



Regular Council Meeting Agenda

February 5, 2018, 6:00 pm

Essex Civic Centre

360 Fairview Avenue West

Essex, Ontario

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 February 5, 2018**

Moved by

Seconded by

That the published agenda for the February 5, 2018 Regular Council Meeting be adopted as presented / amended.

5. **Adoption of Minutes**

5.1 **Regular Council Meeting Minutes for January 15, 2018**

1

Moved by

Seconded by

That the minutes of the Regular Council Meeting held January 15, 2018 be adopted as circulated.

5.2 **Special Council Meeting Minutes for 2017**

Moved by

Seconded by

That the 2017 Special Council Meeting minutes listed in Agenda Item 5.2, be adopted as circulated.

5.2.1 **January 16, 2017**

11

RE: Power Point presentation by Jeff Watson, Policy Planner on the Talbot Streetlight Replacement Plan.

5.2.2 **February 13, 2017**

13

RE: 2017 Budget Meeting

5.2.3 **March 6, 2017**

18

RE: Presentation on the Social and Economic Importance of Heritage Preservation.

5.2.4	March 20, 2017	20
	RE: Annual report on the Town's Strategic Plan (adopted March 2016).	
5.2.5	March 27, 2017	23
	RE: Town's Asset Management Plan and adoption of the 2017 Operating and Capital Budget.	
5.2.6	May 8, 2017	26
	RE: Statutory public meeting for a Colchester Centre Community Improvement Plan.	
5.2.7	June 12, 2017	32
	RE: Review and finalize the 2017 General Municipal Mill Rate and the 2018-2021 Operating and Capital Forecast.	
5.2.8	November 6, 2017	35
	RE: Organizational Review Final Report, Version 4.0 Overview	
5.3	Special Council Meeting Minutes for January 15, 2018	37
	Moved by	
	Seconded by	
	That the minutes of the Special Council Meeting held January 15, 2018 be adopted as circulated.	
5.4	Special Council Meeting Minutes for January 22, 2018	39
	Moved by	
	Seconded by	
	That the minutes of the Special Council Meeting held January 22, 2018, be adopted as circulated.	
6.	Public Presentations	
6.1	Fire Chief Rick Arnel	44
	Fire Chief Rick Arnel has been invited to Council this evening to recognize that he was a recent recipient of a Canada 150 Medal. The Canada 150 medals were awarded to Canadians actively involved in their communities who, through generosity, dedication, volunteerism and hard work, make their hometowns, communities, regions, provinces or territories a better place to live.	
6.2	Essex Region Conservation Authority, Kristin Ives, Curator/Education Coordinator	46
	RE: March as Maple Month	
	Moved by	
	Seconded by	
	That the presentation by the Essex Region Conservation Authority's Curator/Education Coordinator Kristin Ives, asking that Council support their efforts in promoting the cultural and natural history of maple trees in the region, be received;	

And that the Town of Essex support the cultural and natural history of maple trees and declare March as Maple Month in the Town of Essex.

7. Unfinished Business

8. Reports from Administration

8.1 Community Services Report 2018-001 47

RE: Results of Request for Proposal - Design, Supply and Install Essex Centre Splash Pad

Moved by
Seconded by

That Community Services Report 2018-001, prepared and submitted by Doug Sweet, Director of Community Services, entitled "Results of Request for Proposal - Design, Supply and Install Essex Centre Splash Pad", dated February 5, 2018, be received;

And that the Request for Proposal for Design, Supply and Install Essex Centre Splash Pad, be awarded to Open Space Solution Inc. in the amount of \$256,862.59 including non-refundable sales tax.

8.2 Community Services Report 2018-002 51

RE: Purchase of Tommy Gate Hydraulic Lift for Community Services Truck Number 861

Moved by
Seconded by

That Community Services Report 2018-002, prepared by John Olsen, Manager of Parks and Facilities and submitted by Doug Sweet, Director of Community Services, entitled "Purchase of Tommy Gate Hydraulic Lift for Community Service Truck Number 861", dated February 5, 2018, be received;

And that Council approve the allocation of funds for the Tommy Gate Hydraulic Lift to be purchased in 2018 from the Community Services Building and Equipment Reserve.

8.3 Drainage Report 2018-01 53

RE: Appointment of a Drainage Engineer to prepare a Report for a New Access Culvert over the White Drain

Moved by
Seconded by

That Drainage Report 2018-01, prepared by Norman Nussio, Assistant Manager, Operations/Drainage, submitted by Chris Nepszy, Director, Infrastructure and Development, entitled "Appointment of a Drainage Engineer to prepare a Report for a New Access Culvert over the White Drain", dated February 5, 2018, be received;

And that pursuant to the Drainage Act, R.S.O. 1990, c. D.17, Council appoint the engineering firm of Rood Engineering Incorporated, to prepare a drainage report for a new access culvert over the White Drain.

8.4 Planning Report 2018-01 57

RE: Heritage Listings

Moved by

Seconded by

That Planning Report 2018-01, prepared by Rita Jabbour, Assistant Planner and submitted by Chris Nepszy, Director of Infrastructure and Development, entitled "Heritage Listings", dated February 5, 2018, be received;

And that the properties known municipally as; 11 King Street West, 103 King Street West, 120 Talbot Street North, 21 King Street East, 49 Talbot Road South, 4005 County Road 11, 18 Talbot Street North, 15 King Street West, 3 King Street West, 314 Queen, 22 King Street West, 44 King Street East and 190 Bagot Street be listed on the Essex Municipal Heritage Register pursuant to subsection 27 (1.2) of the Ontario Heritage Act.

8.5 Planning Report 2018-04 69

RE: Harrow Development Potential

Moved by

Seconded by

That Planning Report 2018-04, prepared by Rita Jabbour, Assistant Planner and submitted by Chris Nepszy, Director of Infrastructure and Development, entitled "Harrow Development Potential", dated February 5, 2018, providing Council with an overview of residential development potential in Ward 4 and identifying development constraints and outlining options Council has taken to spur development, be received.

8.6 Planning Report 2018-05 80

RE: Collavino Business Park Release of Securities

Moved by

Seconded by

That Planning Report 2018-05, prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, Director of Infrastructure and Development, entitled "Collavino Business Park Release of Securities (Harrow Centre, Ward 4)", dated February 5, 2018, recommending a partial release of the securities in the sum of \$20,772.00 for 1710690 Ontario Incorporated, be received and approved.

8.7 Planning Report 2018-06 82

RE: Townsview Estates Release of Securities

Moved by

Seconded by

That Planning Report 2018-06, prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, Director of Infrastructure and Development, entitled "Townsview Estates Release of Securities (Essex Centre, Ward 1)", dated February 5, 2018, recommending a partial release of the securities in the sum of \$241,684.68 for the Townsview Estates Subdivision, 1849749 Ontario Limited, Developer, be received and approved.

8.8 Fire Report 2018-001 83

RE: By-Law 1500, the Town's by-law to establish and regulate fire services update.

Moved by
Seconded by

That Fire Report 2018-001, prepared and submitted by Richard Arnel, Fire Chief entitled "Updating By-Law 1500, being a by-law to Establish and Regulate Fire Services", dated January 25, 2018, providing Council with the revised and recently updated Medical Tiered Response Agreement with Essex Windsor EMS, be received;

And that the revised and recently updated Medical Tiered Response Agreement between Essex Windsor EMS (EWEMS) and the Town of Essex Fire Rescue , be approved and the Mayor be authorized to sign the agreement on behalf of the Town of Essex;

And that revised agreement be updated as Schedule E to By-Law 1500.

8.9

Legislative and Legal Services Verbal Report

85

RE: Animal Control Matter - Appeal Hearing with respect to a Dangerous Dog Declaration and Issuance of a Notice to Muzzle

Moved by
Seconded by

That the Verbal Report provided by Robert Auger, Clerk, Legal and Legislative Services, Robert Auger, regarding an upcoming Appeal hearing to be convened pursuant to Section 4.07.3 of the Animal Control By-Law, be received;

And that Council grant an exemption from the requirements of Section 4.01 of the Animal Control By-Law as it relates to the composition of the Appeal Committee, and direct that the members of the Appeal Committee for the said upcoming Appeal hearing shall be comprised of three members of the general public (to be appointed at a future meeting of Council) who have declared that they will serve impartially and that they do not have a conflict of interest in the matter to be adjudicated.

8.10

Infrastructure and Development Services Report 2018-01

86

RE: Engineering Services for Harrow Storm and Sanitary Optimization Study

Moved by
Seconded by

That Infrastructure and Development Services Report 2018-01, prepared and submitted by Chris Nepszy, Director, Infrastructure and Development Services, entitled "Engineering Services for Harrow Storm and Sanitary Optimization Study, dated February 5, 2018, be received;

And that Stantec Consulting Ltd. be appointed to provide engineering services to design, procure and administer the subject optimization study for Harrow Centre in accordance with the completed request under Section 22(3) of the Town of Essex Procurement By-Law 1043.

8.11

Economic Development Report 2018-02

94

RE: Incentives for Vacant School Properties in Harrow

Moved by
Seconded by

That Economic Development Report 2018-02, prepared and submitted by Nelson Silveira, Economic Development Officer, entitled "Incentives for Vacant School Properties in Harrow", dated February 5, 2018, providing Council with an overview of recommended changes to the Harrow Community Improvement Plan (CIP) in order to include both vacant school properties in Harrow as eligible properties under the CIP, be received;

And that Council approves moving forward with program changes and expanding the Harrow Community Improvement Plan to include the two vacant school properties.

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.

11.1.1	Harrow and Colchester South Chamber of Commerce	97
	RE: Revitalizing Downtown Harrow	
11.1.2	Windsor-Essex Student Transportation Services	98
	RE: Mr. B. Deman's request for busing	
11.1.3	Erie St. Clair Local Health Integration Network (ESC LHIN)	106
	RE: New Vice Chair Appointed to the Erie St. Clair LHIN Board	
11.1.4	Jeff Ives	108
	RE: Business Owner in Essex Centre concerns	
11.1.5	Chris Nepszy, Director of Infrastructure and Development	111
	RE: Traffic and Geometric Data Collected on Irwin Avenue South (Between Gosfield/County Road 23 and County Road 34).	
11.1.6	Town of Amherstburg	113
	Amherstburg Council supports the Windsor-Essex County Board of Health proposed changes to the Cannabis Act (Bill C-45), dated November 27, 2017.	

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

RE: Essex Windsor Solid Waste Authority - Lease
Agreement extension for Dog Pound Facility

By-Law 1672

Being a by-law to authorize the execution of an Agreement between The Corporation of the County of Essex as Lessor and the Corporation of the Town of Essex, the Corporation of the Town of Lakeshore, the Corporation of the Town of LaSalle and the Corporation of the Town of Tecumseh, collectively the Lessees.

Moved by
Seconded by

That correspondence from the Town of Lakeshore, dated January 17, 2018 notifying Council that the Dog Pound Committee recommends that the partnering municipalities approve the draft lease agreement with the Essex Windsor Solid Waste Authority for the use of the dog pound facility located at 914 Puce Road, Lakeshore, be (received/received and approved);

And that if Council chooses to approve the Committee's recommendation, By-Law 1672 being a by-law to authorize the execution of an Agreement between The Corporation of the County of Essex as Lessor, the Corporation of the Town of Essex, the Corporation of the Town of Lakeshore, the Corporation of the Town of LaSalle and the Corporation of the Town of Tecumseh, collectively the Lessees, be read a first and a second time and provisionally adopted on February 5, 2018.

11.2.2 Community Heritage Ontario, Wayne Morgan President

128

RE: Federal Action on the Conservation of Heritage Properties

Moved by
Seconded by

That correspondence from Wayne Morgan, President, Community Heritage Ontario (CHO), dated December 29, 2017, asking that Council support the recommendations of the federal House of Commons Standing Committee on Environment and Sustainable Development contained in report 10 regarding the preservation of Canada's heritage, be (received/received and supported);

And that if Council chooses to support the request, a letter supporting the recommendations be sent to the federal Minister of Environment, Minister of Finance, Tracey Ramsey, MP and Community Heritage Ontario's President Wayne Morgan.

