot is licensed to collect and transfer the following waste classes: 112, 145, 146, 147, 148, 212, 213, 221, 242, 243, 252, 261, 263, and 331.

The site was officially open to the receipt of MHSW on September 9<sup>th</sup>, 2013. During 2017 a total of 215 residents from the Essex County area attended the site to drop off an assortment of MHSW, electronics, tires and blue box materials (recyclables). A summary of the MHSW materials and quantities is listed in Table 4A and 4B.

**Table 4A: MHSW Litres**

<b>MHSW Material Type</b>	<b>Litres in 2017</b>	<b>Litres in 2018</b>
Paints & Coatings	11,900	5,430
Adhesives & Flammable Liquid	1,740	1,045
Corrosive Liquid	75	85
Antifreeze (Glycol)	305	225
Aerosols	175	160
Pesticides	117	540
Waste Motor Oil	2,700	1,300
<b>Total</b>	<b>17,012</b>	<b>8,785</b>

**Table 4B: MHSW Kilograms**

<b>MHSW Material Type</b>	<b>Kilograms in 2017</b>	<b>Kilograms in 2018</b>
Car Batteries	0	640
Inorganic Oxidizers (fertilizers)	140	85
Dry Cell Batteries	440	265
Waste Oil Filters	55	65
Propane Cylinders	165	115
Propane Tanks	444	270
Fire Extinguishers	60	55
Fluorescents & Misc. Bulbs	229	105
<b>Total</b>	<b>1,533</b>	<b>1,600</b>

For 2018, there were no spills/upsets or corrective actions taken as a result of the operation of the depot. Daily inspection reports are kept on file at the Regional Landfill Site and available upon request.

The Authority contracts with Buckham Transport to manage the majority of MHSW material at its facilities. Aevitas is contracted for Fluorescents & miscellaneous bulbs and SafetyKleen for waste motor oil.

Table 5: Waste Material Types and Tonnage

Material Type	2017 Tonnes	2017 Percent	2018 Tonnes	2018 Percent
Municipally delivered Refuse	25,547.63	10.4	23,534.36	9.5
Municipally delivered Clean Up	244.60	0.1	265.05	0.1
Recycling Residual	1,071.05	0.4	1,099.52	0.4
Municipal Construction & Demolition	5,118.56	2.1	0.00	0.0
Pollution Control Grit	422.72	0.2	1,431.53	0.6
Municipally delivered Sewage Sludge	3,824.06	1.6	3,126.34	1.3
Residentially delivered Refuse	30.94	0.0	18.49	0.0
Residential Construction & Demolition	12.95	0.0	9.25	0.0
Residential Shingles	2.21	0.0	0.89	0.0
Charitable Organizations	0.00	0.0	0.00	0.0
Contaminated Soil	21,639.80	8.8	20,175.58	8.1
Vines – Greenhouse	39,526.13	16.1	55,240.46	22.3
Greenhouse Waste	9,636.21	3.9	8,065.37	3.3
ICI delivered Refuse	30,563.40	12.5	28,014.82	11.3
ICI Construction and Demolition	3,065.75	1.2	3,343.31	1.3
ICI Shingles	507.85	0.2	453.06	0.2
Asbestos	445.72	0.2	280.34	0.1
Transfer Station Refuse	103,780.59	42.3	102,981.95	41.5
<b>Annual Total</b>	<b>245,440.17</b>	<b>100</b>	<b>248,040.32</b>	<b>100</b>

# Regional Landfill Site Annual Operations Report 2018

**Table 6: Traffic Data for 2018 by Month**

Month	Waste	Leachate	Alternate Daily Cover	Compost	Auto Shredder Fluff	Tires	Glass	PDO	Total for Month
January	1,079	139	0	88	155	3	19	8	1,491
February	838	161	3	15	92	3	15	6	1,133
March	1,049	154	8	39	99	9	14	6	1,378
April	1,082	142	50	157	81	6	15	9	1,542
May	1,708	145	29	235	94	10	14	9	2,244
June	1,437	135	45	276	87	3	13	2	1,998
July	1,763	68	21	202	75	6	14	3	2,152
August	1,558	73	19	244	59	7	12	6	1,978
September	1,239	41	13	163	62	6	15	3	1,542
October	1,596	119	86	195	77	12	11	4	2,100
November	2,200	136	7	274	136	8	11	2	2,774
December	2,114	129	0	116	107	3	13	2	2,484
<b>Totals</b>	<b>17,663</b>	<b>1,442</b>	<b>281</b>	<b>2,004</b>	<b>1,124</b>	<b>76</b>	<b>166</b>	<b>60</b>	<b>22,816</b>

Table 6 Notes: PDO = Public Drop Off



### 3 Traffic

A total of 22,816 vehicles hauling waste entered the site in 2018. The daily average volume of waste disposal traffic, averaged out over the number of working days the site was open during 2018 (303 working days), equalled 58 waste vehicles per day. A total of 5,153 additional vehicles entered the site for other related landfill operations. Accordingly the total traffic for 2018 was 27,969 vehicles resulting in average vehicles per day of 92.

### 4 Inspections and Complaints

#### 4.1 Inspections

The Solid Waste Authority provides a full time on-site supervisor at the Regional Landfill Site. One of the roles of the supervisor is to undertake a perimeter check of the site on a daily basis to identify problems in any of the following areas: leachate springs, erosion, drainage, litter, daily cover, leachate levels, etc. As well, the supervisor is responsible for ensuring compliance with waste bans, ECA and Regulations under the Environmental Protection Act.

#### 4.2 Complaints

A formal complaint process is in place at the site. During 2018, there were a total of five complaints reported.

There were two complaints during the first quarter of 2018.

Ms. McPherson of 7624 County Road 18 left a message on the EWSWA Hotline Monday, January 22, 2018, to ask for a call back in regards to an odour issue. The message was forwarded to Dan Van Horn, Waste Disposal Supervisor the same day. Mr. Van Horn returned the call on January 24, 2018 at 9.55 AM and talked to Ms. McPherson directly in regards to the issue. Ms. McPherson described a gassy odour on and off all day Sunday, (21st), and noted that several times in the last 4 months she detected the landfill smell. Mr. Van Horn described the operations and told Ms. McPherson that he would look into wind direction and possible issues which may be the cause of the odour. The Supervisor will review with Waste Disposal Manager and the Authority asked Ms. McPherson to keep the management team abreast of any further concerns.

## Regional Landfill Site Annual Operations Report 2018

Mr. Green of 8941 8<sup>th</sup> Concession Road, called at 12:34 pm on February 12, 2018 to inform of odour issue that was noticed by his wife and self this morning on way to work. Mr. Green was requested to notify Mr. Van Horn if further smells occur. Invited him to visit the landfill for a tour to compare odours on the Landfill grounds and compare to what he observed and visualize the operation in general. He stated that he would follow up if smells persist and contact me if he wished to tour the facility.

There were no complaints during the second quarter; there were two complaints during the third quarter of 2018.

On July 19, 2018 Ms. Soucie who resides on the 8<sup>th</sup> Concession emailed the Landfill Manager regarding prevalent odours from the landfill from July 15<sup>th</sup> to the 19<sup>th</sup>. The Landfill Manager responded to the email inquiry and requested an appointment to visit the residence for further investigation and discussion.

On August 14, 2018 the Landfill Manager was contacted by email from Archie Parastatidis of the Windsor office of the MECP regarding a complaint from a resident living near the Landfill. The complaint was concerning odour during the time span of July 24-29, 2018. Mr. Parastatidis requested further information regarding landfill operations during the time reported by the resident. The Landfill Manager replied to the email with detailed information for the week of July 24-29, 2018 and willingness to meet with the resident to complete the resolution process.

There was one complaint during the fourth quarter of 2018.

Mr. Paul Dunmore of 9913 Concession 9 called the EWSWA hotline about 10 AM on December 14<sup>th</sup>, 2018 to report an odour he believed was coming from the landfill. The Landfill Manager was notified and contacted Mr. Dunmore for a tour of the landfill. The first turning of the compost was identified as the source of the smell. Mr. Dunmore was satisfied with the tour and discussion of remedies. He was encouraged to contact the manager directly with any further questions or concerns.

### **4. 3 Accidents, Fires and Incidents**

There were no accidents or incidents that impacted landfilling operations in 2018.

## 5 Site Development and Maintenance

### 5.1 Disposal Operations

Waste disposal operations at the Site were performed by Canadian Transfer 1869096 Ontario LTD., under contract with the Essex-Windsor Solid Waste Authority. The work performed includes the placement and compaction of waste; the placement of daily, intermediate and final cover and maintenance of access roads. Staff of the Essex-Windsor Solid Waste Authority carried out litter control, dust control, cleaning of roads and general maintenance.

### 5.2 Disposal Areas

The Essex-Windsor Regional Landfill Site is 123 hectares in size with a waste footprint of 64.5 hectares. The disposal area is divided into five cells and further divided into north and south cells for construction. At this time Cell 4 South, and Cell 5 North and South have not been developed. Cell 3 South was under construction in 2018. The design capacity and area of the waste cells are as follows:

Table 7: Capacity of Disposal Areas

Cell	Area (hectares)	Total Volume (cubic metres)	Waste Mass (Tonnes)
1	14.4	1,707,000	784,000
2	11.4	2,834,000	1,360,000
3	10.0	2,675,000	1,284,000
4	10.6	2,969,000	1,427,000
5	11.6	2,615,000	1,245,000
<b>Column Totals:</b>	<b>58.0</b>	<b>12,800,000</b>	<b>6,100,000</b>

Table 7 Notes: (Proctor & Redfern, Vol. 1 – Design Operations Report, October 1993).

1. Total volume is calculated based on measurement from top of the leachate collection system to final contours including 1.0 meter of final cover. Waste 10,167,000 m<sup>3</sup>; Daily & Interim cover 2,036,000 m<sup>3</sup>; Final cover 597,000 m<sup>3</sup> = 12,800,000 m<sup>3</sup>. See ECA Condition 4.5 (3) and (4).
2. Waste density without soil cover is 600 kg/m<sup>3</sup>.
3. Waste to daily and interim cover ratio is 5:1 (by volume).
4. Total volume represents the sum of daily and interim cover volume, final cover volume and waste volume.

# Regional Landfill Site Annual Operations Report 2018

**Table 8: Waste Cell Refuse Tonnage**

Year	Cell 1	Cell 2	Cell 3N	Cell 4N
1997	83,970	0	0	0
1998	180,363	0	0	0
1999	188,298	0	0	0
2000	193,513	0	0	0
2001	226,426	0	0	0
2002	80,859	150,120	0	0
2003	0	272,974	0	0
2004	56,514	221,646	0	0
2005	43,873	152,801	0	0
2006	19,930	168,526	0	0
2007	5,789	180,003	0	0
2008	92,032	103,852	0	0
2009	41,274	117,804	0	0
2010	94,209	104,965	0	0
2011	77,520	147,052	0	0
2012	0	26,908	143,397	0
2013	5,640	60,161	122,203	0
2014	0	34,490	133,757	0
2015	0	160,849	20,553	0
2016	0	152,800	34,195	63,703
2017	0	2,135	1,153	242,151
2018	28,277	45,391	41,695	132,677
<b>Total Tonnes</b>	<b>1,418,487</b>	<b>2,102,477</b>	<b>496,953</b>	<b>438,531</b>

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Cell 1 of the Essex-Windsor Regional Landfill was opened to the receipt of waste in July 1997 and as of December 31<sup>st</sup>, 2018 had approximately 1,418,487 tonnes of waste in-situ.

During 2018, approximately 28,277 tonnes of additional waste was placed in Cell 1 as a result of airspace recovery and re-grading activities. This airspace recovery operation was conducted to recover airspace due to consolidation of garbage caused by the stockpiling of clay excavations from the recent construction of Cell 4 North.

Cell 2 of the Essex-Windsor Regional Landfill was opened to the receipt of waste in 2006 and as of December 31<sup>st</sup>, 2018 had approximately 2,102,477 tonnes of waste in-situ. Cell 2 was originally designed to accommodate the disposal of 1,360,000 tonnes of waste.

Cell 3 of the Regional Landfill was open to the receipt of waste in 2012 and as of December 31<sup>st</sup>, 2018 had approximately 496,953 tonnes of waste in-situ.

Cell 4 north of the Regional Landfill was developed in 2015 and was open to the receipt of waste on April 6, 2016. As of December 31<sup>st</sup>, 2018 approximately 438,531 tonnes of waste has been placed in Cell 4 north.

### 5.3 Waste Disposal Methods

The ramp method of landfilling was employed at the Regional Landfill Site during operations in 2018. Wastes were deposited at the bottom or top of the ramp and pushed upwards or downwards in a lift over the operating face. The landfill contract with the heavy equipment operators specifies that the lift shall be a maximum height of 3 metres, that the ramp slope is to be 5:1, and that the layer of waste, prior to compaction should not exceed 0.45 metres. The Contractor was noted as generally complying with these requirements during the year. The waste is spread using a Caterpillar D8T bulldozer and is then compacted using a Caterpillar 836K Landfill compactor.

At the end of each working day, or more frequently if needed, the tipping area is covered completely with a layer of soil or other approved equal (daily cover). The primary function of daily cover is to reduce odours, nuisance, vectors, fires, litter and unsightliness of the landfill site. Several forms of alternative daily cover are combined with clay to accomplish this. They include street sweepings, auto shredder fluff, and tarps. For 2017 and 2018

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the following quantities of cover was combined with clay and tarps for application to the active tipping area at the end of each working day.