11.2.3 Kyle Flood

131

RE: Essex Fun Fest Committee

Moved by
Seconded by

That the email from Kyle Flood, dated January 30, 2018 offering to sit on the Essex Fun Fest Committee, be received;

And that Kyle Flood be appointed to the Essex Fun Fest Committee to November 30, 2018, and that By-Law 1376 be updated.

11.2.4	Riley Jones	132
	RE: Essex Fun Fest Committee	
	Moved by	
	Seconded by	
	That the email from Riley Jones, dated January 30, 2018 offering to sit on the Essex Fun Fest Committee, be received;	
	And that Riley Jones be appointed to the Essex Fun Fest Committee to November 30, 2018, and that By-Law 1376 be updated.	

12. Committee Meeting Minutes

12.1	Arts, Culture and Tourism Committee - January 10, 2018	133
	Moved by	
	Seconded by	
	That the Committee Meeting Minutes from the January 10, 2018 Arts, Culture and Tourism Committee (ACT), be received and adopted as circulated.	
12.2	Personnel Committee (Open) - January 31, 2018	138
	Moved by	
	Seconded by	
	That the Personnel Committee (Open) Meeting Minutes, dated January 31, 2018, be received and adopted as circulated.	

13. Financial

13.1	2019-2022 Capital and Operating Budget Forecasts	140
	By-Law 1673	
	Being a by-law to adopt the 2019-2022 Operating and Capital Budget Forecasts	
	Moved by	
	Seconded by	
	That 2019 to 2022 Operating and Capital Forecasts be received;	
	And that By-Law 1673 being a by-law to adopt the 2019-2022 Operating and Capital Forecasts be read a first, a second and a third time and finally passed on February 5, 2018.	

14. New Business

15. Notices of Motion

15.1	The following Notices of Motion were presented at the January 15, 2018 Regular Council Meeting and are being brought forward for	243
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consideration this evening:

- 15.1.1 Councillor Bondy
- RE: Administration to review the current speed limit and handicap sign on Ridge Road.
- At the request of Councillor Bondy this Notice of Motion has been withdrawn.
- 15.1.2 Councillor Voakes
- RE: Communicating with the media guidelines
- Moved by Councillor Voakes
Seconded by
- That** Administration provide information on the guidelines used when communicating with the media.
- 15.1.3 Councillor Voakes
- RE: Request for report on its Request for Proposal (RFP) procedures.
- Moved by Councillor Voakes
Seconded by
- That** Administration provide a report on its Request for Proposal (RFP) procedures and how the Town determines what proposals to accept or not accept.
- 15.1.4 Councillor Voakes
- RE: That Administration provide the cost of the recent Fire Department third party investigation.
- At the request of Councillor Voakes this Notice of Motion has been withdrawn.
- 15.2 The following Notices of Motion will be brought forward for consideration at the February 20, 2018 Regular Council Meeting:**
- 15.2.1 Councillor Snively 244
- RE: Extension of Municipal Services to Maidstone Avenue
- Moved by Councillor Snively
Seconded by
- That** Administration provide a report that sets out the cost of bringing municipal services where they end on Maidstone Avenue, east of Highway 3, to the lands west of Highway 3 along County Road 8 to the future intersection of Pinkerton and County Road 8 (Lafferty lands).
- 15.2.2 Councillor Bondy 245
- RE: Funding the Harrow Centre Streetscape project in 2018
- Moved by Councillor Bondy
Seconded by
- That** Administration provide a report to Council on how the

Harrow Centre Streetscape project could be funded in order to try to expedite the commencement of this project in 2018.

15.2.3 Councillor Rogers 246

RE: Naming of Colchester Lakefront Park

Moved by Councillor Rogers
Seconded by

That the Town, in recognition of our rich cultural and diverse history and February being Black History Month, designate and assign the name "McCoy Park" in honour of Elijah McCoy an incredible man, inventor and innovator, born and raised in Colchester, to the Colchester lakefront park often referred to as simply the Colchester or Jackson Street park.

16. **Reports from Council Members**

17. **Announcements**

18. **By-Laws**

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

18.1.1 By-Law 1671 247

Being a by-law to confirm the proceedings of the January 15, 2017 Regular Meeting of the Council of The Corporation of the Town of Essex

Moved by
Seconded by

That By-Law 1671 being a by-law to confirm the proceedings of the January 15, 2018 Regular Meeting of the Council of The Corporation of the Town of Essex be read a third time and finally passed on February 5, 2018.

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

18.2.1 By-Law 1675 249

Being a by-law to enter into a Wages and Benefit Agreement between The Corporation of the Town of Essex and its Firefighter Employees

Moved by
Seconded by

That By-Law 1675 being a by-law to enter into a Wages and Benefit Agreement between The Corporation of the Town of Essex and its Firefighter Employees be read a first, a second and a third time and finally passed on February 5, 2018.

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

18.3.1 By-Law 1674 251

Being a by-law to confirm the proceedings of the February 5, 2018 Regular Meeting of the Council of The Corporation of the Town of Essex

Moved by
Seconded by

That By-Law 1674 being a by-law to confirm the proceedings of the February 5, 2018 Regular Meeting of The Corporation of the Town of Essex be read a first and a second time and provisionally adopted on February 5, 2018.

19. Adjournment

Moved by
Seconded by

That the meeting be adjourned at [TIME].

20. Future Meetings

20.1 Tuesday, February 20, 2018 - 5:00 to 6:00 PM - Consideration Meeting

RE: Bridge for Joseph & Susan Chisholm

Location: County of Essex, Committee Room C, 360 Fairview Avenue West, Essex.

20.2 Tuesday, February 20, 2018 - 6:00 to 9:00 PM - Regular Council Meeting

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

20.3 Monday, February 26, 2018 - 6:00 to 8:00 PM - Special Council Meeting

RE: Statutory Public Meeting - Expansion to the Colchester Community Improvement Plan Area

Location: Colchester Community Centre, 100 Jackson Street, Harrow

20.4 Monday, March 5, 2018 Closed Council Meeting

RE: Closed Council meeting is being held pursuant to the Municipal Act, S.O. 2001 c. 25 as amended, Section 239 (3.1) (education and training sessions for the Council members).

20.5 Monday, March 5, 2018 - 6:00 to 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

January 15, 2018, 6:00 pm
Essex Civic Centre
360 Fairview Avenue West
Essex, Ontario

Present: Mayor McDermott
Deputy Mayor Meloche
Councillor Bondy
Councillor Bjorkman
Councillor Rogers
Councillor Snively
Councillor Voakes

Also Present: Donna Hunter, Chief Administrative Officer
Chris Nepszy, Director, Infrastructure Services
Doug Sweet, Director, Community Services
Jeffrey Morrison, Director, Finance and Business Services/Treasurer
Nelson Silveira, Economic Development Officer
Robert Auger, Clerk, Legal and Legislative Services
Lynn Moroz, Administrative Assistant

1. Call to Order

The meeting was called to order at 6 PM.

2. Closed Meeting Report

3. Declarations of Conflict of Interest

There were no conflicts of interest.

4. Adoption of Published Agenda

4.1 Regular Council Meeting Agenda for January 15, 2018

Moved by Deputy Mayor Meloche
Seconded by Councillor Bondy

(R18-01-001) That the published agenda for the January 15, 2018 Regular Council Meeting be adopted as presented with the following amendments by Councillor Voakes:

Notice of Motion - That Administration provide information on the guidelines used when communicating with the media.

Notice of Motion - That Administration provide a report on its Request For Proposal (RFP) procedures and how the Town determines what proposals to accept or not accept.

Notice of Motion - That Administration provide the cost of the recent Fire Department third party investigation.

Carried

5. Adoption of Minutes

5.1 Regular Council Meeting Minutes for December 18, 2017

Moved by Councillor Rogers
Seconded by Councillor Bondy

(R18-01-002) That the minutes of the Regular Council Meeting held December 18, 2017 be adopted as circulated.

Carried

6. Public Presentations

7. Unfinished Business

8. Reports from Administration

8.1 Verbal Report - Winter Control in the Downtown Core

Provided by Chris Nepszy, Director, Infrastructure Services

Chris Nepszy, Director of Infrastructure Services gave a brief verbal report on winter control in the downtown core. He stated that with snow control the variables make it difficult to set a threshold. A forecast of more snow, extremely warm weather, or an upcoming special event can influence the decision, making it an operational based judgment.

Downtown snow removal does not happen very often. This year there has been one removal, last year there were none and in 2014, when our winter control budget doubled, four were done. The cost is approximately \$20,000 to do a removal for both the Harrow and Essex Centres. The work is contracted out as staff are needed for pushing snow. The Town follows safe working conditions so staff are out driving for thirteen or fourteen hours and resting for eight. Mr. Nepszy stated that we can't have them in the downtown areas doing snow removal when we need them driving snow plows or getting their rest. Another reason why staff does not do removal in the downtown is because we do not have the equipment for the detailed work around the streetlights and benches.

Mr. Nepszy noted that in future we could open up the winter control by-law and take a look at how much onus we put on the commercial store owners. As a Town we do take care of sidewalk control in the urban centre downtown but simply provide a clear swath. The by-law does have wording with respect to when and how much time they have to shovel. Mr. Nepszy suggested it might be realistic for businesses to provide a three or four foot access to the street, but he realizes that there will always be a push-pull between the town plowing snow up on the sidewalks and the businesses pushing it back.

Moved by Councillor Snively
Seconded by Councillor Rogers

(R18-01-003) That the verbal report provided by Chris Nepszy, Director, Infrastructure Services, on winter control in the downtown core, be received.

Carried

Moved by Councillor Voakes
Seconded by Councillor Rogers

(R18-01-004) That when the snowfall reaches an excess of six (6) inches on the curb or side of the road Administration direct the downtown snow removal contractors to haul the snow away.

Defeated

Moved by Councillor Voakes
Seconded by Councillor Rogers

(R18-01-005) That Administration provide a preliminary report or update at the February 5, 2018 Regular Council Meeting on the status of its review on preliminary recommendations as it relates to its ongoing review of the snow removal by-law.

Carried

8.2 Building Report 2017-12

RE: December 2017 Building Report.

Moved by Councillor Snively
Seconded by Deputy Mayor Meloche

(R18-01-006) That Building Report 2017-12, dated January 3, 2018 providing Council with building activity in the Town of Essex to December 31, 2017, be received.

Carried

8.3 Economic and Development Report 2018-01

RE: Hotel Feasibility Study Results

Advisory Report

RE: Hotel Feasibility Study Report prepared for the Town of Essex by CBRE Limited.

Moved by Councillor Bjorkman
Seconded by Councillor Rogers

(R18-01-007) That Economic Development Report 2018-01, prepared and submitted by Nelson Silveira, Economic Development Officer, entitled "Hotel Feasibility Study Results", dated January 15, 2018, providing Council with an overview and findings of the hotel feasibility study recently completed by CBRE Limited for the Town of Essex, be received.

Carried

8.4 Economic Development Report

RE: November and December 2017 Update

Moved by Councillor Snively

Seconded by Councillor Bjorkman

(R18-01-008) That Economic Development Report, prepared and submitted by Nelson Silveira, Economic Development Officer, providing Council with an Economic Development activity report for the months of November and December 2017 within the Town of Essex, be received.

Carried

8.5 Verbal Report - ELK Outages

RE: Harrow Service Area

Provided by Donna Hunter, Chief Administrative Officer

Donna Hunter, CAO, reported that a meeting was held in December by the ELK Board in which Mike Audet, CEO of ELK Energy, brought the board up to date on momentary outages occurring in the Harrow Service Area. She wished to update Council on the information that was provided.

There are two Hydro One feeders that supply Harrow. One is called the 3M1 Feeder that feeds central and south Harrow and the other one is the 3M7 which feeds north Harrow. From the data available it was found that the 3M1 is experiencing higher than average momentary outages. An average momentary outage is considered to be less than 3 minutes, with the average outage in most areas being .75 minutes per month. In the 3M1 area it was 2.4 outages per month.

Some of the steps that have been taken are:

November 20 - ELK contacted Hydro One to advise of the number of outages that were being experienced on the 3M1 feeder

November 21 - ELK contacted the meter service provider and was able to obtain some data to support the outages they were having

November 24 - ELK reached out to Hydro One for further information after analyzing the data from the meter service provider

November 28 - Hydro One found and repaired three defects on the 3M1 feeder line, and although they were fixed there were two outages after that

December 5 - Hydro One reported to ELK that they had performed a thermal vision on the feeder and found no issues but they did acknowledge the feeder was in poor condition

December 5 - ELK met with Hydro One who provided commitment to and has since demonstrated that they are determined to find the cause of the outages and fix it

At this point discussion is still being held between Mike Audet, CEO of ELK and Hydro One. Mrs. Hunter advised she will contact Mr. Audet as to the date of the next board meeting and ask to attend for a further update on the problem which she will inform Council of.

Moved by Councillor Bondy
Seconded by Deputy Mayor Meloche

(R18-01-009) That the verbal report provided by Donna Hunter, Chief Administrative Officer, on ELK Electrical Outages in the Harrow service area, be received.

Carried

9. Reports from Youth Members

10. County Council Update

11. Correspondence

11.1 Correspondence to be received

Moved by Councillor Rogers
Seconded by Councillor Snively

(R18-01-010) 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

11.1.1 Union Water Supply System Joint Board of Management

RE: October 18, 2017 Meeting Minutes

11.1.2 Town of Amherstburg

Amherstburg Council supported the following resolutions at their November 13, 2017 Council Meeting:

- 1) The Township of North Frontenac's resolution regarding the negative impacts of Bill 148.
- 2) The Town of Mono's resolution regarding the On-Call Provisions in Bill 148.

11.1.3 Erie St. Clair

RE: News Release that Erie St. Clair Local Health Integration Network (ESC LHIN) has received \$1.39 million that will be invested into Musculoskeletal Care to support capacity and operations to our regional Rapid Access Clinics.

11.1.4 Ministry of Finance, Charles Sousa

RE: Update on the Province's work underway to establish a retail and distribution channel for legal cannabis.

11.2 Correspondence to be considered for receipt and support

11.2.1 Town of Lakeshore

RE: Resolution regarding the Provincial Flood Insurance Program.

Moved by Deputy Mayor Meloche
Seconded by Councillor Bjorkman

Regular Council Meeting Minutes – January 15, 2018

(R18-01-011) That the copy of correspondence from the Town of Lakeshore to The Honourable Kathleen Wynne, Premier, dated October 11, 2017 requesting that the Government of Ontario create a Provincial Flood Insurance Program to cover those individuals, families and businesses who are unable to secure flood insurance for their properties, be received and supported;

And that if Council chooses to support the Town of Lakeshore's resolution a letter of support be sent to the Premier of Ontario, The Honourable Kathleen Wynne and the Town of Lakeshore.

Carried

11.2.2 Town of Amherstburg

RE: Resolution supporting Morris-Turnberry's resolution regarding the Tenanted Farm Tax Class.

Moved by Councillor Rogers

Seconded by Deputy Mayor Meloche

(R18-01-012) That correspondence from the Town of Amherstburg, dated December 20, 2017 advising Council of their support for the Municipality of Morris-Turnberry's resolution requesting that the Municipal Property Assessment Corporation (MPAC) conduct a review on the effects of the tax class shift from farm land to residential, be received and supported;

And that if Council chooses to support the Municipality of Morris-Turnberry's resolution, a letter of support be sent to the Premier of Ontario, The Honourable Kathleen Wynne, the Minister of Finance, MPAC and the Municipality of Morris-Turnberry.

Carried

12. Committee Meeting Minutes

13. Financial

14. New Business

15. Notices of Motion

15.1 The following Notices of Motion were presented at the December 18, 2017 Regular Council Meeting and are being brought forward for consideration this evening:

15.1.1 Councillor Bondy

RE: That the Town of Essex send a request to the Association of Municipalities of Ontario (AMO) and all other municipalities in Ontario requesting that when school boards make decisions to close schools, that they have to offer the building to the local municipality for a dollar.

Moved by Councillor Bondy

Seconded by Councillor Voakes

(R18-01-013) That the Town of Essex send a request to the Association of Municipalities of Ontario (AMO), ROMA and all other municipalities in Ontario requesting that when schools boards make decisions to close schools, that they have to offer the building to the local municipality for a dollar.

Carried

15.1.2 Councillor Bondy

RE: That Administration receive and review the Ward 4 Feedback items on the list provided and report back to Council with an update on same, or if required, obtain Council's endorsement for any further action items recommended by Administration.

Moved by Councillor Bondy

Seconded by Councillor Bjorkman

That Administration receive and review the Ward 4 Feedback items on the list provided and report back to Council with an update on same, or if required, obtain Council's endorsement for any further action items recommended by Administration.

A discussion was held on the motion. During discussion Mayor McDermott felt that Councillor Voakes was in contravention of the Town's Procedural By-law and was/or causing unnecessary disruption to the meeting and ordered Councillor Voakes to leave the meeting. Councillor Voakes did not leave the meeting.

The Mayor called a recess at 7:24 PM

Council reconvened at 7:46 PM.

Councillor Voakes and Councillor Bondy did not return to their chairs.

Discussion continued on the motion that was pending prior to the recess.

Moved by Councillor Bondy

Seconded by Councillor Bjorkman

(R18-01-014) That Administration receive and review the Ward 4 Feedback items on the list provided and report back to Council with an update on same, or it required, obtain Council's endorsement for any further action items recommended by Administration.

Defeated

15.2 The following Notices of Motion will be brought forward for consideration at the Regular Council Meeting of Monday, February 5, 2018

Councillor Bondy:

That Administration review the current speed limit and handicap sign on Ridge Road and report back to Council on recommended changes, if any.

Councillor Voakes:

That Administration provide information on the guidelines used when communicating with the media.

Councillor Voakes:

Notice of Motion - That Administration provide a report on its Request For Proposal (RFP) procedures and how the Town determines what proposals to accept or not accept.

Councillor Voakes:

Notice of Motion - That Administration provide the cost of the recent Fire Department third party investigation.

16. Reports from Council Members

17. Announcements

Councillor Snively - ATV and Snowmobiles

Councillor Snively announced that he had complaints from the farming industry regarding ATV's and snowmobiles riding on winter wheat crops. He asked that residents have consideration for the farming industry and keep off private property.

18. By-Laws

18.1 By-Laws that require a third and final reading

18.1.1 By-Law 1659

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

Moved by Councillor Snively
Seconded by Deputy Mayor Meloche

(R18-01-015) That By-Law 1659, being a by-law to amend By-Law 1037, The Comprehensive Zoning By-Law for the Town of Essex be read a third time and finally passed on January 15, 2018.

Carried

18.1.2 By-Law 1667

Being a by-law to confirm the proceedings of the December 18, 2017 Regular Meeting of the Council of The Corporation of the Town.

Moved by Councillor Rogers
Seconded by Councillor Snively

(R18-01-016) That By-Law 1667 being a by-law to confirm the proceedings of the December 18, 2017 Regular Meeting of the Council of The Corporation of the Town of Essex be read a third time and finally passed on January 15, 2018.

Carried

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

18.2.1 By-Law 1669

Regular Council Meeting Minutes – January 15, 2018

Being a by-law to Amend Position Titles for Certain Non-Union Staff of The Corporation of the Town of Essex

Moved by Councillor Bjorkman
Seconded by Councillor Snively

(R18-01-017) That By-Law 1669 being a by-law to Amend Position Titles for Certain Non-Union Staff of The Corporation of the Town of Essex be read a first, a second and a third time and finally passed on January 15, 2018.

Carried

18.2.2 By-Law 1670

Being a by-law to authorize an agreement between Her Majesty the Queen in Right of Ontario as represented by the Minister of Transportation (the "Province") and The Corporation of the Town of Essex (the "Recipient")

Re: Ontario Municipal Commuter Cycling (OMCC) Program

Moved by Deputy Mayor Meloche
Seconded by Councillor Bjorkman

(R18-01-018) That By-Law 1670 being a by-law to authorize an agreement between Her Majesty the Queen in Right of Ontario as represented by the Minister of Transportation (the "Province") and The Corporation of the Town of Essex (Ontario Municipal Commuter Cycling Program), be read a first, a second and a third time and finally passed on January 15, 2018.

Carried

18.3 By-Laws that require a first and second reading

18.3.1 By-Law 1671

Being a by-law to confirm the proceedings of the January 15, 2018 Regular Meeting of the Council of The Corporation of the Town of Essex.

Moved by Councillor Snively
Seconded by Councillor Rogers

(R18-01-019) That By-Law 1671 being a by-law to confirm the proceedings of the January 15, 2018 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 January 15, 2018.

Carried

19. Adjournment

Moved by Councillor Snively
Seconded by Councillor Rogers

(R18-01-020) That the meeting be adjourned at 7:52 PM.

Carried

Mayor

Clerk

The Corporation of the Town of Essex
Special Council Meeting

January 16, 2017

A Special Meeting of the Council of the Town of Essex was held on Monday, January 16, 2017 at 5:00 PM in the County of Essex Chambers, 360 Fairview Avenue West, Essex, Ontario.

1. Roll Call

Present: Mayor Ron McDermott
Deputy Mayor Richard Meloche
Ward 3 Councillor Bill Caixeiro
Ward 3 Councillor Larry Snively
Ward 4 Councillor Sherry Bondy
Ward 1 Councillor Steve Bjorkman

Absent: Ward 1 Councillor Randy Voakes

Also Present: Tracey Pillon-Abbs, Chief Administrative Officer
Donna Hunter, Director, Corporate Services
Chris Nepszy, Director, Infrastructure and Development
Doug Sweet, Director, Community Services
Jeff Watson, Policy Planner
Rita Jabbour, Assistant Planner
Robert Auger, Manager, Legislative Services/Clerk

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted.

3. Adoption of Published Agenda

a) Special Council Meeting Agenda

Moved by Councillor Bjorkman

Seconded by Deputy Mayor Meloche

(SP17-01-001) That the published agenda for the January 16, 2017 Special Council Meeting be adopted as presented.

“Carried”

4. Reports from Administration

a) Jeff Watson, Policy Planner, provided a verbal report and Power Point presentation (attached hereto) on the Talbot Street Streetlight Replacement Plan.

Moved by Councillor Snively

Seconded by Councillor Caixeiro

(SP17-01-002) That the verbal report by Jeff Watson, Policy Planner, outlining the Talbot Street Streetlight Replacement Plan, together with the Power Point presentation, be received, and that the presentation be placed on the Town website for public comment;

And that Planning submit a report to Council on February 21 with specific recommendations for street lighting and street signage replacement in 2018.

“Carried”

5. Public Presentations

6. Adjournment

Moved by Councillor Bondy

Seconded by Councillor Snively

(SP17-01-003) That the meeting be adjourned at 5:48 p.m. **“Carried”**

Mayor

Clerk

The Corporation of the Town of Essex

Special Council Meeting

February 13, 2017

A Special Meeting of the Council of the Town of Essex was held on Monday, February 13, 2017 at 4:30 PM in the Large Meeting Room at Town Hall, 33 Talbot Street South, Essex.

1. Roll Call

Present: Mayor Ron McDermott
Deputy Mayor Richard Meloche
Ward 1 Councilor Steve Bjorkman
Ward 1 Councillor Randy Voakes
Ward 3 Councillor Bill Caixeiro
Ward 3 Councillor Larry Snively
Ward 4 Councillor Sherry Bondy

Also Present: Tracey Pillon-Abbs, Chief Administrative Officer
Donna Hunter, Director, Corporate Services
Chris Nepszy, Director, Infrastructure and Development
Doug Sweet, Director, Community Services
Rick Arnel, Fire Chief
Jeffrey Morrison, Manager, Finance and Business Services
Shelley Brown, Financial Analyst
Robert Auger, Manager, Legislative Services/Clerk

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted.