**Table 9: Daily Cover**

Material Type	2017 Tonnes	2018 Tonnes
Alternative Daily Cover	2,906.25	5,093.80
Auto Shredder Fluff	52,907.92	42,052.03
Clay	17,052.19	0.00

As per ECA No. A011101, samples of Shredder Fluff were taken on a monthly basis and submitted for analysis of Ontario Regulation 558 Schedule IV Inorganics and PCBs. In every case the Auto Shredder Fluff samples conformed to the specifications of a non-hazardous waste under Ontario Regulation 558. Detailed sample records are available for review at the offices of the Essex-Windsor Solid Waste Authority.

### 5. 4 Site Maintenance

EWSWA Staff carried out the day to day maintenance of the site. This included, but was not limited to, the cleaning and scraping of roads, litter control, dust control and the maintenance of the leachate collection system.

There are 15 litter control units stationed at the Site. The portable litter control units are used in conjunction with the permanent litter control fence surrounding the active tipping area to control the movement of litter on the site. The units are 10 metres long by 5 metres high with a wire mesh type fence attached to them. The units are mounted on skids that permit easy relocation by the heavy equipment at the site. The units are moved frequently to coincide with wind direction and have assisted greatly in controlling the movement of litter away from the disposal area.

The removal and control of mud from the road is accomplished by the application of several pieces of equipment. A water truck combined with a front end loader (F.E.L.) and a truck wheel wash are used in various combinations and have all but eliminated the tracking of mud off the site.

Dust control for 2018 was accomplished by using a 3,800 imperial gallon water truck equipped with spray bars. During the dry periods, water was applied to the tipping face area and roads to control dust.

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### 5. 5 Vegetation and Cover

In order to promote a thicker and healthier growth of grass on top of the waste cells, several major grass cuts were completed in 2018. By cutting the grass more often weed patches do not get a chance to germinate and the grass is allowed to re-establish itself in poor growth areas. A healthy, thick grass growth reduces erosion, surface water infiltration and cell cap desiccation. Annual inspection results suggest that the regular cutting of the grass has resulted in much thicker healthier growth of grass.

### 5. 6 Roads

A water truck and a front-end loader, owned by EWSWA, were utilized as required to clean the County road and internal access road at the Regional Site. The Authority carried out daily and monthly road patrols on access routes to the Site, and local municipal roads that surround the Site, for illegally dumped waste and waste that may have fallen off of trucks on the way to the Site.

The roads patrolled include County Road 18 from County Road 23 to Coulter Sideroad, County Road 23 from Highway 3 to County Road 18, Ferris Sideroad from Concession Road 8 to County Road 18, McCormick Sideroad from County Road 18 to Concession Road 6, Coulter Sideroad from Concession Road 8 to Concession Road 6, Concession Road 8 between the Coulter and Ferris Sideroads and Concession Road 6 between the Coulter and McCormick Sideroads. Material picked up from the road patrols was brought to the landfill for proper disposal and the wood and brush was placed on the compost pad for chipping. For 2018 the illegal dumping of waste around the site continued to be minimal.

### 5. 7 Erosion Control/Drainage

Washouts were repaired as required and a number of areas which experienced minor erosion during the year were repaired in 2018. All landfill surface water ditches were cleaned out and re-graded as required.

### 5. 8 Volume Analysis and Compaction

Monthly compaction surveys of the Site were carried out in 2018 to provide for accurate volume analysis. The results are included in Table 10. The compaction surveys were completed by EWSWA staff. The average compaction of waste for the Regional Landfill for 2018 was 0.786 tonnes/m<sup>3</sup>,

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which is 31% greater than the minimum acceptable compaction criterion of 0.600 tonnes/m<sup>3</sup>.

**Table 10: Compaction by Month for 2017 and 2018**

Month	2017 Compaction (tonnes per cubic metre)	2017 Criteria (percent based on 0.600 tonnes per cubic metres)	2018 Compaction (tonnes per cubic metre)	2018 Criteria (percent based on 0.600 tonnes per cubic metres)
January	0.779	29.9	0.800	33.3
February	0.816	36.0	0.778	29.6
March	0.810	35.0	0.806	34.3
April	0.806	34.4	0.804	34.0
May	0.804	34.0	0.795	32.5
June	0.791	31.9	0.761	26.8
July	0.791	31.9	0.814	35.7
August	0.800	33.3	0.786	31.1
September	0.803	33.8	0.678	13.0
October	0.801	33.5	0.684	14.0
November	0.881	46.8	0.860	43.4
December	0.841	40.1	0.867	44.4
<b>Average</b>	<b>0.810</b>	<b>35.1</b>	<b>0.786</b>	<b>31.0</b>

Based on the 2018 average compaction ratio of 0.786 tonnes/m<sup>3</sup> and based on the 248,040.32 tonnes of waste received during operations in 2018, the approximate volume of airspace consumed in 2018 as a result of landfilling activities was 315,573 m<sup>3</sup>. At the end of 2018, the approximate capacity of airspace remaining for the Essex-Windsor Regional Landfill was estimated to be 6,450,919 m<sup>3</sup>. The remaining capacity of the Landfill is shown in Table 11.



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**Table 11: Historical Compaction Results**

Year	Waste Landfilled (Tonnes)	Annual Average Compaction (Tonnes per Cubic Metre)	Volume Consumed (Cubic Metres)	Remaining Volume (Cubic Metres)
				12,200,000*
1997	83,970.78	0.650	129,186	12,070,815
1998	180,363.45	0.757	238,261	11,832,555
1999	188,298.61	0.882	213,490	11,619,065
2000	193,513.28	0.791	244,643	11,374,422
2001	226,426.47	0.778	291,037	11,083,386
2002	230,979.74	0.779	296,508	10,786,878
2003	272,974.15	0.761	358,704	10,428,174
2004	278,159.99	0.737	377,422	10,050,752
2005	196,674.46	0.713	275,841	9,774,911
2006	188,456.38	0.757	248,952	9,525,959
2007	185,793.91	0.780	238,197	9,287,762
2008	195,885.12	0.833	235,156	9,052,606
2009	159,078.74	0.685	232,230	8,820,376
2010	199,175.61	0.759	262,417	8,557,959
2011	224,572.04	0.814	275,887	8,282,072
2012	170,305.06	0.774	220,032	8,062,040
2013	188,004.02	0.789	238,281	7,823,759
2014	168,247.68	0.774	217,374	7,606,385
2015	181,401.74	0.806	225,064	7,381,321
2016	250,698.66	0.804	311,814	7,069,507
2017	245,440.17	0.810	303,012	6,766,495
2018	248,040.32	0.786	315,573	6,450,922
<b>Totals:</b>	<b>4,456,460.38</b>	<b>0.770</b>	<b>5,749,081</b>	<b>6,450,919**</b>

\* Source – ECA Condition 4.5 (3) & (4). Waste 10,167,000 m<sup>3</sup>; Daily & Interim cover 2,036,000 m<sup>3</sup> = 12,200,000 m<sup>3</sup>

\*\* Difference due to rounding

### 5.9 Composting

The Essex-Windsor Regional Landfill Compost Pad is located on the same property as the Regional landfill. As part of Cell 3 South construction in 2018 a new compost pad was constructed at the north-east corner of the property, north of the storm water pond. The compost operation is licensed under ECA No. A011105, which allows for the operation of an onsite composting operation. In 2018 an amount of 14,038 tonnes of yard waste was brought directly to the Regional Landfill Composting site by generators

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of yard waste or their haulers. An additional 17,688 tonnes was transferred to the site from the Authority's Windsor Public Drop-off Depot for a total of 31,726 tonnes of yard waste. For additional detailed information regarding the composting operation please refer to the Essex-Windsor Regional Landfill Composting Operations Report, 2018.

### **5. 10 Cell Development**

Cell 3 North development was completed in 2012. Waste was disposed in Cell 2 and Cell 3 for 2015. During 2015 the construction of Cell 4 North was completed. On April 6, 2016 Cell 4 North began to have waste placed in it. Construction of Cell 3 South began in May 2018 and continued throughout the balance of the year. As part of Cell 3 South construction in 2018, the MSHW pad was relocated to an adjacent location to accommodate the installation of a leachate collection manhole. The MSHW pad continues to function in the same manner as the old pad.

## **6 Gas Management**

The Essex-Windsor Regional Landfill gas management system consists of a number of wells established throughout the Landfill site designed to reduce landfill gas emissions.

### **6. 1 Vacuum Flare**

In January 2009 the vacuum flare was decommissioned and replaced by a landfill gas collection system that the Authority contracted with Integrated Gas Recovery Services Inc. to construct.

The original agreement with Integrated Gas Recovery Services Inc. (IGRS) was terminated at the end of 2015. As of 2016 to present the Authority has contracted with IGRS to maintain and operate the vacuum flare. The Greenhouse Gas (GHG) and National Pollutant Release Inventory (NPRI) is completed and reported by IGRS annually. This reporting is submitted separate from this report by EWSWA. The results are summarized in Table 12 of this report.

Typical maintenance of the gas collection system was complete by (IGRS) staff throughout the year including additional maintenance as typically required during winter months to remove ice and improve drainage in the Big "O" collection pipes. Other improvements included replacing access road

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crossings with solid wall HDPE piping to improve drainage and reinforce connections.

**Table 12: Landfill Monthly Flare Data for 2018**

Month	Average Flow (SCFM)	Average Percent Methane	Operation Time (Hours)	Operation Time (percent of Month)	Volume of Gas (SCF)	Volume CH4 (SCF)
January	318	43.09	482	64.8	9,208,767	3,968,058
February	298	40.75	478	71.1	8,544,780	3,481,998
March	299	48.21	625	84.0	11,221,670	5,409,406
April	304	49.01	669	92.9	12,187,739	5,972,967
May	259	50.90	633	85.1	9,835,073	5,006,052
June	280	44.71	487	67.6	8,163,346	3,650,159
July	286	45.84	651	87.6	11,196,137	5,132,645
August	352	35.59	545	73.2	11,522,233	4,100,763
September	352	39.49	607	84.2	12,820,507	5,062,818
October	318	32.60	313	42.0	5,958,508	1,942,474
November	236	40.80	633	87.9	8,956,867	3,654,402
December	239	41.60	659	88.5	9,444,281	3,928,821
<b>Totals:</b>	295	42.72	6,782	77.4	119,059,908	51,310,563

Table 12 Notes: SCFM=Standard Cubic Feet per Minute; SCF=Standard Cubic Feet, CH4=Methane

## 7 Leachate System Maintenance

### 7.1 Leachate System General History

A perimeter leachate collection system and a leachate underdrain system is in place at the Site. The system was constructed in a number of phases. Phase I, which surrounds the east cell of the former Landfill Site No. 1 (now Cell 1 of the Regional Landfill), was installed beginning in August 1990 and became functional in October 1990, although it was not completed until March 1991. The leachate catchment area for Phase I was originally 13.8 hectares.

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The catchment area was reduced to 12.76 ha in 1997 with the development of the Regional Landfill and further reduced to 9.76 ha as a result of the 1998 Landfill Mining project.

Phase II, which surrounded the former west cell of Landfill Site No.1, was installed between January and March 1993. This phase of the collection system became operational in April 1993. The leachate catchment area for Phase II is 5.76 hectares.

In 1997 the development of Cell 1 of the Essex-Windsor Regional Landfill led to the expansion of the former Area 1 (Phase III). The southern section of Cell 1 was excavated down to a depth of 10 metres below the existing site grade and extended approximately 100 metres to the south. A leachate collection underdrain system, consisting of a series of parallel perforated pipes, was installed at the base of the new landfill cell. A new pump station was installed in order to permit the leachate to be pumped out of the cell for treatment. This phase of the leachate underdrain system became functional in September 1998.

Later in September of 1998, the southern section of Cell 1 was expanded further when an additional 3 hectare area just north of the original Cell 1 excavation was developed (Phase IV). This area was also excavated down to a depth of 10 metres below existing grade and extended approximately 100 metres to the north. This portion of the leachate underdrain system was activated in 1999. The Cell 1 Leachate Underdrain System has a total catchment area of approximately 6 hectares.

Phase V of the leachate collection system was installed during the construction of Cell 2 North in the winter of 2002 and became operational on June 6<sup>th</sup>, 2002. Phase V consists of 4.95 hectares of leachate underdrain system, only 2.70 ha of which was activated during 2002. In 2003 the remaining 2.25 ha area was activated so that landfilling activities could be carried out in this section of Cell 2. This section of the Landfill, like all the newly constructed areas of the Landfill was also excavated down to a depth of 10 meters below existing grade and consists of a series of parallel perforated pipes designed to collect and convey the leachate.

Phase VI of the leachate collection system was installed during the construction of Cell 2 South in 2004. Phase VI consists of 5.45 hectares of

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leachate underdrain system, 4.13 ha of which was activated during 2005. The remaining 1.32 ha was activated in mid-December 2006.

Phase VII of the leachate collection system was installed during the construction of Cell 3 north which started in July of 2011. This phase consists of 4.9 hectares of leachate underdrain system, 2.1 ha of which was activated during 2012. In 2013 an additional 1.4 ha became operational. The remaining 1.4 ha will become operational in 2014. As was the case for all the previous leachate collection systems, the collection pipes were installed at a depth of approximately 10 metres below existing grade and consist of a series of parallel perforated pipes designed to collect and convey the leachate to a pump station.

In 2015, the construction of Cell 4N resulted in the further expansion of the Essex-Windsor Regional Landfill Leachate Collection System (Phase VIII). The northern section of Cell 4N encompasses an area of 5.7 hectares which was excavated down to a depth of 10 meters below the existing site grade. As per the landfill design specifications a leachate collection underdrain system, consisting of a series of parallel perforated pipes was installed at the base of the new landfill cell. A new pump station was also installed in order to permit the leachate to be pumped out of the cell for treatment.

This phase of the leachate collection system was not activated in 2015 as no waste was placed in the cell and was activated in 2016. In 2017 the collection system operated as designed with only minor repairs required to control panels, mostly due to power fluctuations.