3. Adoption of Published Agenda

a) Special Council Meeting Agenda

Moved by Councillor Snively

Seconded by Councillor Bjorkman

(SP17-02-001) That the published agenda for the February 13, 2017 Special Council Meeting be adopted as presented.

“Carried”

4. Adoption of Minutes

5. Public Presentations

6. Unfinished Business

7. Reports from Administration

- a) Donna Hunter, Director, Corporate Services and Treasurer, provided a verbal report outlining the 2017 proposed budget and asked for recommendations for changes. Recommendations for changes to the 2017-2021 Capital Forecast were as follows:

Property Tax Supported

Council

Contingency Fund (GG-17-0030): Reduce to \$150,000 (down \$100,000 from \$250,000).

Banner Poles (GG-17-0032): Increase by \$13,100 to bring it up to \$20,000.

Corporate Services

Staff Awnings (GG-18-0008): Move from 2018 back into 2017 budget.

Police

Security Fence (PD-17-0003): Remove from 2017 budget.

Security Cameras (PD-17-0004): Remove from 2017 budget.

Fire

No changes.

Building

No changes.

Public Works: Equipment and Administration

Tractor (PW-17-0006): Apply \$21,265.00 from reserves towards this item in 2017. Push the remaining \$40,000 back to 2018 budget.

Public Works: Roads and Roadside

Sidewalks/Trails (PW-17-0022): Bring in \$45,000 as revenue from the Trails Reserve to offset the trails portion of the Sidewalks/Trails item.

Fall road tour was recommended.

Craig Beach (PW-17-0015): Remove from 2017 budget.

Moved by Councillor Voakes

Seconded by Councillor Snively

(SP17-02-002) That the \$40,000 cut from the 2017 budget in relation to PW-17-0006 (Tractor) be used for repairs to Ferriss Road.

“Defeated”

Moved by Councillor Bondy

Seconded by Deputy Mayor Meloche

(SP17-02-003) That the road and roadside projects for 2017, as outlined on page 33 of the 2017-2022 Capital Forecast, be approved with the exception of Craig Beach Road (PW-17-0015).

“Carried”

Public Works: Stormwater Management

Approved at a prior meeting. No changes.

Community Services: Arenas, Community Centres, Harbour

New Stairs at Harbour Restaurant (CT-17-0056) and Harbour Building Conversion to Community Centre (CT-17-0078) - Council agreed to complete the work this year but finance the debt over five years.

Planning and Zoning

No changes.

Business Improvement Area

No changes.

Drainage

No changes.

User Rate Supported**Environmental Services – Waterworks**

No changes.

Environmental Services – Sanitary Sewer

No changes.

Recommendations for changes to the 2017-2021 Operating Forecast were as follows:

Personnel Expenses

Recommendation to proceed with the new Public Works Operator position was defeated. Remove from 2017 budget.

CAO noted that an organizational review will be undertaken this year that will review staffing needs.

Council Projects in Capital Forecast (p. 9)

\$210,000 shortfall was noted. Items not discussed.

Tax Rate Options (outlined on 2017 Operating Forecast Handout)

Option 1, based on a 1.5 percent increase, would add approximately \$40.18 to the tax levy for Wards 1 and 4, and \$31.30 for Wards 2 and 3.

Option 2, based on a 2 percent increase, would add approximately \$46.09 to the tax levy for Wards 1 and 4, and \$37.21 for Wards 2 and 3.

Option 3, based on a 2.5 percent increase, would add approximately \$51.85 to the tax levy for Wards 1 and 4, and \$42.97 for Wards 2 and 3.

Option 4 was based on a 3 percent increase and Option 5 was based on 3.5 percent.

Additional revenues that would be realized if the tax increase is raised beyond the 1.5% increase (Option 1) already factored into the budget:

Option 2: 2% - \$65,000

Option 3: 2.5% - \$129,000

Option 4: 3% - \$193,500

Option 4: 3.5% - \$257,840

To cover the budget as is Council would have to choose Option 4 or Option 5. Council members expressed an interest in holding the increase at 2%.

Council discussed the Council Contingency Fund which is intended to provide funding for projects that council identifies during the year that weren't budgeted for. The fund had previously been cut to \$150,000 from \$250,000. Removing a further \$100,000 would leave the fund with \$50,000. The Director of Corporate Services/Treasurer confirmed that, as a consequence of this decision, the budget shortfall would be reduced to \$110,000. An increase between 2% and 2.5% would therefore be required to cover the shortfall and balance the budget. Alternatively, council could cut another \$50,000 to reduce the shortfall to \$60,000 and keep the increase at 2%.

Moved by Deputy Mayor Meloche

Seconded by Councillor Snively

(SP17-02-004) That an additional \$100,000 be removed from the Council Contingency Fund for 2017, leaving \$50,000 in the fund.

"Carried"

Moved by Councillor Voakes

Seconded by Mayor McDermott

(SP17-02-005) That Administration recalculate the municipal tax increase required to cover the \$110,000 deficit, with a recognition that it will fall somewhere between 2% and 2.5%.

"Carried"

Moved by Deputy Mayor Meloche

Seconded by Councillor Caixeiro

(SP17-02-006) That all recommendations agreed upon during the Special Council Meeting held February 13, 2017 be adopted and that Council adopt the budget in principal.

"Carried"

- 8. Correspondence
- 9. Committee Meeting Minutes
- 10. Financial
- 11. New Business
- 12. Notices of Motion
- 13. By-Laws
- 14. Adjournment

Moved by Councillor Snively

Seconded by Councillor Bondy

(SP17-02-007) That the meeting be adjourned at 8:30 p.m. “Carried”

Mayor

Clerk



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

Monday, March 6, 2017 – 5:00 PM

County of Essex Civic Centre Council Chambers, 360 Fairview Avenue West,
Essex, Ontario

1. Roll Call

Present: Mayor Ron McDermott
Deputy Mayor Richard Meloche
Ward 1 Councillor Steve Bjorkman
Ward 3 Councillor Bill Caixeiro
Ward 3 Councillor Larry Snively
Ward 4 Councillor Sherry Bondy

Also Present: Tracey Pillon-Abbs, Chief Administrative Officer
Donna Hunter, Director of Corporate Services
Chris Nepszy, Director of Infrastructure and Development
Robert Auger, Manager of Legislative Services/Clerk
Doug Sweet, Director of Community Services
Robin Hall, Administrative Assistant
Rita Jabbour, Assistant Planner

Absent: Ward 1 Councillor Randy Voakes

2. Declarations of Conflict of Interest

No Declarations were declared

3. Adoption of Published Agenda

- a) March 6, 2017 Special Council Meeting Agenda
Moved by Councillor Caixiero
Seconded by Deputy Mayor Meloche
(SP17-03-001) That the published agenda for the March 6, 2017 Special Council Meeting for the presentation on the Social and Economic Importance of Heritage Preservation, be adopted as presented. **"Carried"**

4. Public Presentation

5. Reports from Administration

- a) Rita Jabbour - Planning - Report Number 2017-08 –The Social and Economic Importance of Heritage Preservation.

Ms. Jabbour provided an overview of her report together using a Power point presentation and she included information on the development of a proposed Heritage Grant Program for designated properties in the Town of Essex.

Moved by Councillor Caixiero

Seconded by Deputy Mayor Meloche

(SP17-03-002) That report number Planning 2017-08 titled The Social and Economic Importance of Heritage Preservation along with Power Point presentation titled The Social and Economic Importance of Heritage Preservation, be received.

“Carried”

6. Adjournment

Moved by Councillor Bondy

Seconded by Councillor Bjorkman

(SP17-03-003) That the meeting be adjourned at 5:35 P.M. **“Carried”**

The Corporation of the Town of Essex

Special Council Meeting

March 20, 2017

A Special Meeting of the Council of the Town of Essex was held on Monday, March 20, 2017 at 4:30 PM in the Essex Civic Centre Council Chambers, 360 Fairview Avenue West, Essex, Ontario.

Mayor McDermott called the meeting to order at 4:30 PM.

1. Roll Call

Present:	Mayor Ron McDermott
	Ward 1 Councillor Randy Voakes
	Ward 3 Councillor Bill Caixeiro
	Ward 3 Councillor Larry Snively
	Ward 4 Councillor Sherry Bondy
	Ward 1 Councillor Steve Bjorkman
Absent:	Deputy Mayor Richard Meloche
Also Present:	Tracey Pillon-Abbs, Chief Administrative Officer
	Donna Hunter, Director of Corporate Services and Treasurer
	Doug Sweet, Director of Community Services
	Chris Nepszy, Director of Infrastructure and Development
	Laurie Brett, Manager, Communications
	Rob Auger, Manager of Legislative Services/Clerk

The purpose of this Special Council Meeting is to provide Council with an annual report on the Strategic Plan that was adopted by Council in March 2016.

2. Declarations of Conflict of Interest

There were no declarations of conflict noted.

3. Adoption of Published Agenda

- a) March 20, 2017 Special Council Meeting Agenda

Moved by Councillor Snively

Seconded by Councillor Caixeiro

(SP17-03-004) That the published agenda for the March 20, 2017 Special Council Meeting held to review the Strategic Plan for the Town of Essex, be adopted as presented.

“Carried”

4. Reports from Administration

a) Chief Administrative Officer (CAO) Report CAO 2017-02

Re: Strategic Plan Annual Report

Chief Administrative Officer, Tracey Pillon-Abbs provided Council with an annual report on the Town of Essex 2016-2018 Strategic Plan. She advised Council that she would be providing an overview of the roles, responsibilities, the purpose of strategic plan and the need for a review that provides tangible performance indicators for measuring Council's progress in achieving its vision for the future.

Ms. Pillon-Abbs noted that this has been a year of many successes, accomplishments and improvements throughout the community. The primary areas of focus include:

1. Communication.
2. Finances.
3. Community Improvement, economic development and wayfinding.
4. Assessment management, storm water management, drainage and road, in an efficient.
5. Healthy and active community service delivery and facility management.
6. Waste diversion, water quality, energy efficiency, animal welfare and by-law.

She advised Council that part of the evaluation process, Council may make minor adjustments to the six strategic objections, or actions in order to adapt to any changing approaches when moving forward.

As a result of Council's discussion, the following actions are recommended:

1. Ward meetings fall tour and implement items from the Association of Municipalities (AMO) Conference.
2. Research senior markets.
3. Review downtown inventory of businesses, promoting that we are "Open for Business".
4. Encourage and promote our industrial parks.
5. Promote the Town's development fees.
6. Wards 2, 3, and 4, aging plains.
7. Continue to promote practices that look at Animal Welfare, specifically dog tethering; look to the Bill of Rights; Composting and Developing Downtown Cores.
8. Investigate whether the Town could participate in the Great Lakes initiative as a committee member.

Moved by Councillor Bjorkman

Seconded by Councillor Bondy

(SP17-03-005) That Chief Administrative Officer Report CAO 2017-02, dated March 7, 2017 prepared and submitted by Tracey Pillon-Abbs, Chief Administrative Officer entitled

“Strategic Plan Annual Report”, be received and the recommendations discussed this evening, be adopted. **“Carried”**

5. Public Presentations

6. Adjournment

Moved by Councillor Snively

Seconded by Councillor Bjorkman

(SP17-03-006) That the meeting be adjourned at 5:40 PM. **“Carried”**

Mayor

Clerk

The Corporation of the Town of Essex

Special Council Meeting

March 27, 2017

A Special Meeting of the Council of the Town of Essex was held on Monday, March 27, 2017 at 4:30 PM in the Large Meeting Room, 33 Talbot Street South, Essex, Ontario.

Mayor McDermott called the meeting to order.