### 7. 2 Leachate System Maintenance during 2018

The entire leachate collection system is drained/pumped to one of three leachate collection ponds on the west side of the Site. The leachate is collected by tanker truck from the ponds and taken to the Lou Romano Pollution Control Plant in the City of Windsor for treatment or land applied/re-circulated on site, depending on the time of year and the annual quantity of leachate produced.

### 7. 3 Leachate Quantities

The leachate management system in place at the Regional Landfill Site does not permit the calculation of precipitation based leachate generation rates, as has been the practice since 1991 at the former Landfill Site No. 1. At the

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former Landfill Site No. 1 there was minimal leachate storage capacity, so leachate had to be removed as it was generated. This provided accurate generation statistics.

The leachate collection system at the Essex-Windsor Regional Landfill Site is operated to remove leachate from the system to prevent leachate mounding in the waste. It also prevents ground water contamination; however, leachate is now stored on site, in lined leachate ponds, in order to maximize the utilization of leachate land application and recirculation systems described in Sections 7.5 through 7.8 and to provide for hydraulic and organic equalization of the leachate.

As of the end of 1999 there was a combined storage capacity of 23,400 m<sup>3</sup> in three ponds, the south, east and west ponds. Two 5-HP aerators are installed in the south pond and one 5-HP aerator was installed in each of the west and east ponds. The aerators help control odours while at the same time reducing BOD (Biochemical Oxygen Demand) levels in the leachate.

During November 2005 the south pond was drained and the sumps were vacuumed out of any sediment build up.

Leachate generated at the Essex-Windsor Regional Landfill is managed or treated via a number of different leachate treatment technologies. These include hauling leachate off site to an approved sewage treatment facility, re-circulating leachate into existing landfilled waste or land applying leachate to a vegetative ecosystem.

In 2018, the various leachate management systems both on and off the site managed 67,375.50 m<sup>3</sup> of leachate, an increase compared with the 51,441.84 m<sup>3</sup> in 2017. The quantities of leachate in 2018 are shown in Table 13.



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**Table 13: Leachate Management in 2018**

Month	Trucked off Site	LLTS (spray)	LLTS (Trickle)	West Cell Land Treatment	Total (cubic metres)
January	5,820.05	0.00	0.00	0.00	5,820.05
February	6,788.08	0.00	0.00	0.00	6,788.08
March	6,895.57	0.00	0.00	0.00	6,895.57
April	6,340.05	0.00	0.00	0.00	6,340.05
May	6,212.64	5.00	5.00	111.00	6,333.64
June	5,829.43	549.00	0.00	862.00	7,240.43
July	2,837.36	891.00	515.00	1,280.00	5,523.36
August	3,021.81	441.00	290.00	476.00	4,228.81
September	1,694.11	177.00	0.00	177.00	2,048.11
October	5,105.32	0.00	0.00	0.00	5,105.32
November	5,685.97	0.00	0.00	0.00	5,685.97
December	5,366.11	0.00	0.00	0.00	5,366.11
<b>Totals:</b>	<b>61,596.50</b>	<b>2,063</b>	<b>810</b>	<b>2,906</b>	<b>67,375.50</b>

Table 13 Notes: LLTS = Leachate Land Treatment System

### 7.4 Leachate Quality

Leachate is produced primarily from the percolation of incident precipitation into the refuse. Processes within the refuse degrade the quality of the percolating water, creating the leachate. The chemical characteristics of the leachate can vary within the refuse, depending on various factors, such as refuse composition and age refuse hydraulic conductivity, leachate residence time, and the leachate flow regime.

Samples of the leachate are collected for analysis of a range of general chemistry and metal compounds from two locations within the leachate collection system as part of the groundwater monitoring program detailed in Section 8.2 and the environmental monitoring programs for the various leachate land treatment systems detailed in Section 7.9. The samples collected from Pump Station 1 (PS1) reflect the leachate generated by waste in Cell 1, Cell 2 and Cell 3N of the Regional Landfill. Samples collected from PS3 reflect the leachate from the West Cell of the former Essex County

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Landfill Site No. 1. Samples collected from PS2 which was installed in 2015, reflect the leachate from Cell 4N.

During 2018 leachate samples were collected as part of the Regional Landfill Leachate Management Program. The leachate samples were analyzed in the field for pH, conductivity, temperature and turbidity. Samples were submitted to Exova Accutest Laboratories Limited and analyzed for general chemical parameters, volatile organic compounds (EPA Method 624) and semi-volatile compounds (EPA Method 625).

The general chemical results for the collected leachate samples in 2018 were comparable to the historical findings for the leachate collector systems with minor historical exceedances.

### **7. 5 Leachate System Maintenance**

Condition 9.4 of the ECA No. A011101 for the Site requires that the leachate collection system be flushed and cleaned at least once every two years. Heaton Sanitation was contracted to carry out the work in 2018, but due to surcharging of the collection system in January, February, and March and again in mid-October, November and December this work was delayed until 2019. Other than surcharging due to persistent precipitation, there were no significant problems detected with the system. A plan to implement additional leachate haul trucks was initiated in December 2018. The system is scheduled to be flushed and cleaned out again in the year 2020.

Pump station repairs and preventative maintenance was carried out as required during 2018. This included but was not limited to the following:

- Regular inspection and adjustments of the pumps as required,
- The removal and power washing of pumps,
- The painting and cleaning of electrical panels,

### **7. 6 Leachate Springs and Stains**

A leachate stain is defined as a discolouration of the soil that extends no more than 1 metre from its source. A leachate spring is defined as an active movement of leachate that extends beyond 1 metre from its source. During 2018, there were no springs or stains.



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### 7.7 Leachate Land Treatment System

In 1992 the Ministry of the Environment approved a four-year experimental program for the land treatment of leachate at Landfill Site No. 1. In September of 1995 an amendment to the ECA was received from the Ministry of the Environment lifting the four-year experimental requirement. This allowed for the continuation of the system until such time that the land's ability to treat the leachate has been exhausted or when the land is required for other uses.

The current delivery system network configuration consists of 99 impact sprinklers, which apply leachate across 1.0 ha, and 72 subsurface drip irrigation laterals, which apply leachate to 0.8 ha.

In 2018 the Leachate Land Treatment System (LLTS) operated on 37.5 days (spray system) and 15.5 days (trickle system) beginning May 28<sup>th</sup> and ending October 3<sup>rd</sup>, 2018.

During that period, 2,873 m<sup>3</sup> of leachate was treated.

Treatment area vegetation is comprised mainly of reed canary grass, which is cut as required. Vegetation is baled and removed for composting. During the month of May all the land application treatment areas are aerated to promote healthier grass root systems.

The ECA issued by the Ministry of the Environment for operation of the Land Treatment System permits continued operation until environmental monitoring indicates that the treatment capacity of the site has been exhausted.

### 7.8 West Cell Land Treatment and Recirculation System

Condition 9 of ECA No. A011101 dated April 3, 2017 authorizes operation of the West Cell Leachate Land Treatment and Recirculation System (LTRS). Condition 9.1 (h) allows for the continued operation of the LTRS until such time as environmental monitoring indicates that the treatment capacity of the system has been exhausted. The LTRS integrates leachate land treatment technology with leachate recirculation to dispose of leachate and accelerate the rate of landfill stabilization. Recirculation of leachate into the West Cell occurs by way of drip irrigation laterals that distribute leachate through 20 sand-filled trench reservoirs constructed into the waste below

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the cap. The land treatment delivery network is comprised of twelve distribution laterals supplying leachate to 120 impact sprinklers.

Both the land treatment component and recirculation system of the LTRS was not operated during 2012 or 2013 as the area was sprayed for a total kill off of invasive plants. Leachate land application resumed on May 4<sup>th</sup>, 2015 but the recirculation component was not operated.

The land application was operated on May 28<sup>th</sup>, 2018 and winterized by October 3<sup>rd</sup>, 2018. During this period 2,906 m<sup>3</sup> of leachate was treated over 41 days.

### **7. 9 Cell 1 Land Treatment System**

Condition 9 also authorizes operation of the Cell 1 Leachate Treatment System (C1-LTS). The Cell 1 leachate treatment area was added in 2000. The area is slightly less than a hectare in surface area and is situated on the landfill area designated as Cell 1 (immediately north of the fill area). The C1-LTS employs the same spray technology as the other leachate and treatment systems located on site. It is comprised of one block containing 8 laterals supplying leachate to a total of 60 impact sprinklers.

The C1-LTS was decommissioned on June 16<sup>th</sup>, 2008 to recover air space for landfilling.

### **7. 10 Cell 1 Bio-Reactor**

ECA No. A011101 was amended again on October 31<sup>st</sup>, 2000 to authorize operation of the Cell 1 Bio-Reactor. This five year, full scale, pilot project was constructed in the southern portion of Cell 1 and commenced operation in March of 2001. The system was a multilevel leachate recirculation network with each level comprised of horizontal infiltration trenches constructed within the refuse to provide equitable leachate distribution for the purpose of enhancing waste biodegradation.

The Cell 1 Bio-Reactor was decommissioned in 2006.

### **7. 11 Environmental Monitoring of Leachate Land Treatment Systems**

As required by the Ministry of the Environment and Climate Control, a detailed environmental monitoring and data collection program was conducted for the LLTS and West Cell for 2018.

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Groundwater and surface water monitoring and sampling were completed around the landfill site perimeter, including areas downgradient of the on-site leachate treatment areas. Detailed findings will be included in the 2017/2018 Biennial Monitoring Program Report for the Regional Landfill Site prepared by WSP.

In summary, groundwater and surface water quality showed no detectable effects from the current operations of the leachate land treatment areas at the landfill site. For additional detailed information regarding the Leachate Land Treatment Systems, please refer to the 2018 Annual Monitoring Report, Leachate Management Program Essex-Windsor Regional Landfill Site prepared by WSP.

### **8 Monitoring Programs**

The ECA requires that a number of additional monitoring programs be carried out at the Essex-Windsor Regional Landfill. These include monitoring of the ground and surface water, precipitation, sediment sampling, dust monitoring, gas and woodlot monitoring. In September 2003, ECA No. A011101 was amended to reflect the recommended monitoring changes submitted by WSP, for the Essex-Windsor Regional Landfill in their annual monitoring reports dated 1999, 2000, 2001 and 2002.

The most significant changes were that Monthly Operations Reports was amended from monthly to annual submissions. Each of the programs carried out in 2018 is described in more detail in the following sections.

#### **8.1 Surface Water and Sediment Monitoring**

The 2018 surface water and sediment sampling programs consisted of the following as noted in WSP's Annual Summary:

Collection and analysis of Storm Water Management pond water samples on a monthly basis.

Collection of samples from 5 surface water monitoring locations (SW2, SW3, SW8, SW9 & SW12) was taken following a "precipitation" event. A precipitation event is when 30 mm or more of precipitation is received within a contiguous 24 hour period.

Collection of sediment samples from 5 surface water monitoring locations (SW2, SW3, SW8, SW9 & SW12) once per year.

## Regional Landfill Site Annual Operations Report 2018

The 2018 monitoring services for the Leachate Monitoring Program (LMP) and related annual reporting activities were completed at the site. In summary, groundwater and surface water quality showed no detectable effects from the current operations of the leachate land treatment areas at the landfill site.

### 8. 2 Ground Water Monitoring

All routine ground water monitoring in 2018 was carried out by WSP and consisted of the following activities:

- Measurement of ground water levels at 85 monitoring locations.
- Collection of samples twice per year from 25 ground water monitors in the Shallow Ground Water System and 5 ground water monitors in the Upper Sand Ground Water System.
- Annual ground water monitoring from 21 monitors in the Middle Aquitard, 10 in the Lower Sand Ground Water System, 3 in the lower Aquitard, 24 from the Upper Aquitard and 8 from the Bedrock Aquifer.
- Select monitors were also sampled and analysed for BTEX compounds during the spring and fall sampling events.

Generally, groundwater elevations during 2018 are consistent with the historical database. Groundwater chemical results during 2018 are generally consistent with historical results and continue to document naturally poor groundwater quality at the site.

In summary, groundwater and surface water quality showed no detectable effects from the current operations of the leachate land treatment areas at the landfill site.

### 8. 3 Weather Monitoring

A complete weather station is located at the Regional Landfill. It collects wind speed and direction, temperature and precipitation measurements. The wind information is used to direct litter control operations and to assist in investigating odour complaints.

The information obtained through precipitation measuring is also used to facilitate the surface water sampling program carried out at the Site, and to

## Regional Landfill Site Annual Operations Report 2018

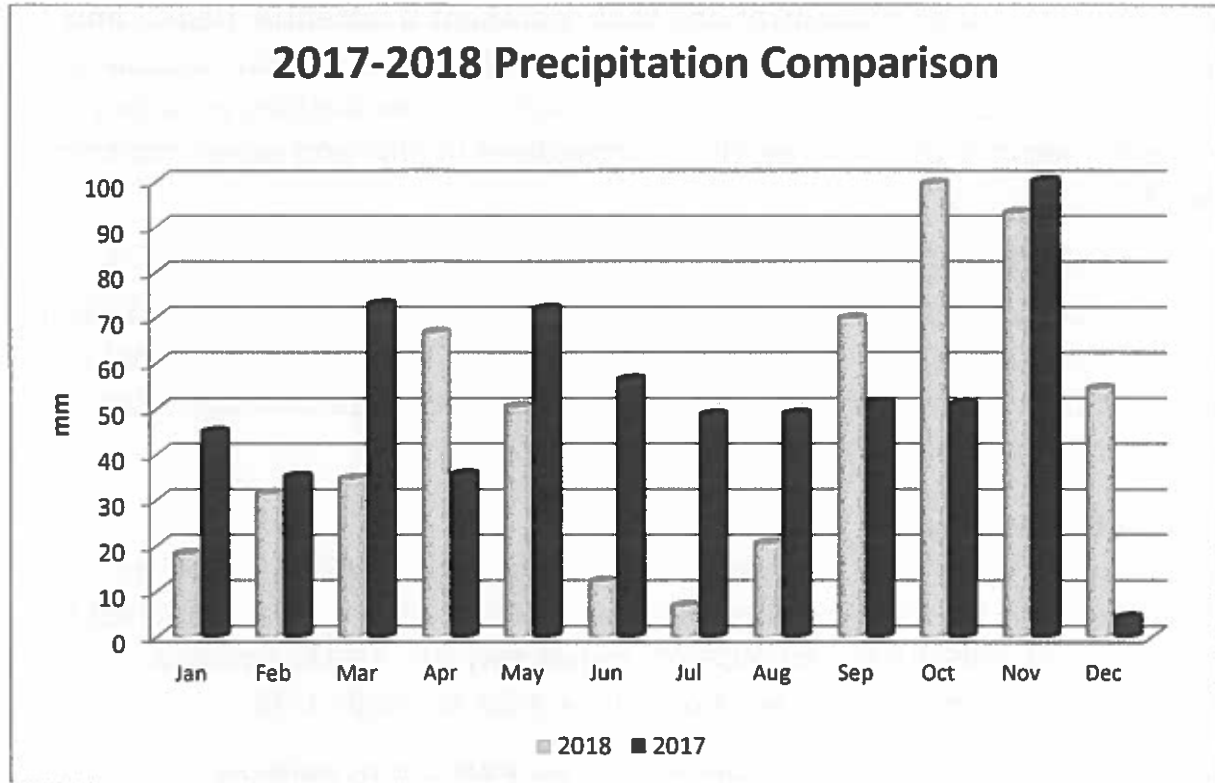
calculate the appropriate application rate for the leachate land application/recirculation systems.

The total amount of precipitation received at the Landfill in 2018 was 558.1 mm. The total amount received in 2017 was 634.9 mm; this is a decrease of approximately 12% compared to 2017. The monthly precipitation rates are shown in Table 14 and Figure 1.

**Table 14: Precipitation by Month in 2018**

Month	Millimetres of Precipitation
January	18.2
February	31.4
March	34.7
April	66.8
May	50.5
June	12.2
July	6.8
August	20.5
September	69.9
October	99.5
November	93.1
December	54.5
<b>2018 Total:</b>	<b>558.1</b>

Figure1: Precipitation Comparison 2017 and 2018



#### 8. 4 Leachate Level Monitoring

Monthly leachate level monitoring was conducted throughout the year on all maintenance holes and the pump stations on the perimeter leachate collector system and all refuse monitors. The leachate collector system is typically operated with either off-site leachate haulage or on-site land treatment/recirculation to maintain gravity drainage of the collector system. Leachate elevations within the perimeter collector system are typically maintained below the surrounding shallow groundwater elevations to maintain groundwater movement toward the Landfill. The leachate level monitoring results for 2018 indicated that in general the collector system was typically operated as designed.

#### 8. 5 Gas Monitoring

The gas monitoring program was expanded through 2017 to incorporate additional shallow flow/upper sand monitors to delineate potential gas migration at the perimeter of all existing refuse areas on site (21S-III, 95-I, 95-III, 96-I, 96-III, 97-I, 97-III, 102-I, 102-III, 103-I, 103-III, 104-I, and 104-III).

## Regional Landfill Site Annual Operations Report 2018

Combustible gas was detected within the waste at Monitors 35A-II, 36-I, 38, 42, 64, 69, and 70 at concentrations that represent a potential health and safety concern. Access to the waste footprint (closed and open) should be restricted to adequately trained site personnel. Concentrations adjacent to the waste footprint do not present an immediate health and safety concern to onsite structures.

Based on typical combustible concentrations less than 0%, reported for Monitors 14A-I/II/III/IV and in consideration of the acceptable groundwater chemical concentrations reported to date, the monitors appear to remain in good condition. Routine monitoring and maintenance was conducted by Comcor Environmental Limited under contract.

### 8.6 Dust Monitoring

The dust monitoring field program was conducted by EWSWA's staff in accordance with the Off-Site Dust Monitoring Program that was attached to the letter from EWSWA to the MOECC, dated May 28, 1997. The ECA conditions pertaining to dust are Conditions 4.22 through 4.26.

A series of three dust fall jars were placed by EWSWA to capture representative sample areas. Three locations were selected to consist of background, active fill or work face area, and down wind or potential impact area. Dust samples were collected monthly.

A total of 12 samples were collected by EWSWA from the three selected locations at the end of each month (or representative month long period). The samples were submitted to Maxxam Analytics for laboratory analysis. The samples were analyzed for insoluble and soluble particulate. Based on the analytical results, the reported concentrations were below the acceptable level for dust fall ambient air quality of  $7.0 \text{ g/m}^2/\text{month}$  over 30 days or  $4.6 \text{ g/m}^2$  over one year. Consequently, no additional dust control measures or corrective measures were warranted during the monitored periods.

### 8.7 Other Monitoring Programs

As per the recently amended Waste ECA (Condition 8.10), an air monitoring program was implemented at the Regional Landfill site in 2017. Air samples were collected at five perimeter sampling locations once monthly in July through October 2017. In addition, air samples were required to be collected at four source sampling locations during the first month of

## Regional Landfill Site Annual Operations Report 2018

sampling. Based on the reported analytical results, no exceedances of the target list of compounds were reported, and the majority of reported parameters were below the laboratory detection limits, with the exception of o-Xylene and m&p-Xylene concentrations for perimeter samples AQ8 and AQ9 in August 2017. Sample location AQ8 is northeast of Cell 4N and AQ9 is in the southeast corner of the landfill. O-Xylene and m&p-Xylene concentrations for samples AQ8 and AQ9 both exceeded the MOECC JSL of  $100 \mu\text{g}/\text{m}^3$  for these parameters. However, the total xylenes concentration met the MOECC Standard for samples AQ8 and AQ9. In addition, the total xylene concentrations for all five samples during the August monitoring event were well below the Upper Risk Threshold of  $7,300 \mu\text{g}/\text{m}^3$  for total xylene. No further exceedances of the target list of compounds were reported during the subsequent September and October air monitoring events. As such, no further action is recommended at this time. This air monitoring program will be performed every five years as required by the current ECA.

### 8. 8 Woodlot Monitoring

In November 2008, the Landfill Liaison Committee concurred with staff recommendation that the formal woodlot monitoring program for the Essex-Windsor Regional Landfill be concluded and further, that the woodlots be visually examined on an annual basis and if unjustifiable stress and decline of the woodlot trees is observed, then the monitoring program be re-established.

A tour of the woodlots conducted during 2018 indicated that the health of the woodlots appeared to be consistent with previous inspections. The central woodlot continued to show significant die back as a result of Dutch Elm Disease and Emerald Ash Borer whereas the eastern woodlot was doing better because it has a greater percentage of Oak trees.

### 8. 9 Aquatic Biology Monitoring

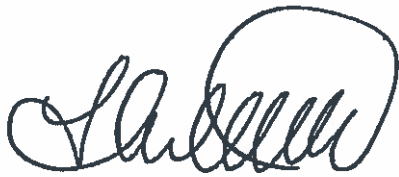
In February 2004, the Landfill Liaison Committee concurred with the staff recommendation that the Aquatic Biology Monitoring program be discontinued until either an onsite leachate treatment facility is constructed and discharges treated leachate to the storm water management pond or the monthly pond chemistry results indicate the pond is being adversely affected as a result of landfill operations.



## Regional Landfill Site Annual Operations Report 2018

Tom Marentette

Manager, Waste Disposal

A handwritten signature in black ink, appearing to read 'Tom Marentette', with a large, stylized loop at the end.

Eli Maodus

General Manager

A handwritten signature in black ink, appearing to read 'Eli Maodus', written in a cursive style.

Report prepared by:

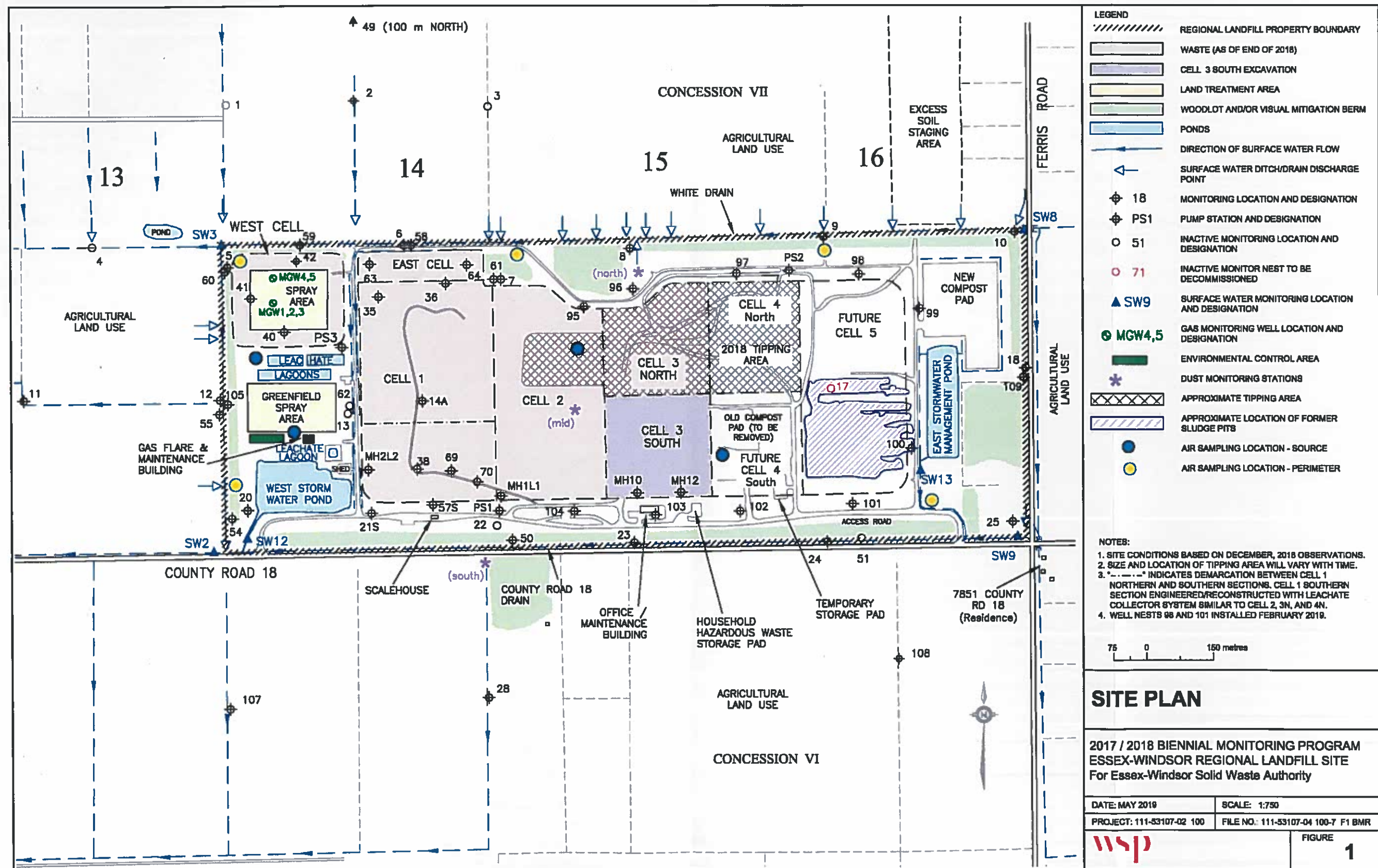
**Margaret Shires**, Administrative Assistant

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# Appendix

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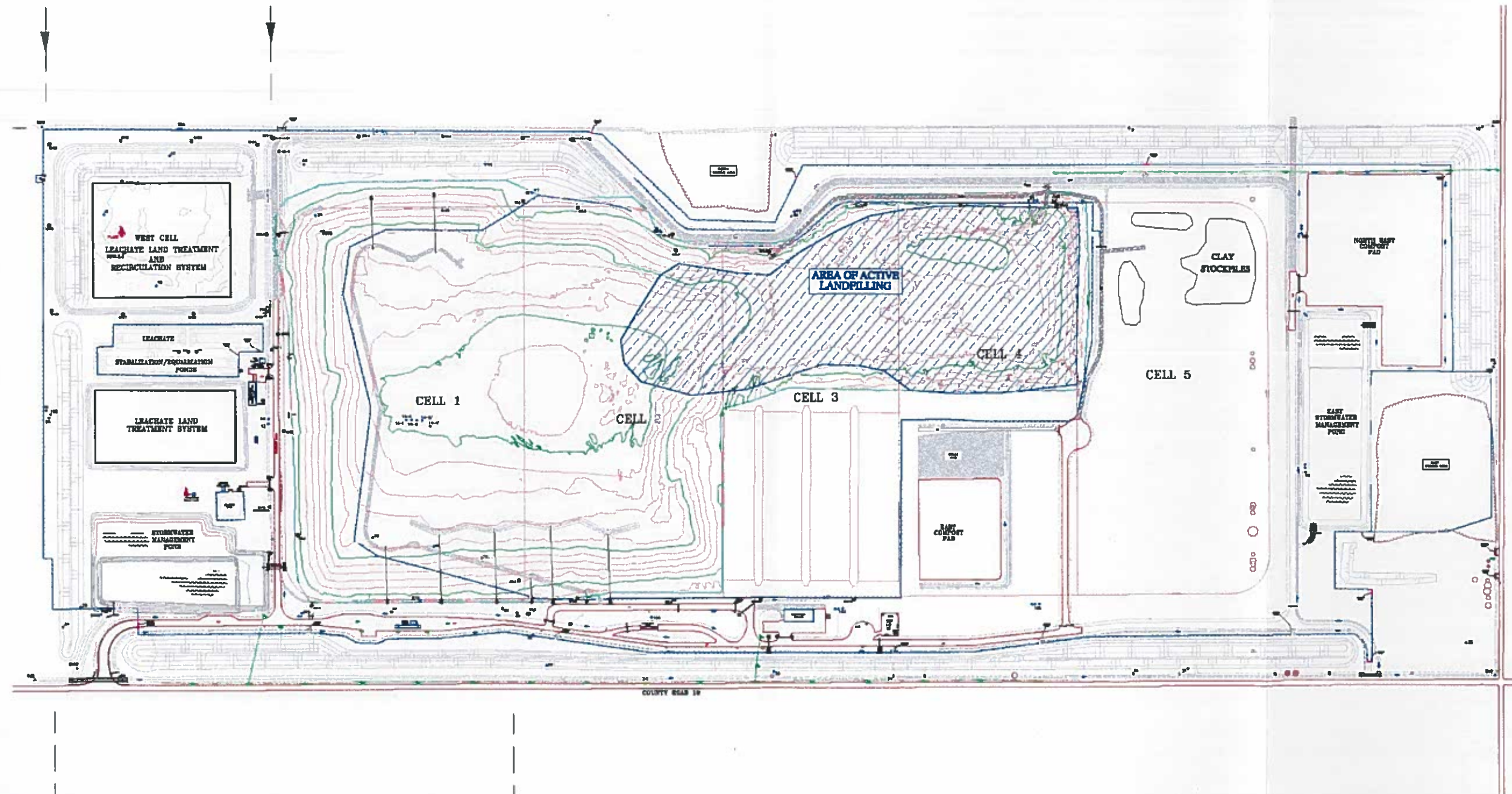
- Site Plan Map
- Operations Report Map