1. Roll Call

Present:	Mayor Ron McDermott
	Ward 1 Councillor Steve Bjorkman
	Ward 1 Councillor Randy Voakes
	Ward 3 Councillor Bill Caixeiro
	Ward 3 Councillor Larry Snively
Absent:	Deputy Mayor Richard Meloche
	Ward 4 Councillor Sherry Bondy
Also Present:	Donna Hunter Director of Corporate Services and Treasurer
	Chris Nepszy, Director of Infrastructure and Development
	Doug Sweet. Director of Community Services
	Jeffrey Morrison, Manager of Finance & Business Services
	Shelley Brown, Financial Analyst
	Robert Auger, Manager, Legislative Services/Clerk

The purpose of this Special Meeting is for the presentation of the Town's Asset Management Plan and the adoption of the 2017 Operating and Capital Budget.

2. Declarations of Conflict of Interest

3. Adoption of Published Agenda

a) Special Council Meeting Agenda

Moved by Councillor Bjorkman

Seconded by Councillor Snively

(SP17-03-007) That the published agenda for the March 27, 2017 Special Council Meeting be adopted as presented. **"Carried"**

4. Reports from Administration

a) 2017 Operating and Capital Budget

- By-Law 1595

Being a by-law to adopt the 2017 Operating and Capital Budget Estimates

Moved by Councillor Caixeiro

Seconded by Councillor Snively

(SP17-03-008) That the 2017 Operating and Capital Budget as prepared by Finance and Business Services, be received;

And that By-Law 1595 being a by-law to adopt the 2017 Operating and Capital Budget Estimates be read a first, a second and a third time and finally passed on March 27, 2017.

“Carried”

b) Asset Management Plan

Re: Part 2: General Capital

Donna Hunter, Director of Corporate Services and Treasurer and Jeffrey Morrison, Manager of Finance & Business Services provided Council with an overview of the Asset Management Plan strategy.

Moved by Councillor Caixeiro

Seconded by Councillor Snively

(SP17-03-009) That Council approves utilizing the Landfill Reserve in the first five years to help fund the gap per the Financial Strategy section in the amount of \$548,716 to fund asset replacements. **“Carried”**

Moved by Councillor Bjorkman

Seconded by Councillor Caixeiro

(SP17-03-010) That Council approves utilizing the E.L.K. Promissory Note repayment to help fund the gap in the first five year period. **“Carried”**

Moved by Councillor Caixeiro

Seconded by Councillor Snively

(SP17-03-011) That Council approves the implementing a capital levy of 2% tax levy increase in the 2018 budget year;

And that Council respectfully requests that Administration be mindful of the capital levy as it relates to future budgets. **“Carried”**

Moved by Councillor Caixeiro

Seconded by Councillor Snively

(SP17-03-012) That the Asset Management Plan, Part 2: General Capital dated March 20, 2017, be received and approved as presented;

And that this Asset Management Plan be updated as needed to reflect the current needs of the Town;

And that this Asset Management Plan be incorporated into the annual budget process to ensure sufficient funds are available for capital projects. **“Carried”**

Moved by Councillor Bjorkman

Seconded by Councillor Caixeiro

(SP17-03-013) That Council approves that each department formalize the processes for

maintenance management, and commit to reviewing their inventories of assets regularly.

“Carried”

5. By-Laws

a) By-Law 1594

Being a by-law to provide for an interim tax levy and to provide for the payment of interim property taxes for 2017 and the calculation of penalty and interest on unpaid amounts.

Moved by Councillor Caixeiro

Seconded by Councillor Snively

(SP17-03-014) That By-Law 1594 being a by-law to provide for an interim tax levy and to provide for the payment of interim property taxes for 2017 and the calculation of penalty and interest on unpaid amounts be read a first, a second and a third time and finally passed on March 27, 2017. **“Carried”**

6. Adjournment

a) Moved by Councillor Bjorkman

Seconded by Councillor Caixeiro

(SP17-03-015) That the meeting be adjourned at 5:40 P.M. **“Carried”**

Mayor

Clerk

The Corporation of the Town of Essex

Special Council Meeting

May 8, 2017

A Special Meeting of the Council of the Town of Essex was held on Monday, May 8, 2017 at 6:00 PM in the Harrow and Colchester South Community Room, 243 McAfee Street, Harrow, Ontario.

1. Roll Call

Present: Mayor Ron McDermott
Deputy Mayor Richard Meloche
Ward 1 Councillor Randy Voakes
Ward 3 Councillor Bill Caixeiro
Ward 3 Councillor Larry Snively
Ward 4 Councillor Sherry Bondy

Regrets: Ward 1 Councillor Steve Bjorkman

Also Present: Tracey Pillon-Abbs, Chief Administrative Officer
Donna Hunter, Director of Corporate Services and Treasurer
Doug Sweet, Director of Community Services
Chris Nepszy, Director of Infrastructure and Development
Jeff Watson, Policy Planner
Rita Jabbour, Assistant Planner
Robert Auger, Manager of Legislative Services/Clerk

The purpose of this special meeting is for a statutory public meeting for a Colchester Centre Community Improvement Plan.

2. Declarations of Conflict of Interest

3. Adoption of Published Agenda

- a) May 8, 2017 Special Council Meeting Agenda
Moved by Councillor Bondy
Seconded by Councillor Caixeiro
(SP 05-004) That the published agenda for the May 8, 2017 Special Council Meeting be adopted as presented. **Carried**

4. Reports from Administration

- a) Jeff Watson – Town of Essex Policy Planner

Jeff Watson, Policy Planner introduced himself and thanked those in attendance for coming. He defined the Community Improvement Plan as a provincially sanctioned grant system allowing Council to provide grants to businesses to enhance their business operations and the community with facades or landscaping, etc. Currently there is one for Harrow and one for Essex, and we are now exploring it being extended to Colchester. Colchester has a lot to offer with fishing, recreational facilities, heritage features and the tourist attractions such as the wineries, cycling opportunities, Explore the Shore and local attractions outside of Colchester such as Serenity Lavender.

One of the things lacking in Colchester are services that would serve the residents such as a grocery store, pharmacy or services such as a laundry mat or daycare. One of the purposes of the CIP Grant is to provide economic incentive to attract people interested in the area and assist them.

Mr. Watson explained that a Community Improvement Program is a geographically defined area within a community such as the downtown Essex Centre or downtown Harrow Centre where there is a clear commercial area targeted to assist businesses financially to physically improve their image or provide financial incentives for business creation and expansion.

The Community Improvement Program Grant is a public private partnership with various grants available. Mr. Watson described the various grants available as listed in the handout to those in attendance (see attached).

Mr. Watson advised Council that one of the requirements of the Province was a defined Commercial Improvement Area Program area and discussed with them what he proposed as the potential area. He suggested they focus on boundaries where the commercial activity and C.I.P. money in that area will benefit all of Colchester.

The Mayor opened the floor for questions from Council.

Deputy Mayor Meloche questioned why Sullivan Street, the street directly on the harbour was not part of the proposed C.I.P. area as he felt that is a potential Bed & Breakfast area due to its location on the water.

Councillor Caixeiro felt there was a couple of properties such as the cemetery on Erie Street and north of Harrison and Draper that should be removed from the C.I.P. Grant area as there was no benefit to having the grant available there. He agreed that the area along the waterfront on Jackson, along Sullivan and possibly Clitherow coming back up to County Road 50 would be advantageous. He wouldn't suggest Sydenham or Bagot. Other than that he felt there was a good delineation of the properties that should be included.

Councillor Snively noted there was a couple of home based businesses on Clitherow.

Deputy Mayor Meloche questioned if the shaded areas were commercial.

Mr. Watson said there was a mixed bag of properties in the shaded area. He had followed the Colchester Secondary Plan's main street theme from a couple of years ago. He did note that the area could be expanded in the future as had been done in the other Centres. He stated that it depended on what Council's goals for the area are.

Deputy Mayor Meloche said that he is thinking of what the future concept and what would be important in the area when it develops in 10 or 15 years. He is suspecting that there will be more businesses from County Road 50 south. He questioned if there was a benefit to not making it part of the area now.

Jeff Watson stated that it depended on the monies available and how much up take there is. He took in the actual commercial property in the area into account and thought the issue of Bed & Breakfast and an expansion for that would be merited. The program area is flexible and depends on what Council's goal is. The whole area sells the idea that this is the area will develop as a commercial area as tourism becomes more and more important. People will see what a gem it is at the Harbour and the Lake and people will be looking for accommodation and people will want to make Bed & Breakfast in the area.

Mr. Watson advised that he does have to look at zoning. Part of the C.I.P. Program is to look at zoning and encourage it from there.

Councillor Caixeiro asked about home based businesses and whether they would be eligible for Community Improvement Grant. Mr. Watson said currently they would not.

Mr. Snively wondered why we aren't looking at expanding the area of C.I.P. now. For example at the west side of Dunn and County Road 50, there is potential for development. He felt we should expand the area now and have it in place instead of having another public meeting.

Mr. Watson stated that it is a question of what benefit Council wants to focus on. Going south to water to the homes that could possibly want to be Bed & Breakfast is justifiable. The problem with the Gorski land is they are currently in a holding zone. They do not have a permitted use and are technically residential and would not qualify for C.I.P. monies. Councillor Snively says the talk if is not residential and thinks we should do it and do it now to avoid another public meeting.

Councillor Caixeiro questioned whether rental properties could apply for the grants and if condominiums would qualify. C.I.P. are revitalization, not designed for new development unless employment related. That is the key.

Mayor McDermott opened the meeting to the Public.

Mike Piche – Island View Lane

Mr. lives on Island View Lane with his wife. He said that the area lacks high quality condominium, townhouses, etc. He asked if there was some way the Town could incite and encourage developers to build these units here. Eventually they will have to sell their home and there is nothing here for them to move to, they would have to go out of the area to Kingsville.

Jeff Anderson – County Road 50

Mr. Anderson does fishing tours at the harbour and is thinking of making his property a bed and breakfast. If he decides to do this how long would it take to get the funding.

Mr. Watson advised Mr. Anderson that he would come to the planning department with his ideas and they would sit down and go over the process with him. They would look at the zoning to make sure you meet the requirements of the zoning by-law. An application for the grant would have to filled out, which is available on line. Once the application is accepted it is fairly straight forward, the only delay is how long you can work at the conversion to the property.

Milton Dzodin – Sullivan Street

Mr. Dzodin questioned whether more than one grant would be available to an applicant.

Mr. Watson advised that he can apply for a variety of grants. Once you apply for façade grant and complete it you can't apply for the façade grant again, but can apply for others, like the landscaping grant.

Mr. Dzodin asked how he would get the grant.

Mr. Watson explained that he would sit down with the planning department and go over the project with them and if it meets the criteria it would be approved. Some of the grants require two estimates from contractors to prove costs are reasonable and fair. You don't need to use the lowest grant it just confirms that it is a reasonable amount. Once work is done you would submit actual invoice that you have paid and the Town would refund the monies up to the limit set by the grant.

Chris Carter

Mr. Carter was concerned over the area west side of Jackson street where there is a little laneway with the cottages. He thought that in the future it would be nice to convert them to little boutiques. But some of them aren't so pretty. He was wondering if that would be area to add to the C.I.P. area to encourage them to do something to them as you can see them going down to the marina.

Councillor Snively advised that those were year round residences, not cottages.

Councillor Caixeiro said he would suggest it is a bad idea as it could change that area to commercial before Sydenham.

Mr. Anderson wants to know how long will it take to have the Community Improvement Program grants in place and available.

Councillor Voakes asked how many grants were available and whether it would be budgeted for in the fall.

Mr. Watson noted that Essex Centre has \$125,000 Harrow has \$213,000 dollars available and Colchester has none. But you draw from the pool, you pay out from what the demand is and should more be needed they would go back to Council with a request for more monies.

Mrs. Hunter stated that it would be budgeted for, but we have the pool of monies for the C.I.P. Grant right now and if more was needed they would come back to Council.