ESSEX-WINDSOR SOLID WASTE AUTHORITY  
260 FAIRVIEW AVE. W., ESSEX, ONTARIO, N8M 1T8  
(613) 778-8441 1-800-665-5377 FAX: (613) 778-8370



LEGEND									
Ditch		Gravel Roadway		Contour		Cutoff Berms		Surface Water	
City Roadway		Woodlot		Access Gate		Fence		Divert	
Ditch		Rip Rap		Building		Hydrocarbon Drain			
Barricade									
Leachate Collection System									
Shutoff Valve		LCS Maintenance Hole		LCS Pump Station		Service Maintenance Hole		LCS Underdrain System	
Overhaul									
Infrastructure									
Sign		Marker post		Marking Note		Grading and Sealing		Active Work Area	
Final Cover									
Utilities									
Hydro pole		Light standard		Traffic light		Underground Hydro lines			
Gas Collection System									
Pneumatic flow		Vacuum line		Gas well					

**ESSEX - WINDSOR  
SOLID WASTE AUTHORITY  
REGIONAL LANDFILL  
2018 OPERATIONS REPORT MAP**

AUTOCAD FILE:  
RLF\_2018.dwg  
  
CIVIL 3D 2012

DRAWN BY:  
A.E.B.B.  
DATE:  
DEC. 31, 2018  
SCALE: AS SHOWN  
50 0 50 100



## Essex-Windsor Solid Waste Authority

360 Fairview Ave. West, Suite 211 Essex, ON N8M 3G4

ph: 519-776-6441 f: 519-776-6370

tf: 1-800-563-3377 / tty: 1-877-624-4832

email: ask@ewswa.org / web: www.ewswa.org

June 7, 2019

File: Annual Reports

Sent By: Courier

Town of Essex  
Attention: Mr. Robert Auger, Clerk  
33 Talbot St. South  
Essex Ontario  
N8M 1A8

Dear Mr. Auger,

**Subject: Regional Landfill Monitoring Biennial Report (Includes Map)  
Reporting Year 2017/2018**

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Please find enclosed the 2017/2018 Biennial Monitoring Program Report pertaining to the Essex-Windsor Regional. Although not required by the Environmental Compliance Approval, we are sending the Town the report as information.

If you have any questions concerning the content of the report, please feel free to contact the undersigned.

Regards,

A handwritten signature in black ink, appearing to read 'Tom Marentette', is written over a horizontal line.

Tom Marentette, Manager of Waste Disposal

**From:** Jabbour, Rita  
**Sent:** Wednesday, June 5, 2019 10:20 AM  
**To:** Patti Oshar <[pattiroshar@gmail.com](mailto:pattiroshar@gmail.com)>  
**Cc:** Auger, Robert <[rauger@essex.ca](mailto:rauger@essex.ca)>; Bjorkman, Steve <[sbjorkman@essex.ca](mailto:sbjorkman@essex.ca)>; Aubin, Sarah <[saubin@essex.ca](mailto:saubin@essex.ca)>  
**Subject:** RE: FW: Ministry of Tourism, Culture and Sport Information for Municipal Heritage Committee

Hi Patti.

I thank you for your commitment to the Heritage Committee and hope you understand that you are a valued member. I understand your reason for resignation however given your work commitments.

In order to resign, you will need to submit a letter with your intentions to Council.

The letter can be submitted to our Clerk, Robert Auger, at [rauger@essex.ca](mailto:rauger@essex.ca). He will place it on the next available Council meeting. Please cc me on the letter.

I hope that in the future you will reconsider joining the Committee and encourage you to keep up to date with our initiatives.

Thank you again and have a wonderful day!

**Rita Jabbour, RPP. BA. MSc** | Planner  
Town of Essex | 33 Talbot Street South, Essex, ON N8M 1A8  
Phone: 519-776-7336 ext 1112 | Fax: 519-776-8811  
[essex.ca](http://essex.ca)

**From:** Patti Oshar [<mailto:pattiroshar@gmail.com>]  
**Sent:** Thursday, May 30, 2019 10:23 PM  
**To:** Jabbour, Rita <[rjabbour@essex.ca](mailto:rjabbour@essex.ca)>  
**Subject:** Re: FW: Ministry of Tourism, Culture and Sport Information for Municipal Heritage Committee

Hi Rita,

I greatly appreciate the opportunity that has been provided to me to be part of the Heritage Committee. I understand the challenges with meeting quorum ... and ensuring you have the right people on the committee. I do not bring a 'history' or Essex heritage background to the committee ... and my 'job' still takes priority so there will be times when I won't make 5:00 meetings. Tonight I heard that you need to reduce your committee by one person and that there is someone who is interested in the committee and has a background that would be beneficial who didn't get selected for the committee. I don't want to be 'dead weight' or prevent someone who is more knowledgeable than me from being on the committee. I am also on the Arts, Culture and Tourism Committee. All that being said, I am willing to submit a resignation from the committee to create an opportunity for people who will have more to offer the committee or

to help you ensure you meet quorum for future meetings. Please let me know if you have any questions.  
Patti Oshar



**ESSEX CENTRE B.I.A.  
REGULAR BOARD MEETING MINUTES**  
Tuesday, April 9, 2019

**1. CALL TO ORDER**

Present

Terri Grondin-Sweet, Chair  
Richard Banwell, Treasurer  
Liz Semperger, Secretary  
Katie McGuire-Blais  
Sylene Argent, Coordinator  
Mary-Anne Bjorkman  
Joe Garon

**2. Declarations of Conflict of Interest**

None

**3. Adoption of Published Agenda**

Motion to Accept by Mary-Anne Bjorkman  
Seconded by Richard Banwell  
B.I.A. 19-04-01  
All in Favour-Carried

**4. Adoption of Minutes**

Motion to Accept the March 19, 2019 minutes as received by Mary-Anne Bjorkman  
Seconded by Katie McGuire-Blais  
B.I.A. 19-04-02  
All in Favour-Carried

**DEPUTATIONS**

None

**CORRESPONDENCE**

Information was received from the Ministry of Labour regarding the Occupational Health and Safety



Strategy Consultations invitation.

Avi Inbar sent information regarding changes to the majority of the business conservation programs that have been offered throughout the province.

Shelley Brown, the deputy clerk of the Town of Essex sent correspondence noting council has approved the changes to the Best Practices document that was previously distributed.

Motion to accept the correspondence as presented by Mary-Anne Bjorkman

Seconded by Richard Banwell

B.I.A. 19-04-03

All in Favour-Carried

## **TREASURER'S REPORT**

Motion to accept the Treasurer's Report as provided by Richard Banwell by Katie McGuire-Blais

Seconded by Mary-Anne Bjorkman

B.I.A 19-04-04

All in Favour-Carried

## **COMMITTEE REPORTS**

### **A. Special Events**

#### **1. Car Show is scheduled for August 2, 2019**

Motion to approve booking the band Fire for \$600 for the car show on August 2, 2019 by Katie McGuire-Blais

Seconded by Richard Banwell

B.I.A. 19-04-05

All in Favour-Carried

2. Business Awards was successful. The attendance was acceptable by a better showing is encouraged. The silent auction was good. There seems to be a need for more advertising. Nominated businesses could receive a formal invitation.

3. Rockin Sidewalk Sales. Some ideas presented included street closure, a mini balloon-a-palooza, pizza cook-off.

Motion to create a budget of \$15,000 for the Rockin' Sidewalk Sales event by Mary-Anne Bjorkman

Seconded by Liz Semperger

B.I.A. 19-04-06

All in Favour-Carried

Member Services

Motion to bring back to the table, the issue of the expiry date and reimbursement policy for the E\$\$ex Downtown Dollar\$ campaign by Richard Banwell

Seconded by Liz Semperger

B.I.A 19-04-07

All in Favour-Carried

Motion to reimburse businesses past the due date for the E\$\$ex Downtown Dollar\$ campaign by Katie McGuire-Blais

Seconded by Richard Banwell

B.I.A. 10-04-08

All in Favour-Carried

### C. Beautification

Heritage Park will have the tree and the games tables planted and set up in May.

Our snowflakes will be revamped and all the lights will be checked.

The clock at Town Hall has been repaired.

Motion to receive the Committee report by Richard Banwell

Seconded by Katie McGuire-Blais

B.I.A. 19-04-09

All in Favour-Carried

## **NEW BUSINESS and UPDATES**

Motion to get ECBIA phone number with voice messages emailed to the chair and coordinator by Mary-Anne Bjorkman

Seconded by Katie McGuire-Blais

B.I.A. 19-04-10

All in Favour-Carried

The radio advertising campaign will consist of \$18,000 for the Blackburn program on Mix97 and 95 Country. Bell Media with AM800 will have a budget of \$12,000.

Motion to spend \$18,000 with Blackburn and \$12,000 with Bell Media for radio advertising by Mary-Anne Bjorkman

Seconded by Richard Banwell

B.I.A. 19-04-11

All in Favour-Carried

The next meeting will be on Tuesday, May 14, 2019 after the mural unveiling.

## **ADJOURNMENT**

Motion to adjourn by Katie McGuire-Blais

Seconded by Liz Semperger

B.I.A. 19-04-12

All in Favour-Carried.

# **Co-An Park Committee Regular Meeting Minutes**

**Meeting Date: Wednesday, May 8, 2019**

**Walk Around 4:30pm**

**Meeting Time: 5:00 pm**

**Location: Co-An Park Office**

**11071 11<sup>th</sup> Concession Rd, McGregor, Ontario**

## **1. Roll Call**

Christine (Tina) McAgy – Town of Essex, Chairman

Kim Verbeek – Councillor Ward 2 – Town of Essex

Jonathan Little - Town of Essex

Jennie Lajoie - Town of Amherstburg

Jim Meloche – Town of Essex, Vice-Chairman

Murray Sellars – Town of Amherstburg

Joanne Bissonnette – Recording Secretary Treasurer

## **Absent:**

Rick Lawrence – Town of Amherstburg

Leo Meloche – Deputy Mayor Town of Amherstburg

## **Delegates**

Gary Rocheleau – Co-An Park Maintenance Contractor

Gary Struhar – President ECGSEM

Morris Kursuk – Vice-President ECGSEM

Francis Roelens – Director/Maintenance ECGSEM

Rob Repko- Director ECSGEM

## **2. Call to Order**

Tina McAgy, Chairman of the Co-An Park Committee called meeting to order

## **3. Declarations of Conflict of Interest**

None reported

## **4. Adoption of Published Agenda**

**4.1** May 8, 2019 Regular Co-An Park Committee Meeting Agenda

Moved by Jennie Lajoie

Seconded by Murray Sellars

**(CAP-2019-05-19) That** the published agenda for May 8, 2019 Regular Co-An Park Committee meeting be adopted as presented/amended **Carried**

## **5. Adoption of Minutes**

### **5.1 Co-An Park Committee Regular Meeting Minutes April 10, 2019**

Moved by Jennie Lajoie

Seconded by Jonathan Little

**(CAP-2019-05-20) That** the minutes of the Regular Meeting for the Co-An Park held April 10, 2019 be adopted as circulated **Carried**

## **6. Delegates**

### **6.1 Gary Rocheleau – 5:00 pm**

Discussion took place regarding park grounds, some areas of concern were addressed in park tour; members noted Gary doing an excellent job, the park is looking great and acknowledged with all the rain the diamonds are being well maintained.

### **6.2 Essex County Steam & Gas Engine Executive 5:15 pm**

- 1) Discussion took place regarding parking and noted there is someone causing damage to grounds at night; Co-An committee advised ECGSEM to call police anytime issues arise, they said vandalism has become less with the installation of their cameras which record and archive.
- 2) Co-An Committee thanked their committee for the continued help when called upon; noting their help with unloading our bleachers.
- 3) Their annual show is slated for August 9-11, 2019; they do require an area 100 ft x 100ft for Lazy G horse riding; horse trailers will be in designated areas off of diamonds and outfields.
- 4) Baseball during their event; if diamonds are needed the Co-An committee is requesting that the EGSEM consider allowing the games, possibly a snow fence can be erected to deter entrance

without paying fees to their show. Sunday baseball will proceed on diamonds 3,4,5 and 6.

## **7. Old Business**

### **7.1 Pirates Bounty Tournament**

Recap; Tournament went well no issues were noted other than the weather, donation of \$750 has been received, they wish to re-book next season April 25/26, 2020

### **7.2 Pizza Fund Raiser in Essex**

Fund raiser deferred to the fall.

## **8. New Business**

### **8.1 Co-An Tournament/Steak BBQ – July 27, 2019**

- 1) Committee confirmed event, and will request quote from the McGregor Columbian Club regarding supplying the sides for the steak dinner; also contact Jim Bullard to see if he'd be willing to barbecue steaks again this year.
- 2) Tree dedication(s); committee will put forth a candidate and will discuss next meeting

### **8.2 Kiddie Land Equipment**

Committee requested that a quote be sought regarding the large swings be moved to the playground area near the washrooms, and that the monkey bars be dismantled

## **9. Costing Report – See attachment**

Moved by Kim Verbeek

Seconded by Murray Sellars

**(CAP-2019-05-21) That** the Costing report be approved as written/amended

**Carried**

## **10. Next Meeting**

### **10.1 Regular Co-An Park meetings**

Wednesday, June 12, 2019 5:00 PM

Location: CO-AN Park 11071 11<sup>th</sup> Concession Rd, in the office

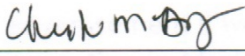
## **11. Adjournment**

Moved by Murray Sellars

Seconded by Jennie Lajoie

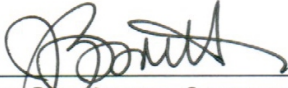
**(CAP-2019-05- 22) That** the meeting be adjourned at 5:53 pm

**Carried**



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Christine McAgy – Chairman



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Joanne Bissonnette - Secretary Treasurer

## CO-AN Park - Costing Report May 1, 2019

<b>REVENUE</b>		<b>2019</b>	<b>2018</b>	<b>2019</b>	<b>Variance</b>
<b>Operating Line</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	
4030 Town of Amherstburg		\$ -	\$ 17,500	17,500	17,500
4020 Town of Essex		\$ 17,500	\$ 17,500	17,500	-
		\$ -	\$ -	-	-
2654 Town of Amherstburg - Capital		\$ -	\$ -	947	947
2654 Town of Essex - Capital		\$ -	\$ -	947	947
		<b>\$ 17,500</b>	<b>\$ 35,000</b>	<b>36,894</b>	<b>19,394</b>
				-	-
1060 RBC Balance @ Year End 12/31/18		<b>\$ 6,579</b>		<b>6,579</b>	<b>6,579</b>

### Investments & Other Income Capital Grants

	Held In Trust	2019 Capital Expenses	Varriance
Town of Amherstburg - 2018 Reserve	5,379	\$3,140	\$ 2,239
Town of Essex - 2018 Reserve	5,379	\$3,140	\$ 2,239
Town of Amherstburg - 2019 Reserve	15,000		\$ 15,000
Town of Essex - 2019 Reserve	15,000		\$ 15,000
Total Reserve Funds	<b>40,758</b>	<b>\$6,280</b>	<b>\$ 34,478</b>

### User Fees & Services

Equipment Sold		\$ 300		
4425 Banner Advertising	\$ -	\$ -		-
Food Rights Sold	\$ -	\$ 329	925	925
4450 Donations (Pirates Bounty)	\$ -	\$ 1,000	1,000	1,000
4040 User fees / Baseball	\$ 1,342	\$ 6,776	7,000	5,658
4205 Events -Family Reunions/Organizations	\$ 450	\$ 2,899	1,975	1,525
4200 Events - Jack n Jills	\$ 2,100	\$ 4,400	4,500	2,400
4430 Insurance - Town of Essex Rider	\$ 265	\$ 734	725	460
4201 Events - Heater	\$ -	\$ 100	-	-
4240 Rubber Base Revenue	\$ 100	\$ 700	650	550
4230 Set Up Fees	\$ 120	\$ 2,765	2,500	2,380
4040 User Fees / Soccer	\$ -	\$ 1,980	2,000	2,000
4040 User Fees / Tennis	\$ -	\$ -	-	-
4420 Appreciation Day	\$ -	\$ 10,647	8,500	8,500
4210 Events - Baseball Tournaments	\$ 425	\$ 2,410	2,000	1,575
	<b>\$ 4,802</b>	<b>\$ 35,039</b>	<b>31,775</b>	<b>26,973</b>

### Concession Stand

4220 Pop stand	\$ -	\$ -	-	-
	\$ -	\$ -	-	-

<b>Total Revenue - Operating Funds</b>	<b>\$ 28,881</b>		<b>75,248</b>	<b>52,946</b>
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## EXPENDITURES

<b>Contracted Services</b>	<b>2019 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Variance</b>
5720 Park Maintenance Wage	\$ 3,415	\$ 23,900	25,000	21,585
5720 Insurance/Park Maintenance	\$ 977	\$ 918	-	(977)
5784 Office Wage	\$ 5,400	\$ 14,000	15,400	10,000
	<b>\$ 9,792</b>	<b>\$ 38,818</b>	<b>40,400</b>	<b>30,608</b>

<b>Concession Stand -Supplies &amp; wages</b>				
5755 Pop Stand - repairs, maintenance	\$ 374	\$ 2,506	1,200	826
	<b>\$ 374</b>	<b>\$ 2,506</b>	<b>1,200</b>	<b>826</b>

<b>Materials, Supplies &amp; Services</b>	<b>2019 Actual</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Variance</b>
5615 Advertising	\$ -	\$ 115	-	-
5620 Bank fees	\$ 33	\$ 153	120	87
5630 Baseball Diamonds - supplies	\$ -	\$ 431	750	750
5625 Building Maintenance - supplies/repairs	\$ 533	\$ 3,311	3,200	2,667
5626 Building Maintenance - due to vandalism	\$ -	\$ 215	-	-
5645 Co-An Appreciation Day	\$ -	\$ 7,377	7,500	7,500
5730 Equipment Vehicle - Fuel & repair	\$ 450	\$ 1,854	1,800	1,350
5890 Waste Collection fees	\$ -	\$ 1,141	1,150	1,150
5680 Grounds, parking lot, landscape	\$ -	\$ 213	1,100	1,100
5685 Insurance - Town of Essex Rider (Recoverable)	\$ 214	\$ 676	725	512
5695 Janitorial supplies	\$ 553	\$ 966	1,000	447
5755 Pop Stand - tank rental	\$ -	\$ 125	125	125
5700 Office supplies/Admin expenses	\$ 728	\$ 1,637	1,800	1,072
5781 Sanitation	\$ -	\$ -	325	325
4200 Security deposits reimbursed	\$ -	\$ 696	725	725
5630 Soccer field - supplies	\$ -	\$ -	750	750
5790 Utilities	\$ 2,623	\$ 9,643	9,800	7,177
			0	-
	<b>\$ 5,134</b>	<b>\$ 28,551</b>	<b>30,870</b>	<b>25,736</b>

5900 Capital to be reimbursed to Operating \$ 395

<b>Total Operating Expenses</b>	<b>\$ 15,695</b>	<b>72,470</b>	<b>57,170</b>
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**Net Total - Revenue less Expenses \$ 13,186 2,778 (4,224)**

### Break Down of RBC Account

Fundraising Held @ RBC	\$ 1,003
Rubber Base Held @ RBC	\$ 2,225
Operating Funds balance - Held @ RBC	\$ 9,958
<b>Total held at RBC @ May 1, 2019</b>	<b>\$ 13,186</b>
<b>Total held in Trust @ May 1, 2019</b>	<b>\$ 36,372</b>



## Fun Fest Committee Meeting Minutes

**30 May, 2019**

Minutes of a meeting of the Essex Fun Fest Committee held on Thursday 30<sup>th</sup> of May, 2019 at 6:15 PM at the Barnett Board Room. This meeting was called to order by Joe Garon, Chairperson of the Essex Fun Fest Committee at 6:20 PM.

### **1. Roll Call**

Present: Joe Garon, Chair  
Katie McGuire-Blais  
Ron McDermott  
Kyle Flood  
Tanya Fryer  
Kim Verbeek, Vice Chair  
Pam McDermott  
Kelly McIntyre  
Mike Janisse  
Jared Garon  
Tanner Gallant, Facility Clerk  
John Olsen, Manager of Parks and Facilities  
Heather McDonald, Assistant Manager of Finance and Business Services  
Jake Morassut, Recording Secretary  
Doug Sweet, Director of Community Services

Regrets: Richard Tapping

Absent: No members were absent.

### **2. Additions to Agenda**

There are no additions to the agenda.

### **3. Adoption of Agenda**

Moved by Katie McGuire-Blais

Seconded by Councillor Kim Verbeek

**(FF19-05-020)** The agenda of the 30<sup>th</sup> of May, 2019 be approved as circulated. "Carried"

#### **4. Declaration of Conflict of Interest**

There were no declarations of conflicts of interest.

#### **5. Approval of Previous Minutes**

Moved by Tanya Fryer

Seconded by Katie McGuire-Blais

**(FF19-05-021)** The minutes of the meeting on the 25<sup>th</sup> of April, 2019 be approved as circulated. "Carried".

#### **6. Old Business:**

- a) Monster Mural – Katie let the committee know of the several options for the mural. If we are looking to have a custom mural we will need to send this no later than the first week of June. The committee determined we want to have a reusable one which can be used throughout the weekend and in future years. We would also need to get a supply of white erase markers as well as some other supplies such as plywood.

Moved by Ron McDermott

Seconded by Pam McDermott

**(FF19-05-022)** The purchase of the 12 foot monster mural for \$725.00 + tax as well as stationary supplies be approved. "Carried".

- b) Leamington Transit Route – The transit route starts the Monday after the festival, so the festival will need to ensure the pickup area is cleaned up for the morning.

#### **7. Sub-Committee Updates**

##### **a) Sponsorship (Joe, Katie, Mike)**

- i. All major sponsorships are secured for the year and the committee is working to find some additional sponsorships. Katie, Mike and Joe will follow-up to see if additional sponsors will be added to other areas of the Festival; and
- ii. If anyone else thinks of any potential sponsorship possibilities let Joe, Katie or Mike know and they can look into it.

##### **b) Vendors (Kelly, Tanner, Joe)**

- i. Food Vendors – 10 food vendors are confirmed at this time.
- ii. Non-food Vendors – 12 non-food vendors have also committed; and

- iii. Discussion took place that vendors are not able to have food/beverage giveaways as it will encroach on our food/snack vendors.

**c) Parade (Jake, Kyle, Richard, Committee)**

- i. Currently 15 applications for people to participate;
- ii. Would like to see a social media blast to get additional groups/businesses to join;
- iii. Pam will work with some committee members to work on the float for this year; and
- iv. Christine Hayes will be the grand marshal for this year and Joe.

**d) Entertainment and Attractions (Joe, Kim)**

- i) Main Stage
  - Joe has finalized the acts for the weekend.
- ii) Secondary Stage
  - Kim still has two openings on the stage throughout the weekend. The open time slots are Friday at 5pm and 8pm. If you know of anyone that would like to participate, let Kim know.
- iii) Bavarian Gardens
  - No new updates.
- iv) Kids Zone
  - Inflatables are booked. With the mural approved and additional activities from the recreation staff in the kids zone is approved it will be a great area.
- v) Attractions
  - Fun Fest Attractions (Thrills)
    - Zop: A Circus Bonanza – Joe has booked this group. The group is requesting an area where people can sit around for good viewing (possibly straw). This will take place in the food court area.
    - Wrestling – Joe is waiting for the lineup card for who will be here.
    - Fireworks – Will still be required to block off the parking lot throughout Saturday as separation distance is part of the regulations.

- Fun Fest Attractions (Family Friendly)
  - Zoo2U – Will be here on Sunday from 1:00pm-4:00pm. Katie will find out what they require of us. They have been informed of the animals that are not permitted, as per our animal control by-law.
  - Youth Talent Show – Will advertise to draw in participants.
  - Watermelon Eating Contest – Booked with no new updates.
  - Pony Rides – 12:30pm-4:30pm on Sunday and will be in the diamond two area.
  - Silver Stars Precision Drill Team – Not available for this weekend. Joe is looking to book something in their place.
- Third Party Attractions
  - BIA Downtown - Band, balloons and sidewalk sales will take place downtown. The street will be blocked off between Arthur to Victoria.
  - Kinger's Horseshoe Tournament – They have unofficially confirmed that they will participate. They want to make sure the stages are taken down so they can add two additional pits under the tent.
  - Essex Legion Fun Fest Pickerel Dinner – Confirmed with no new updates.
  - Essex Fun Fest Flower Show (Essex and District Horticultural Society) – Confirmed with no new updates.
  - Train Puzzle/Train Movies (Essex Train Station) - Confirmed with no new updates.
  - Interdenominational Church Service – Confirmed with no new updates.

## **8. Volunteers**

- a) Jared has been creating a list of where volunteers are needed. This has positions and timeframes so it is very clear where people will be required. As well, Jared created a job description package so people know what their duties will be;
- b) Volunteers will receive a water bottle and/or some swag as an appreciation for their time throughout the weekend.

## **9. Admission Fees, Park Hours and Credentials**

- a) No new updates.

## **10. Parking**

- a) Doug will have a parking map available showing where all of the areas are.

## **11. Amusement and Midway**

- a) Doug has received the tickets from World's Finest Shows and they will be sold at different locations throughout the town.

## **12. Bavarian Gardens**

- a) Hours of Operation
  - i. Thursday from 8:00pm-midnight, Friday from 8:00pm-1:00am, Saturday from 8:00pm-1:00am, and Sunday from 11:00am-4:00pm.
- b) Tents/Operations
  - i. Additional lighting will be added to the lineup area as this has always been very dark.
- c) Serving Staff
  - i. Company will work on this now that they have our operational hours.
- d) Permit/Insurance
  - i. No new updates.
- e) Product Inventory/Ordering
  - i. Company will work on this with Joe.