Councillor Snively felt that the businesses in Harrow that were interested had taken advantage of it if they were going to. He would like to see it put into place as soon as possible so people in Colchester can take advantage of it. There are funds there that aren't being used.

Mike Piche questioned that if this is being aimed at commercial area properties, shouldn't only those properties in that zoning be included in the C.I.P. area.

Mr. Watson explained that Colchester doesn't have a strictly commercial core like the other Centres do and that Bed & Breakfast establishments don't have to be strictly in a commercial area. He had followed the Secondary 20 Year Plan for Colchester and tried to look forward incorporating some properties that should be in the commercial zone and are not. The C.I.P. is one of many steps that hopefully will all come together for Colchester.

Mr. Dzodin asked if the application were on presently on line.

Mr. Watson said they were not as yet. The C.I.P. Grant is formal process set out by the province. The first requirement is to have a public meeting, which they were doing tonight. The next step would be for a report to go to Council with the boundary changes incorporated in it. Following that a by-law would be passed and notification of said by-law would be put in the paper allowing for a twenty one day appeal period. If there were no appeals you would be able to go ahead. If there was an appeal we would have to sit down and look at it. Mr. Watson thought that they would be looking at the end of July at the latest.

Councillor Caixeiro asked if the applicant could begin working on their improvement before applying. Mr. Watson advised that they would be disqualified from the grant if they started the project before applying.

Councillor Caixeiro than asked if they would be able to submit the paperwork before the appeal period was up so they would be ready to start work as soon as possible. Mr. Watson advised that that would be possible. He also suggested that the by-law come to council the following meeting after the report in case there was an issued with the area set out in the report.

Council discussed the boundaries that should be included in the Colchester Community Improvement Grant Program and decided that the area east and west of Clitherow, south of Murdoch Street across to Dunn Road with the inclusion of Richardson Lane is the area they feel would most benefit at this times. They did not feel that Adelaide should be included at this time.

Moved by Deputy Mayor Meloche

Seconded by Councillor Caixeiro

(SP-05-005) That the power point presentation by Jeff Watson, Policy Planner on a Colchester Centre Community Improvement Plan (CIP) 2017, be received.

Carried

5. Public Presentations

6. Adjournment

Moved by Councillor Caixeiro

Seconded by Councillor Snively

(SP-05-006) That the meeting be adjourned at 5:58 P.M.

Carried

Mayor

Clerk

The Corporation of the Town of Essex
Special Council Meeting Minutes

June 12, 2017

A Special Meeting of the Council of the Town of Essex was held on Monday, June 12, 2017 at 4:38 P.M. at the Essex Municipal Building, Large Meeting Room, 33 Talbot Street South, Essex, Ontario.

1. Roll Call

Present:	Mayor Ron McDermott Deputy Mayor Richard Meloche (arrived at 5:00 PM) Ward 3 Councillor Bill Caixeiro Ward 3 Councillor Larry Snively Ward 4 Councillor Sherry Bondy
Regrets:	Ward 1 Councillor Steve Bjorkman
Absent:	Ward 1 Councillor Randy Voakes
Also Present:	Donna Hunter, Chief Administrative Officer (Interim) Jeffrey Morrison, Director, Finance and Business Services (Acting) Doug Sweet, Director of Community Services Rick Arnel, Fire Chief Rita Jabbour, Assistant Planner Shelley Brown, Financial Analyst and Recording Secretary
Regrets:	Chris Nepszy, Director of Infrastructure and Development

The purpose of this meeting is to review and finalize the 2017 General Municipal Mill Rate and the 2018 to 2021 Operating and Capital Forecast.

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest declared.

3. Adoption of Published Agenda

- a) June 12, 2017 Special Council Meeting Agenda
Moved by Councillor Caixeiro
Seconded by Councillor Snively
(SP17-06-001) That the published agenda for the June 12, 2017 Special Council Meeting be adopted as presented. **“Carried”**

4. Reports from Administration

4.1 Planning Report 2017-26

Re: Colchester Bar and Grill Sign By-Law exemption request; and

By-Law 1616 being a by-law to amend By-Law 1350 Regulating the Erection of Signs in the Town of Essex

Moved by Councillor Bondy

Seconded by Councillor Caixeiro

(SP17-06-002) That Julie Appleby, proprietor of the Colchester Bar and Grill be allowed to address Council. **“Carried”**

Ms. Appleby told Council that a sign painted on the Colchester Bar and Grill would advertise their business as well as a welcome sign to Colchester. She asked that Council consider endorsing the sign.

Moved by Councillor Snively

Seconded by Councillor Caixeiro

(SP17-06-003) That Planning Report 2017-26, dated June 12, 2017 prepared and submitted by Rita Jabbour, Assistant Planner and submitted by Chris Nepszy, Director of Infrastructure and Development entitled “Colchester Bar and Grill Sign By-Law exemption request” be received;

And that By-Law 1616 being a by-law to amend By-Law 1350 Regulating the Erection of Signs in the Town of Essex be read a first, second and third time and finally passed on June 12, 2017. **“Carried”**

4.2 Jeff Morrison, Director of Finance and Business Services (Acting)

Verbal Report

Re: 2017 General Municipal Mill Rate and the 2018 to 2021 Operating and Capital Forecast

Doug Sweet, Director of Community Services advised Council that the tender for the ramp at the harbour building was budgeted for \$120,000 and the tender came in at \$193,682. He advised Council that he recommends using the savings from various Community Service accounts: CS-17-0015 Harbour Roof, CS-17-0087 Harbour Fence, CS-17-0078 Community Centre Renovations and CS-17-0027 Colchester Basketball Court and that the outstanding balance be added to the Long Term Debt.

Moved by Councillor Caixeiro

Seconded by Councillor Snively

(SP17-06-004) That Council supports the outstanding balance of the project for the ramp at the harbour building to be included in the Long Term Debt. **“Carried”**

Operating Budget Changes:

- a. Reduce the reserve for Essex Centre Sports Park by \$50,000 in 2018 and 2019.
- b. Increase the Mill Rate to cover deficit in 2017 of \$56,535.86.

Capital Budget Changes:

- a. GG-18-0005 Intranet \$19,385 defer to 2020.
- b. PD-18-0001 Fence around Parking Lot \$8,100 defer to 2022.
- c. CS-18-0048 Trail Pollard Park \$9,663 is cancelled; and the revenue be transferred to CS-18-0049 Essex Centre Splashpad.
- d. CS-18-0049 Essex Splashpad – budget reduced by \$50,000.
- e. CS-19-0028 Tennis Courts in Essex \$80,000 defer to 2020.

Moved by Councillor Caixeiro
 Seconded by Councillor Snively

(SP17-06-005) That PD-18-0002 Security Cameras on the exterior of Harrow Station in the amount of \$11,933 be moved forward to 2017 and be financed from Council’s Contingency fund. **“Carried”**

Moved by Deputy Mayor Meloche
 Seconded by Councillor Caixeiro
(SP17-06-006) That the 2017 General Municipal Mill Rate and the 2018 to 2021 Operating and Capital Forecast be adopted in principle, subject to the changes discussed this evening. **“Carried”**

5. Public Presentations

6. Adjournment

Moved by Councillor Snively
 Seconded by Councillor Caixeiro

(SP17-06-007) That the meeting be adjourned at 6:51 PM. **“Carried”**

Mayor

Shelley Brown/Recording Secretary

The Corporation of the Town of Essex

Special Council Meeting

November 6, 2017

A Special Meeting of the Council of the Town of Essex was held on Monday, November 6, 2017 at 5:00 PM in Committee Room C at the Essex County Civic Centre, 360 Fairview Avenue West, Essex, Ontario.

1. Roll Call

Present: Mayor Ron McDermott
Deputy Mayor Richard Meloche
Ward 1 Councillor Steve Bjorkman
Ward 1 Councillor Randy Voakes
Ward 3 Councillor Ron Rogers
Ward 3 Councillor Larry Snively
Ward 4 Councillor Sherry Bondy

Also Present: Donna Hunter, Chief Administrative Officer
Chris Nepszy, Director, Infrastructure and Development
Doug Sweet, Director, Community Services
Jeff Morrison, Director, Finance and Business Services
Laurie Brett, Deputy Clerk, Legislative Services
Kelly Linton, Partner, Imagine Inc.

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted.

3. Adoption of Published Agenda

a) Special Council Meeting Agenda

Moved by Councillor Bondy

Seconded by Councillor Bjorkman

(SP17-11-001) That the published agenda for the November 6, 2017 Special Council Meeting be adopted as presented.

“Carried”

4. Unfinished Business

a) At the October 2, 2017 Special Meeting of Council, Kelly Linton, Partner, Imagine Inc., presented an overview of the Organizational Review Final Report, Version 4.0, dated August 10, 2017. Council received the report and supported Recommendations 1.0, 6.0 (with deferral on relocating the new Development Services Department to Gesto), 9.0 and 10.0. Council further directed that the balance of the recommendations be considered at a future special meeting.

At the November 6, 2017 Special Meeting of Council, Council provided direction on implementation of the remaining recommendations as follows:

Moved by Councillor Bondy

Seconded by Councillor Bjorkman

(SP17-11-002) That Council support Recommendation 2.0 and shift the Manager, Human Resources to report to the Director, Corporate Services.

“Carried”

Moved by Councillor Bjorkman

Seconded by Councillor Bondy

(SP17-11-003) That Council, in consideration of Recommendation 6.0, defer making a decision on a permanent location for the new Development Services Department.

“Carried”

Moved by Councillor Voakes

Seconded by Councillor Rogers

(SP17-11-004) That Council, in consideration of Recommendation 6.0, approve the 2018 budget item identifying \$60,000 for renovations to the Gesto Building.

“Carried”

Moved by Councillor Bondy

Seconded by Councillor Snively

(SP17-11-005) That Council support Recommendation 7.0 and shift Fire and Emergency Services under Community Services Department.

“Carried”

Moved by Councillor Bjorkman

Seconded by Deputy Mayor Meloche

(SP17-11-006) That Council support Recommendation 4.0 and introduce a Technology Specialist position.

“Carried”

Moved by Councillor Voakes

Seconded by Councillor Bjorkman

(SP17-11-007) That Council support Recommendation 8.0 and enhance the Community Programmer position.

“Carried”

6. Adjournment

Moved by Councillor Bondy

Seconded by Councillor Snively

(SP17-11-008) That the meeting be adjourned at 5:40 p.m. **“Carried”**

Mayor

Clerk

The Corporation of the Town of Essex
Special Council Meeting

January 16, 2017

A Special Meeting of the Council of the Town of Essex was held on Monday, January 16, 2017 at 5:00 PM in the County of Essex Chambers, 360 Fairview Avenue West, Essex, Ontario.

1. Roll Call

Present: Mayor Ron McDermott
Deputy Mayor Richard Meloche
Ward 3 Councillor Bill Caixeiro
Ward 3 Councillor Larry Snively
Ward 4 Councillor Sherry Bondy
Ward 1 Councillor Steve Bjorkman

Absent: Ward 1 Councillor Randy Voakes

Also Present: Tracey Pillon-Abbs, Chief Administrative Officer
Donna Hunter, Director, Corporate Services
Chris Nepszy, Director, Infrastructure and Development
Doug Sweet, Director, Community Services
Jeff Watson, Policy Planner
Rita Jabbour, Assistant Planner
Robert Auger, Manager, Legislative Services/Clerk

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted.

3. Adoption of Published Agenda

a) Special Council Meeting Agenda

Moved by Councillor Bjorkman

Seconded by Deputy Mayor Meloche

(SP17-01-001) That the published agenda for the January 16, 2017 Special Council Meeting be adopted as presented.

“Carried”

4. Reports from Administration

a) Jeff Watson, Policy Planner, provided a verbal report and Power Point presentation (attached hereto) on the Talbot Street Streetlight Replacement Plan.

Moved by Councillor Snively

Seconded by Councillor Caixeiro

(SP17-01-002) That the verbal report by Jeff Watson, Policy Planner, outlining the Talbot Street Streetlight Replacement Plan, together with the Power Point presentation, be received, and that the presentation be placed on the Town website for public comment;

And that Planning submit a report to Council on February 21 with specific recommendations for street lighting and street signage replacement in 2018.

“Carried”

5. Public Presentations

6. Adjournment

Moved by Councillor Bondy

Seconded by Councillor Snively

(SP17-01-003) That the meeting be adjourned at 5:48 p.m. **“Carried”**

Mayor

Clerk

The Corporation of the Town of Essex
Special Council Meeting

January 15, 2018

A Special Meeting of the Council of the Town of Essex was held on Monday, January 15, 2018 at 4:30 PM in the County of Essex Chambers, 360 Fairview Avenue West, Essex, Ontario.

1. Roll Call

Present: Mayor Ron McDermott
Deputy Mayor Richard Meloche
Ward 1 Councillor Randy Voakes
Ward 1 Councillor Steve Bjorkman
Ward 3 Councillor Larry Snively
Ward 3 Councillor Ron Rogers (5:15 arrival)
Ward 4 Councillor Sherry Bondy

Also Present: Donna Hunter, Chief Administrative Officer
Chris Nepszy, Director, Infrastructure and Development
Doug Sweet, Director, Community Services
Jeffrey Morrison, Director, Finance and Business Services
Jeff Watson, Policy Planner, Infrastructure and Development
Rita Jabbour, Assistant Planner, Infrastructure and Development
Nelson Silveira, Economic Development Officer
Kevin Carter, Building Official and By-law Enforcement Officer
Laurie Brett, Deputy Clerk, Legal and Legislative Services

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted.

3. Adoption of Published Agenda

a) Special Council Meeting Agenda

Moved by Councillor Bjorkman

Seconded by Councillor Bondy

(SP18-01-001) That the published agenda for the January 15, 2018 Special Council Meeting be adopted as presented.

“Carried”

4. Reports from Administration

a) Jeff Watson, Policy Planner, provided a verbal report and Power Point presentation on climate change and its impact. Following the presentation, Council discussed environmental initiatives that could be pursued by the Town. Asked by Councillor Voakes for his top three recommendations for Council to consider, Mr. Watson provided the following:

1) Look for ways to create better energy efficiency. E.g. installing LED lights.

- 2) Engage in regional / county-wide talks related to resiliency, especially in the face of increased flooding and stormwater management issues.
- 3) Public education.

Mr. Watson noted that he would be returning to Council in the near future with a presentation on provincial measures to address climate change and funding opportunities that may be available to the Town of Essex.

Moved by Councillor Bondy
Seconded by Councillor Snively

(SP18-01-002) That the verbal report by Jeff Watson, Policy Planner, providing information on climate change and its impact, together with the Power Point presentation, be received.

“Carried”

5. Public Presentations

6. Adjournment

Moved by Deputy Mayor Meloche
Seconded by Councillor Bondy
(SP18-01-003) That the meeting be adjourned at 5:44 p.m.
“Carried”

Mayor

Deputy Clerk

The Corporation of the Town of Essex
Special Council Meeting

January 22, 2018

A Special Meeting of the Council of the Town of Essex was held on Monday, January 22, 2018 at 4:30 PM in the Community Room at the Harrow and Colchester South Community Centre, 243 McAfee Street, Harrow, Ontario.

1. Roll Call

Present: Mayor Ron McDermott
Deputy Mayor Richard Meloche
Ward 1 Councillor Steve Bjorkman
Ward 1 Councillor Randy Voakes
Ward 3 Councillor Ron Rogers
Ward 3 Councillor Larry Snively
Ward 4 Councillor Sherry Bondy

Also Present: Donna Hunter, Chief Administrative Officer
Jeffrey Morrison, Director, Corporate Services and Treasurer
Chris Nepszy, Director, Infrastructure and Development
Doug Sweet, Director, Community Services
Rick Arnel, Fire Chief
Shelley Brown, Financial Analyst
Laurie Brett, Deputy Clerk, Legal and Legislative Services

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted.

3. Adoption of Published Agenda

a) Special Council Meeting Agenda

Moved by Councillor Rogers
Seconded by Councillor Snively
(SP18-01-004) That the published agenda for the January 22, 2018 Special Council Meeting be adopted as presented.
"Carried"

4. Reports from Administration

a) Jeff Morrison, Director, Corporate Services and Treasurer, provided a verbal report on the 2019-2022 Budget Forecast, noting key changes since the 2018-2021 Budget Forecast and/or responding to Council discussions as follows:

Operating Budget:

Referring to the Operating / Capital Summary on pages 4 and 5, Mr. Morrison noted that the forecast includes a 2% tax increase to the base municipal rate for each year. The \$500 surplus forecast for 2019 will be brought into capital and the capital surplus is expected to grow to \$308,236 by 2022.

Referring to the Long-Term Debt summary on page 13, he noted that the long-term debt is forecasted to be in the \$15 million range by 2022, as per Council's request.

Capital Budget:

New capital expenses, as noted at the bottom of page 5, have to be funded through the annual tax levy increase.

The Department Level Summary on page 6 contains 3 tables. The first table shows the new forecast, followed by a table showing last year's forecast as adopted, and a third table summarizing the changes.

A list of new projects appears on page 7. Projects for which grant applications have been submitted reflect the grant funding that may be available.

Council's Capital Budget appears on page 12 and contains projects that don't fall under a specific department but were identified by Council.

Several council members questioned how new projects, such as the list of projects recently submitted by Co-An Park and the Harrow Chamber of Commerce, can be accommodated in the next four years if they are not reflected in the budget forecast. Mr. Morrison noted that the 2019-2022 Budget Forecast is not set in stone, but is a set of budget recommendations that take into account the general principles of Asset Management Planning alongside Council's wishes. He noted that approving the Budget Forecast does not preclude Council from changing the priorities and adding new projects.

With respect to funding new projects, Councillor Snively inquired about pulling money from reserves to complete some of these projects. CAO Donna Hunter noted that reserves are earmarked for specific purposes and she is not aware of any reserve from which money could be pulled. Mr. Morrison noted that Council's contingency fund was originally created to cover projects arising outside the budget process. That fund was reduced to \$50,000 as part of the 2018 budget deliberations. He noted that, if Council wished to proceed with a new project such as the Co-An Park and Harrow Chamber requests, costs could be funded through a combination of contingency funds, long-term debt, and reserves if available.

Deputy Mayor Meloche noted, as Co-An Park is jointly funded by Essex and Amherstburg, input from Amherstburg would be needed before Essex could move forward with funding any projects. On the matter of funding, he also noted that Council may decide to delay a

planned project to fund another new and more pressing project. Alternatively, federal grant funding for some capital projects may become available in advance of the next national election. He also noted that as the Town's long-term debt decreases, Council could add debt to fund some of the projects.

Councillor Rogers questioned how Council could add in new projects tonight, during budget forecast discussions. CAO Donna Hunter asked Council to allow Mr. Morrison to continue with his presentation.

Mr. Morrison continued with his presentation by reviewing each division and noting the items that require funding, along with those that are fully funded and therefore create no net impact on the budget forecast. Items highlighted in blue have been newly added to the 2019-2022 Budget Forecast.

On the matter of Roads and Roadsides (page 32), Mr. Morrison noted that when a replacement item is fully funded, the funding could come from a number of sources: life cycle reserves, specific reserves, cost sharing, OCIF formula-based funding, gas tax funding, or a tax levy increase.

A typo in Item PW-21-0021 was noted. The item references Ferris Road and the 4th Concession Bridge, not the 14th Concession.

A number of questions arose related to Community Services projects identified on page 40 and 41. The Mayor recommended that switching over to LED lighting earlier than 2022 could create long-term savings that would offset the cost. Deputy Mayor Meloche recommended borrowing the money to cover the cost now and repaying the debt through the savings.

Councillor Bondy noted that she has received complaints about the fence around the tennis courts in Harrow. Councillor Voakes inquired about construction of tennis courts in Essex Centre. Doug Sweet, Director of Community Services, advised that money is being put aside as part of the Parks and Recreation Master Plan to address tennis courts by 2020.

Councillor Bondy noted that Council needs to discuss the Colchester Schoolhouse and parking issues in Colchester Village. Mr. Sweet noted that the roof, doors and windows have been upgraded and administration is waiting for Council direction on the matter of the schoolhouse.

New Items

Further discussion was had in relation to the Co-An Park request for \$1.9 million over four years. A meeting with Amherstburg is needed before any decisions are made.

Councillor Bondy asked that a streetscape plan for Harrow be included in the budget forecast so that the Town is ready to act if grant funding becomes available. She also noted that having a plan in place will assist with attracting businesses and development. Mr. Sweet noted that the Stempski plan for Essex Centre cost approximately \$60,000. Deputy Mayor Meloche noted that there is \$50,000 in the Council Contingency Fund and recommended that administration obtain costing data for a streetscape plan for Harrow.

Councillor Bjorkman recommended that construction of Fire Station 3 washrooms be moved up from 2022.

Councillor Bjorkman noted that the Essex Centre sports fields are not reflected in the budget forecast. Mr. Sweet noted that the consultant is expected to provide costing within a month and that the phase-in plan will be based on the costs.

Councillor Bjorkman noted that plans for a new Town Hall or a Town Hall expansion are not reflected in the budget forecast. He noted that the debt ceiling Council has set for the Town may not be feasible if we have to add long-term debt to finance a new facility.

Deputy Mayor Richard Meloche noted that traffic down County Road 8 into Essex Centre has increased and may increase further when the exit via North Malden Road is closed for Highway 3 expansion. He recommended that improvements to the corner of County Road 8 and Talbot Street North be added to the list.

Councillor Bjorkman noted that an increase in interest rates will increase the cost of completing some of these projects over time. He suggested that moving projects up in time would allow Council to take advantage of lower interest rates. Mr. Morrison noted that all discounted borrowing rates are tied to the prime lending rate. He also noted that the administration could build models for each project based on interest rate increases, if Council wishes.

Councillor Rogers recommended that a Master Plan for Snake Lane be added to the list of projects.

Moved by Councillor Voakes

Seconded by Councillor Bjorkman

(SP18-01-005) That the verbal report on the 2019-2022 Budget Forecast provided by Jeff Morrison, Director of Corporate Services and Treasurer, be received;

And that Council adopt the 2019-2022 Operating and Capital Budget Forecast as it currently exists, with the understanding that the Budget Forecast is subject to change and can be amended to include new items at Council's request.

"Carried"

5. Public Presentations

6. Adjournment

Moved by Councillor Snively

Seconded by Councillor Bjorkman

(SP18-01-006) That the meeting be adjourned at 6:13 p.m.

“Carried”

Mayor

Deputy Clerk

Fire Chief Rick Arnel



Photo credit: OAFC Twitter

Rick and his wife Janine of 39 years, have two children; Gary and Christopher. Also a very proud Pepe of three grandsons Cameron, Spencer, and Owen. I am Currently serving in my 43rd year of serving the community in the fire service.

Rick Arnel accepted the position of Fire Chief, and Community Emergency Management Coordinator for the Town of Essex in January 2015.

My past work experiences included: Assistant Fire Chief Operations of the Municipality of Chatham-Kent. Responsible for overseeing all Chatham-Kent Fire stations personnel and records, labour management, apparatus and fire incident reports and records. Also served as an alternate Community Emergency Management Coordinator within the Municipality. In 2009 Chief Arnel received his Certified Municipal Manager (CMM III) accreditation with a Fire Service Executive distinction.

Fire Chief Rick Arnel

Other past work experiences include; Volunteer Fire Fighter and Volunteer Station Chief, for the amalgamated community of Chatham-Kent at Station# 19 Tilbury.

Rick was promoted in December 1992 to the position of Volunteer Fire Chief of the Town of Tilbury. Career began in Tilbury as a volunteer firefighter in August 1975.