## **13. Security**

- a) Doug met with the OPP and AGCO to see the requirements for the weekend. Doug is waiting for the OPP to receive financials.

## **14. Financial**

- a) Approval of Bills

The below bills brought to the committee were approved:

Essex Fire	\$1,250.00
Zoo 2 U	\$1,096.10
CIAO – Frank Coppola	\$1,200.00
Height Entertainment	\$7,500.38
DJ Rye – Ryan Ouellette	\$350.00

Moved by Pam McDermott

Seconded by Mike Janisse

**(FF19-05-023)** That the bills brought forward to the May Fun Fest Meeting were approved for payment. "Carried"

## **15. Marketing and Social Media**

- a) Joe sent application to ELK for banner across the street. This was approved and will be installed on June 17<sup>th</sup> for three weeks;
- b) Joe is looking at what type of brochure will be sent out for this year. He is going to talk with the free press on distribution;
- c) Joe has the website up to date and will continue adding things as we get closer to the event;
- d) Social media blasts will be placed as we progress to the festival. If you want to be an administrator on this account just let Joe know and we can set that up;
- e) More messages will be put out with the sponsors this year. As well, dedicated events will be created so people can add to it; and
- f) Photos will be sent to Instagram Takeover which is run by Festival and Events Ontario. This will have pictures sent throughout Ontario.

## **16. Operations and Site Management**

- a) Water buggy will be on site;
- b) ATM business is not cooperating with our request for service during the weekend. Doug is still waiting for answers and looking at alternate solutions;
- c) Wrist bands and stamps have been ordered;
- d) Splash pad will remain open during the event, but they will still have to pay their admission;
- e) ESA inspection is scheduled for July 5<sup>th</sup>;
- f) Some additional fencing will be required as Fitness Fury will remain open as they are a business;
- g) Bands will be able to use the Kinsmen Field House this year to hang out before their events; and

- h) Lucier fencing will need to drop the fencing off on Friday morning as Monday is a holiday. The town will also need to rent a telescopic lift as we do not have access to it anymore.

**17. New Business**

- a) There was no new business.

**18. Next Meeting Date:**

- a) The next meeting will take place June 13<sup>th</sup> 2019, at 6:15PM in the Barnett Meeting Room.

**19. Adjournment:**

The meeting was adjourned at 7:50PM.

Moved by Katie McGuire-Blais

Seconded by Ron McDermott

**(FF19-05-024)** that the meeting be adjourn at 7:30PM. "Carried"

Joe Garon, Chair

Jake Morassut, Recording Secretary



No advanced correspondence available for discussion.

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

### **By-Law Number 1826**

#### **Being a by-law to confirm the proceedings of the June 3, 2019, 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 June 3, 2019 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 June 3, 2019 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 June 3, 2019.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Read a third time and finally adopted on June 17, 2019.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**The Corporation of the Town of Essex**

**By-Law Number 1803**

**Being a by-law to provide for financing in the  
amount of \$56,405.28 for Community Services**

**Dump Truck (Unit 808-00)**

**Whereas** Section 418 (1) of the Municipal Act, 2001 provides that a municipality may invest money in a reserve fund;

**And whereas** the Town of Essex Landfill Reserve has sufficient funds to finance the costs incurred in 2018 to complete the works set forth below:

Capital Project	Unfinanced Amount
Dump Truck (Unit 808-00)	\$56,405.28

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

1. That the Landfill Reserve of the Town of Essex shall finance the costs incurred, as described above, by way of a loan in the amount of \$56,405.28
2. That the loan shall bear interest at a fixed rate of 3.45% per annum amortized over a 5-year term;
3. That the loan shall be dated the 17th day of June 2019 and shall be payable in one annual installment of principal commencing on the 17th day of June in each of years 2020 to 2024, inclusive and shall bear interest payable annually commencing on the 17th day of June, 2019, as outlined in Schedule “A” attached hereto; and
4. This by-law shall come into force and effect on June 17th, 2019.

Read a first, a second and a third time and finally passed this 17th day of June 2019.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**The Corporation of the Town of Essex**

Schedule "A" to By-Law Number 1803

Long-Term Borrowing Repayment - Community Services Capital Works

<b>Year</b>	<b>Principal Payment</b>	<b>Interest Payment</b>	<b>Total Principal and Interest</b>	<b>Unmatured Prinicpal</b>
2020	\$10,529.05	\$1,945.98	\$12,475.03	\$45,876.23
2021	\$10,892.30	\$1,582.73	\$12,475.03	\$34,983.93
2022	\$11,268.08	\$1,206.95	\$12,475.03	\$23,715.85
2023	\$11,656.83	\$818.20	\$12,475.03	\$12,059.02
2024	\$12,059.02	\$416.04	\$12,475.06	\$0.00

**The Corporation of the Town of Essex**

**By-Law Number 1830**

**Being a by-law to Amend By-law 1818 Being  
a by-law to establish tax rates and  
additional charges for Municipal, County  
and Education purposes for the year 2019**

**Whereas** on May 6, 2019, the Council of The Corporation of the Town of Essex did pass By-Law 1818 being a by-law to establish tax rates and additional charges for Municipal, County and Education purposes for the year 2019;

**And Whereas** on or about June 4, 2019 the Corporation of the Town of Essex did receive notification from the Province of Ontario that the Provincial Education Tax Rates for vacant units on industrial and commercial were revised such that Schedule "A" to By-law 1818 requires amendment to reference those revised tax rates set by the Province of Ontario ;

**And now therefore the Council of The Corporation of the Town of Essex hereby enacts as follows:**

1. That Schedule "A" to By-law 1818 be deleted in its entirety and replaced by Schedule "A" attached hereto with such rates referenced therein to be applied on the ratable assessment in the municipality for general municipal purposes, county purposes and education purposes.
2. That this bylaw shall come into force and take effect on the date of its passing thereof by Council.

**Read a first, a second time and a third time and finally passed on June 17, 2019.**

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Mayor

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Clerk

# **Schedule "A" to By-Law Number 1830**

## **Town of Essex**

### **2019 Property Tax Rates by Ward and Property Class**

Ward and Property Class	Town of Essex - Base Municipal Tax Rate	Town of Essex - Urban or Rural Tax Rate	Town of Essex - Garbage Collection and Disposal Tax Rate	Essex Centre Business Improvement Area Tax Rate	Total Town of Essex Municipal Tax Rate	County and Library Board Tax Rate	Education Tax Rate	Total Tax Rate
<b>Ward 1</b>								
Residential (RT)	0.007871	0.000792	0.000805	-	0.009468	0.004830	0.001610	0.015908
Multi-Residential (MT)	0.015390	0.001549	0.001574	-	0.018513	0.009444	0.001610	0.029568
Farmland (FT)	0.001968	0.000198	-	-	0.002166	0.001207	0.000403	0.003776
Farmland Awaiting Development (R1)	0.001968	0.000198	-	-	0.002166	0.001207	0.000403	0.003776
Commercial - Occupied (CT)	0.008516	0.000858	0.000871	0.001709	0.011954	0.005226	0.012900	0.030081
Commercial - New Construction (XT)	0.008516	0.000858	0.000871	0.001709	0.011954	0.005226	0.010300	0.027481
Commercial - Vacant Unit (CU)	0.005961	0.000600	-	0.001196	0.007757	0.003658	0.010965	0.022381
Commercial - New Construction Vacant Unit (XU)	0.005961	0.000600	-	0.001196	0.007757	0.003658	0.008755	0.020171
Commercial - Vacant Land (CX)	0.004423	0.000445	-	0.000898	0.005766	0.002714	0.005615	0.014096
Shopping Centre (ST)	0.008516	0.000858	0.000871	0.001709	0.011954	0.005226	-	0.017181
Shopping Centre - Vacant Unit (SU)	0.005961	0.000600	-	0.001196	0.007757	0.003658	-	0.011416
Parking Lot (GT)	0.004423	0.000445	-	0.000898	0.005766	0.002714	0.006606	0.015087
Office Building (DT)	0.009161	0.000922	0.000937	0.001709	0.012729	0.005622	0.010300	0.028651
Office Building - Vacant Unit (DU)	0.006413	0.000645	-	0.001196	0.008254	0.003658	0.008755	0.020667
Industrial - Occupied (IT)	0.015289	0.001539	-	0.001709	0.018537	0.009382	0.012900	0.040819
Industrial - New Construction (JT)	0.015289	0.001539	-	0.001709	0.018537	0.009382	0.010300	0.038219
Industrial - Vacant Unit (IU)	0.009938	0.001000	-	0.001196	0.012134	0.006098	0.010643	0.028874
Industrial - New Construction - Vacant Unit (JU)	0.009938	0.001000	-	0.001196	0.012134	0.006098	0.008498	0.026729
Industrial - Vacant Land (IX)	0.009938	0.001000	-	0.000898	0.011836	0.006098	0.010643	0.028576
Large Industrial (LT)	0.021141	0.002128	-	-	0.023269	0.012974	0.012900	0.049143
Large Industrial - New Construction (KT)	0.021141	0.002128	-	-	0.023269	0.012974	0.010300	0.046543
Large Industrial - Vacant Land (LX)	0.013742	0.001383	-	-	0.015125	0.008433	0.010643	0.034200
Pipeline (PT)	0.010255	0.001032	-	-	0.011287	0.006293	0.012900	0.030481
Managed Forest (TT)	0.001968	0.000198	-	-	0.002166	0.001207	0.000403	0.003776
Landfill (HF)	0.008241	0.000829	-	-	0.009071	0.005057	0.011730	0.025858

# **Schedule "A" to By-Law Number 1830**

## **Town of Essex**

### **2019 Property Tax Rates by Ward and Property Class**

Ward and Property Class	Town of Essex - Base Municipal Tax Rate	Town of Essex - Urban or Rural Tax Rate	Town of Essex - Garbage Collection and Disposal Tax Rate	Essex Centre Business Improvement Area Tax Rate	Total Town of Essex Municipal Tax Rate	County and Library Board Tax Rate	Education Tax Rate	Total Tax Rate
<b>Wards 2 and 3</b>								
Residential (RT)	0.007871	0.000223	0.000805	-	0.008898	0.004830	0.001610	0.015338
Multi-Residential (MT)	0.015390	0.000435	0.001574	-	0.017399	0.009444	0.001610	0.028454
Farmland (FT)	0.001968	0.000056	-	-	0.002024	0.001207	0.000403	0.003634
Farmland Awaiting Development (R1)	0.001968	0.000056	-	-	0.002024	0.001207	0.000403	0.003634
Commercial - Occupied (CT)	0.008516	0.000241	0.000871	-	0.009628	0.005226	0.012900	0.027755
Commercial - New Construction (XT)	0.008516	0.000241	0.000871	-	0.009628	0.005226	0.010300	0.025155
Commercial - Vacant Unit (CU)	0.005961	0.000169	-	-	0.006130	0.003658	0.010965	0.020754
Commercial - New Construction - Vacant Unit (XU)	0.005961	0.000169	-	-	0.006130	0.003658	0.008755	0.018544
Commercial - Vacant Land (CX)	0.004423	0.000125	-	-	0.004548	0.002714	0.005615	0.012878
Shopping Centre (ST)	0.008516	0.000241	0.000871	-	0.009628	0.005226	-	0.014855
Shopping Centre - Vacant Unit (SU)	0.005961	0.000169	-	-	0.006130	0.003658	-	0.009789
Parking Lot (GT)	0.004423	0.000125	-	-	0.004548	0.002714	0.006606	0.013869
Office Building (DT)	0.009161	0.000259	-	-	0.009420	0.005622	0.010300	0.025342
Office Building - Vacant Unit (DU)	0.006413	0.000181	-	-	0.006594	0.003658	0.008755	0.019007
Industrial - Occupied (IT)	0.015289	0.000432	-	-	0.015721	0.009382	0.012900	0.038003
Industrial - New Construction (JT)	0.015289	0.000432	-	-	0.015721	0.009382	0.010300	0.035403
Industrial - Vacant Unit (IU)	0.009938	0.000281	-	-	0.010219	0.006098	0.010643	0.026959
Industrial - New Construction - Vacant Unit (JU)	0.009938	0.000281	-	-	0.010219	0.006098	0.008498	0.024814
Industrial - Vacant Land (IX)	0.009938	0.000281	-	-	0.010219	0.006098	0.010643	0.026959
Large Industrial (LT)	0.021141	0.000598	-	-	0.021739	0.012974	0.012900	0.047613
Large Industrial - New Construction (KT)	0.021141	0.000598	-	-	0.021739	0.012974	0.010300	0.045013
Large Industrial - Vacant Land (LX)	0.013742	0.000389	-	-	0.014131	0.008433	0.010643	0.033206
Pipeline (PT)	0.010255	0.000290	-	-	0.010545	0.006293	0.012900	0.029739
Managed Forest (TT)	0.001968	0.000056	-	-	0.002024	0.001207	0.000403	0.003634
Landfill (HF)	0.008241	0.000233	-	-	0.008474	0.005057	0.011730	0.025262