Chief Arnel currently serves on the Board of the Ontario Association of Fire Chiefs (OAFC) as the Executive Vice President, appointed to the Fire Marshals Public Safety Council, current President of the Ontario Fallen Firefighters Memorial, the Canadian Association of Fire Chiefs (CAFC) and serve on the National Advisory Council (NAC), the Ontario Association of Emergency Managers (OAEM).



Delegation to Council
Request Form

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

The following form must be completed and submitted to the Clerk of the Town of Essex by all persons wishing to address Council at a scheduled meeting of Council. Presentations to Council are limited to 5 minutes per person to a maximum of 10 minutes for a group of 2 or more persons. Requests to appear as a Delegation to Council must be submitted by 2:00 p.m. on the Tuesday prior to a scheduled Council Meeting. Please refer to the Town of Essex Community Calendar at www.essex.ca for scheduled Council Meetings.

Full name(s) of person(s) presenting: Kristin Ives

Are you representing a group? ☒ Yes ☐ No

Name of Group: John R. Park Homestead & Essex Region Conservation Authority

Please indicate your role in the group: Curator/Education Coordinator

Will other group members be attending? ☐ Yes ☒ No

Address of delegation, including postal code:
(address of main contact for the group, if applicable) 915 County Rd. 50, N0R 1G0

Phone: Home: Work: 519-738-2029 Cell: 519-818-5201

Email: kives@erca.org

Provide details on the issue(s) you will be presenting to Council (attach separate sheet if necessary):

ERCA and the John R. Park Homestead are once again celebrating March as Maple Month. This month is dedicated to engaging and educating local citizens about the rich history of maple and maple syrup production in the Essex region. The Homestead will be hosting a number of maple-themed events throughout the month of March. We are asking Essex Town Council to support our efforts to promote the cultural and natural history of maple trees in the the region by declaring March as Maple Month in the municipality.

Have you appeared before Council on this issue before? ☒ Yes ☐ No

Have you consulted with staff on this issue before? ☐ Yes ☒ No

If you answered "yes", please provide name(s) of staff.

Will your presentation be written and/or oral? ☐ Written ☒ Oral

Note: Please attach 12 copies of written material being presented as part of your delegation to Council.

Do you have any special needs when presenting? ☐ Yes ☒ No

If yes, please describe your special needs:

Please remit this form and copies of material being presented to—
Cheryl Bondy, Clerk/Deputy-Treasurer
33 Talbot St. S., Essex, ON N8M 1A8
Telephone: 519.776.7336 x1132 | Fax: 519.776.8811
Email: cbondy@essex.ca

For Office Use Only:			
Date Received		Date Forwarded:	
Forwarded To:			



Report to Council

Department: Community Services

Date: February 5, 2018

Prepared by: Doug Sweet, Director of Community Services

Submitted by: Doug Sweet, Director of Community Services

Report Number: Community Services Report 2018-001

Subject: Results of Request for Proposal - Design, Supply, and Install Essex
Centre Splash Pad

Number of Pages: 4

Recommendation(s)/Conclusion(s)

It is recommended that:

1. Community Services Report 2018-001 entitled "Results of Request for Proposal - Design, Supply and Install Essex Centre Splash Pad" **be received;** and
2. Council **award** the Request for Proposal Design, Supply, and Install of the Essex Centre Splash Pad to Open Space Solutions Inc.

Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required for purchases where the total contract price is in excess of one hundred thousand dollars (\$100,000). This report is to seek Council's approval to appoint a qualified supplier, to design, supply, and install a new splash pad in Essex Centre in the park in front of the Essex Centre Sports Complex.

Background

A Request for Proposal following the guidelines as set out in the Town's Procurement By-Law Number 1043 for a new splash pad in Essex Centre was posted both on the Town's website and MERX, and closed on December 13, 2017 at 3:00 PM.

Four (4) companies submitted proposals. Each proposal was evaluated using a scorecard approach, taking into consideration the experience with similar projects, understanding of the proposal scope and quality of the proposal, design, age appropriateness features, accessible features, and equipment warranties based on a fixed budget of three hundred thousand dollars (\$300,000) including all applicable taxes.

The proposal review process included a team made up of:

- Doug Sweet, Director, Community Services;
- John Olsen, Manager, Parks and Facilities; and
- Jackson Tang, Assistant Manager, Business Services

After reviewing each proposal as submitted and totaling the scores, "Open Space Solutions Inc." scored the highest (Appendix A – Design Concept). Open Space Solutions Inc. addressed all areas of the scope as identified in the request for proposal. Reference checks have been performed and the Town is satisfied with the feedback received.

Financial Impact

A total of three hundred and fifty thousand dollars (\$350,000) has been set aside in the 2018 Community Services capital budget for this project. Open Space Solution's Inc.'s bid proposal of two hundred and fifty-six thousand and eight hundred and sixty-two dollars and fifty-nine Cents (\$256,862.59) with the non-refundable sales tax included falls within the allocated budget for the design and install of the splash pad. In addition, administration has allocated fifty thousand dollars (\$50,000) for site service work included in the total Essex Centre Splash Pad Capital Budget.

Link to Strategic Priorities

This report contributes to the following Council strategic policies:

- Promote healthy and active living through recreational and cultural opportunities;
- Manage the Town's infrastructure in a responsible and efficient manner; and
- Promote a healthy, safe and environmentally conscious community.

Reviewed by: Donna Hunter, Chief Administrative Officer

Concur

Reviewed by: Jeffrey Morrison, Director of Corporate Services

Concur

Reviewed by: Jackson Tang, Assistant Manager, Business Services

Concur

Appendix “A” – Design Concept

Open Space Solutions Inc. – Sports Theme





Report to Council

Department: Community Services

Date: February 5, 2018

Prepared by: John Olsen, Manager of Parks and Facilities

Submitted by: Doug Sweet, Director of Community Services

Report Number: Community Services Report 2018-002

Subject: Purchase of Tommy Gate Hydraulic Lift for Community Service
Truck Number 861

Number of Pages: 2

Recommendation(s)/Conclusion(s)

It is recommended that:

1. Community Services Report 2018-002 entitled "Purchase of Tommy Gate Hydraulic Lift for Community Services Truck Number 861" **be received;** and further
2. Council **approve** the allocation of funds for the Tommy Gate Hydraulic Lift to be purchased in 2018 from the Community Services Building and Equipment Reserve.

Reason For Report

To obtain Council's approval to utilize reserve funds in the Community Services Building and Equipment Reserve account to purchase a Tommy Gate Hydraulic Lift in 2018.

Background

The Community Services Department currently does not have a vehicle in the south end of the municipality with a Tommy Gate Hydraulic Lift to assist staff with transporting equipment from site to site. Currently, staff must lift numerous items (garbage pails, snow blowers, furniture and equipment) from the ground to the tailgate of the truck. This is a safety concern

for Town Staff and Administration is recommending a hydraulic lift to assist staff in these duties.

Three (3) quotes were obtained and received for the supply and installation of the Tommy Gate Hydraulic Lift Gate.

Tenders were reviewed for arithmetic errors, completeness, legibility, revisions and irregularities. The result of the valid tender prices are noted below:

Bidders Name	Total Tender Price (including HST)
Cottam Radiator	\$5,565.25
Dan Kane	\$5621.75
Vehicle venture	\$6,409.83

The Community Services Manager of Parks and Facilities has reviewed the quotes for specification compliance and found them all to be complete.

Financial Impact

The funds for the Tommy Gate Hydraulic lift would come from the Community Services Building and Equipment Reserves.

Link to Strategic Priorities

This report contributes to the following Council strategic policies:

- Manage the Town's finances and human resources in a responsible manner; and
- Promote a healthy, safe and environmentally conscious community.

Reviewed by: Donna Hunter, Chief Administrative Officer

Concur

Reviewed by: Jeffrey Morrison, Director Corporate Services

Concur



Report to Council

Department: Municipal Drainage
Date: February 5, 2018
Prepared by: Norman Nussio
Assistant Manager, Operations/Drainage
Submitted by: Chris Nepszy, P.Eng, PE
Director, Infrastructure and Development
Report Number: Municipal Drainage 2018-01
Subject: Appointment of a Drainage Engineer to prepare a
Report for a new Access Culvert over the White Drain
Number of Pages: 4

Recommendation(s)/Conclusion(s)

That Report Municipal Drainage 2018-01 is accepted and that Council appoints the engineering firm of Rood Engineering Incorporated, pursuant to the Drainage Act Revised Statutes of Ontario 1990, to prepare a drainage report for a new access culvert over the White Drain.

Reason for Report

Drainage department has received a request for a new access culvert over the White Drain serving the lands of the Essex County Regional Landfill this will serve as a secondary access to the property and will require appointment of an engineer to undertake the work.

Background

The White Drain is located in between County road 18 and 8th concession road; the said drain commences at the Ferris side road and runs westerly to its discharge point into the Coulter Side Road Drain located on the Coulter Side Rd.

According to Section 78 of the Drainage Act Revised Statutes of Ontario 1990.

Improving, upon examination and report of engineer

78. (1) If a drainage works has been constructed under a by-law passed under this Act or any predecessor of this Act, and the council of the municipality that is responsible for maintaining and repairing the drainage works considers it appropriate to undertake one or more of the projects listed in subsection (1.1) for the better use, maintenance or repair of the drainage works or of lands or roads, the municipality may undertake and complete the project in accordance with the report of an engineer appointed by it and without the petition required by section 4. 2010, chapter. 16, Schedule. 1, section. 2 (27).

Projects

(1.1) The projects referred to in subsection (1) are:

1. Changing the course of the drainage works.
2. Making a new outlet for the whole or any part of the drainage works.
3. Constructing a tile drain under the bed of the whole or any part of the drainage works.
4. Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, bridges, pumping stations or other protective works in connection with the drainage works.
5. Otherwise improving, extending to an outlet or altering the drainage works.
6. Covering all or part of the drainage works.
7. Consolidating two or more drainage works. 2010, chapter 16, Schedule. 1, section. 2 (27).

Notice to conservation authority

(2) An engineer shall not be appointed under subsection (1) until thirty days after a notice advising of the proposed drainage works has been sent to the secretary-treasurer of each conservation authority that has jurisdiction over any of the lands that would be affected.

Revised Statutes of Ontario 1990, chapter D.17, section 78 (2); 2010, c. 16, Schedule 1, section 2 (28).

Powers and duties of engineer

(3) The engineer has all the powers and shall perform all the duties of an engineer appointed with respect to the construction of a drainage works under this Act. Revised Statutes of Ontario 1990, chapter D.17, section 78 (3).

Proceedings

(4) All proceedings, including appeals, under this section shall be the same as on a report for the construction of a drainage works. Revised Statutes of Ontario 1990, chapter D.17, section 78 (4).

The Drainage Act prescribes the process and timelines that must be followed for a report, under Section 4 of the Drainage Act, for a municipal drain. In brief, the process includes:

- Consideration of the Report by Council; and the appointment of an Engineer to prepare a preliminary report;
- Conduct an On-site Meeting with affected landowners to review their drainage requirements;
- Conduct a Meeting to consider the preliminary report and recommendation whether or not to proceed with the preparation of an Engineer's Report
- Council approval of the Committee recommendation;

Schedule

After Council appoints an Engineer, the estimated schedule will be as follows:

- Council approval and appointment of Engineer – February 2018
- On Site Meeting –March 2018
- Preparation of the Report – June 2018
- Submission of Report and notification period –July 2018
- Consideration of the Report by Council – August 2018
- Preparation of Provisional By-law – August 2018
- Court of Revision – September 2018
- Construction- October 2018

Financial Impact

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

Link to Strategic Priorities

This report links to the fourth strategic priority: Enhance the visibility and transparency of Council to the community.

Reviewed by:

Reviewed by:

Reviewed by:

Reviewed by:



Report to Council

Department: Planning
Date: February 5th, 2018
Prepared by: Rita Jabbour, Assistant Planner
Submitted by: Chris Nepszy,
Director of Infrastructure and Development
Report Number: Planning 2018-