# **Schedule "A" to By-Law Number 1830**

## **Town of Essex**

### **2019 Property Tax Rates by Ward and Property Class**

Ward and Property Class	Town of Essex - Base Municipal Tax Rate	Town of Essex - Urban or Rural Tax Rate	Town of Essex - Garbage Collection and Disposal Tax Rate	Essex Centre Business Improvement Area Tax Rate	Total Town of Essex Municipal Tax Rate	County and Library Board Tax Rate	Education Tax Rate	Total Tax Rate
<b>Ward 4</b>								
Residential (RT)	0.007871	0.000792	0.000805	-	0.009468	0.004830	0.001610	0.015908
Multi-Residential (MT)	0.015390	0.001549	0.001574	-	0.018513	0.009444	0.001610	0.029568
Farmland (FT)	0.001968	0.000198	-	-	0.002166	0.001207	0.000403	0.003776
Farmland Awaiting Development (RI)	0.001968	0.000198	-	-	0.002166	0.001207	0.000403	0.003776
Commercial - Occupied (CT)	0.008516	0.000858	0.000871	-	0.010245	0.005226	0.012900	0.028372
Commercial - New Construction (XT)	0.008516	0.000858	0.000871	-	0.010245	0.005226	0.010300	0.025772
Commercial - Vacant Unit (CU)	0.005961	0.000600	-	-	0.006561	0.003658	0.010965	0.021185
Commercial - New Construction - Vacant Unit (XU)	0.005961	0.000600	-	-	0.006561	0.003658	0.008755	0.018975
Commercial - Vacant Land (CX)	0.004423	0.000445	-	-	0.004868	0.002714	0.005615	0.013198
Shopping Centre (ST)	0.008516	0.000858	0.000871	-	0.010245	0.005226	-	0.015472
Shopping Centre - Vacant Unit (SU)	0.005961	0.000600	-	-	0.006561	0.003658	-	0.010220
Parking Lot (GT)	0.004423	0.000445	-	-	0.004868	0.002714	0.006606	0.014189
Office Building (DT)	0.009161	0.000922	0.000937	-	0.011020	0.005622	0.010300	0.026942
Office Building - Vacant Unit (DU)	0.006413	0.000645	-	-	0.007058	0.003658	0.008755	0.019471
Industrial - Occupied (IT)	0.015289	0.001539	-	-	0.016828	0.009382	0.012900	0.039110
Industrial - New Construction (JT)	0.015289	0.001539	-	-	0.016828	0.009382	0.010300	0.036510
Industrial - Vacant Unit (IU)	0.009938	0.001000	-	-	0.010938	0.006098	0.010643	0.027678
Industrial - New Construction - Vacant Unit (JU)	0.009938	0.001000	-	-	0.010938	0.006098	0.008498	0.025533
Industrial - Vacant Land (IX)	0.009938	0.001000	-	-	0.010938	0.006098	0.010643	0.027678
Large Industrial (LT)	0.021141	0.002128	-	-	0.023269	0.012974	0.012900	0.049143
Large Industrial - New Construction	0.021141	0.002128	-	-	0.023269	0.012974	0.010300	0.046543
Large Industrial - Vacant Land (LX)	0.013742	0.001383	-	-	0.015125	0.008433	0.010643	0.034200
Pipeline (PT)	0.010255	0.001032	-	-	0.011287	0.006293	0.012900	0.030481
Managed Forest (TT)	0.001968	0.000198	-	-	0.002166	0.001207	0.000403	0.003776
Landfill (HF)	0.008241	0.000829	-	-	0.009071	0.005057	0.011730	0.025858

# **Schedule "A" to By-Law Number 1830**

## **Town of Essex**

### **2019 Property Tax Rates by Ward and Property Class**

Ward and Property Class	Town of Essex - Base Municipal Tax Rate	Town of Essex - Urban or Rural Tax Rate	Town of Essex - Garbage Collection and Disposal Tax Rate	Essex Centre Business Improvement Area Tax Rate	Total Town of Essex Municipal Tax Rate	County and Library Board Tax Rate	Education Tax Rate	Total Tax Rate
<b>Ward 1</b>								
Residential (RT)	0.007871	0.000792	0.000805	-	0.009468	0.004830	0.001610	0.015908
Multi-Residential (MT)	0.015390	0.001549	0.001574	-	0.018513	0.009444	0.001610	0.029568
Farmland (FT)	0.001968	0.000198	-	-	0.002166	0.001207	0.000403	0.003776
Farmland Awaiting Development (R1)	0.001968	0.000198	-	-	0.002166	0.001207	0.000403	0.003776
Commercial - Occupied (CT)	0.008516	0.000858	0.000871	0.001709	0.011954	0.005226	0.012900	0.030081
Commercial - New Construction (XT)	0.008516	0.000858	0.000871	0.001709	0.011954	0.005226	0.010300	0.027481
Commercial - Vacant Unit (CU)	0.005961	0.000600	-	0.001196	0.007757	0.003658	0.010965	0.022381
Commercial - New Construction Vacant Unit (XU)	0.005961	0.000600	-	0.001196	0.007757	0.003658	0.008755	0.020171
Commercial - Vacant Land (CX)	0.004423	0.000445	-	0.000898	0.005766	0.002714	0.005615	0.014096
Shopping Centre (ST)	0.008516	0.000858	0.000871	0.001709	0.011954	0.005226	-	0.017181
Shopping Centre - Vacant Unit (SU)	0.005961	0.000600	-	0.001196	0.007757	0.003658	-	0.011416
Parking Lot (GT)	0.004423	0.000445	-	0.000898	0.005766	0.002714	0.006606	0.015087
Office Building (DT)	0.009161	0.000922	0.000937	0.001709	0.012729	0.005622	0.010300	0.028651
Office Building - Vacant Unit (DU)	0.006413	0.000645	-	0.001196	0.008254	0.003658	0.008755	0.020667
Industrial - Occupied (IT)	0.015289	0.001539	-	0.001709	0.018537	0.009382	0.012900	0.040819
Industrial - New Construction (JT)	0.015289	0.001539	-	0.001709	0.018537	0.009382	0.010300	0.038219
Industrial - Vacant Unit (IU)	0.009938	0.001000	-	0.001196	0.012134	0.006098	0.010643	0.028874
Industrial - New Construction - Vacant Unit (JU)	0.009938	0.001000	-	0.001196	0.012134	0.006098	0.008498	0.026729
Industrial - Vacant Land (IX)	0.009938	0.001000	-	0.000898	0.011836	0.006098	0.010643	0.028576
Large Industrial (LT)	0.021141	0.002128	-	-	0.023269	0.012974	0.012900	0.049143
Large Industrial - New Construction (KT)	0.021141	0.002128	-	-	0.023269	0.012974	0.010300	0.046543
Large Industrial - Vacant Land (LX)	0.013742	0.001383	-	-	0.015125	0.008433	0.010643	0.034200
Pipeline (PT)	0.010255	0.001032	-	-	0.011287	0.006293	0.012900	0.030481
Managed Forest (TT)	0.001968	0.000198	-	-	0.002166	0.001207	0.000403	0.003776
Landfill (HF)	0.008241	0.000829	-	-	0.009071	0.005057	0.011730	0.025858

# **Schedule "A" to By-Law Number 1830**

## **Town of Essex**

### **2019 Property Tax Rates by Ward and Property Class**

Ward and Property Class	Town of Essex - Base Municipal Tax Rate	Town of Essex - Urban or Rural Tax Rate	Town of Essex - Garbage Collection and Disposal Tax Rate	Essex Centre Business Improvement Area Tax Rate	Total Town of Essex Municipal Tax Rate	County and Library Board Tax Rate	Education Tax Rate	Total Tax Rate
<b>Wards 2 and 3</b>								
Residential (RT)	0.007871	0.000223	0.000805	-	0.008898	0.004830	0.001610	0.015338
Multi-Residential (MT)	0.015390	0.000435	0.001574	-	0.017399	0.009444	0.001610	0.028454
Farmland (FT)	0.001968	0.000056	-	-	0.002024	0.001207	0.000403	0.003634
Farmland Awaiting Development (R1)	0.001968	0.000056	-	-	0.002024	0.001207	0.000403	0.003634
Commercial - Occupied (CT)	0.008516	0.000241	0.000871	-	0.009628	0.005226	0.012900	0.027755
Commercial - New Construction (XT)	0.008516	0.000241	0.000871	-	0.009628	0.005226	0.010300	0.025155
Commercial - Vacant Unit (CU)	0.005961	0.000169	-	-	0.006130	0.003658	0.010965	0.020754
Commercial - New Construction - Vacant Unit (XU)	0.005961	0.000169	-	-	0.006130	0.003658	0.008755	0.018544
Commercial - Vacant Land (CX)	0.004423	0.000125	-	-	0.004548	0.002714	0.005615	0.012878
Shopping Centre (ST)	0.008516	0.000241	0.000871	-	0.009628	0.005226	-	0.014855
Shopping Centre - Vacant Unit (SU)	0.005961	0.000169	-	-	0.006130	0.003658	-	0.009789
Parking Lot (GT)	0.004423	0.000125	-	-	0.004548	0.002714	0.006606	0.013869
Office Building (DT)	0.009161	0.000259	-	-	0.009420	0.005622	0.010300	0.025342
Office Building - Vacant Unit (DU)	0.006413	0.000181	-	-	0.006594	0.003658	0.008755	0.019007
Industrial - Occupied (IT)	0.015289	0.000432	-	-	0.015721	0.009382	0.012900	0.038003
Industrial - New Construction (JT)	0.015289	0.000432	-	-	0.015721	0.009382	0.010300	0.035403
Industrial - Vacant Unit (IU)	0.009938	0.000281	-	-	0.010219	0.006098	0.010643	0.026959
Industrial - New Construction - Vacant Unit (JU)	0.009938	0.000281	-	-	0.010219	0.006098	0.008498	0.024814
Industrial - Vacant Land (IX)	0.009938	0.000281	-	-	0.010219	0.006098	0.010643	0.026959
Large Industrial (LT)	0.021141	0.000598	-	-	0.021739	0.012974	0.012900	0.047613
Large Industrial - New Construction (KT)	0.021141	0.000598	-	-	0.021739	0.012974	0.010300	0.045013
Large Industrial - Vacant Land (LX)	0.013742	0.000389	-	-	0.014131	0.008433	0.010643	0.033206
Pipeline (PT)	0.010255	0.000290	-	-	0.010545	0.006293	0.012900	0.029739
Managed Forest (TT)	0.001968	0.000056	-	-	0.002024	0.001207	0.000403	0.003634
Landfill (HF)	0.008241	0.000233	-	-	0.008474	0.005057	0.011730	0.025262

# **Schedule "A" to By-Law Number 1830**

## **Town of Essex**

### **2019 Property Tax Rates by Ward and Property Class**

Ward and Property Class	Town of Essex - Base Municipal Tax Rate	Town of Essex - Urban or Rural Tax Rate	Town of Essex - Garbage Collection and Disposal Tax Rate	Essex Centre Business Improvement Area Tax Rate	Total Town of Essex Municipal Tax Rate	County and Library Board Tax Rate	Education Tax Rate	Total Tax Rate
<b>Ward 4</b>								
Residential (RT)	0.007871	0.000792	0.000805	-	0.009468	0.004830	0.001610	0.015908
Multi-Residential (MT)	0.015390	0.001549	0.001574	-	0.018513	0.009444	0.001610	0.029568
Farmland (FT)	0.001968	0.000198	-	-	0.002166	0.001207	0.000403	0.003776
Farmland Awaiting Development (RI)	0.001968	0.000198	-	-	0.002166	0.001207	0.000403	0.003776
Commercial - Occupied (CT)	0.008516	0.000858	0.000871	-	0.010245	0.005226	0.012900	0.028372
Commercial - New Construction (XT)	0.008516	0.000858	0.000871	-	0.010245	0.005226	0.010300	0.025772
Commercial - Vacant Unit (CU)	0.005961	0.000600	-	-	0.006561	0.003658	0.010965	0.021185
Commercial - New Construction - Vacant Unit (XU)	0.005961	0.000600	-	-	0.006561	0.003658	0.008755	0.018975
Commercial - Vacant Land (CX)	0.004423	0.000445	-	-	0.004868	0.002714	0.005615	0.013198
Shopping Centre (ST)	0.008516	0.000858	0.000871	-	0.010245	0.005226	-	0.015472
Shopping Centre - Vacant Unit (SU)	0.005961	0.000600	-	-	0.006561	0.003658	-	0.010220
Parking Lot (GT)	0.004423	0.000445	-	-	0.004868	0.002714	0.006606	0.014189
Office Building (DT)	0.009161	0.000922	0.000937	-	0.011020	0.005622	0.010300	0.026942
Office Building - Vacant Unit (DU)	0.006413	0.000645	-	-	0.007058	0.003658	0.008755	0.019471
Industrial - Occupied (IT)	0.015289	0.001539	-	-	0.016828	0.009382	0.012900	0.039110
Industrial - New Construction (JT)	0.015289	0.001539	-	-	0.016828	0.009382	0.010300	0.036510
Industrial - Vacant Unit (IU)	0.009938	0.001000	-	-	0.010938	0.006098	0.010643	0.027678
Industrial - New Construction - Vacant Unit (JU)	0.009938	0.001000	-	-	0.010938	0.006098	0.008498	0.025533
Industrial - Vacant Land (IX)	0.009938	0.001000	-	-	0.010938	0.006098	0.010643	0.027678
Large Industrial (LT)	0.021141	0.002128	-	-	0.023269	0.012974	0.012900	0.049143
Large Industrial - New Construction	0.021141	0.002128	-	-	0.023269	0.012974	0.010300	0.046543
Large Industrial - Vacant Land (LX)	0.013742	0.001383	-	-	0.015125	0.008433	0.010643	0.034200
Pipeline (PT)	0.010255	0.001032	-	-	0.011287	0.006293	0.012900	0.030481
Managed Forest (TT)	0.001968	0.000198	-	-	0.002166	0.001207	0.000403	0.003776
Landfill (HF)	0.008241	0.000829	-	-	0.009071	0.005057	0.011730	0.025858

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

### **By-Law Number 1831**

#### **Being a by-law to confirm the proceedings of the June 17, 2019, 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 June 17, 2019 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 June 17, 2019 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 June 17, 2019.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Read a third time and finally adopted on July 2, 2019.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk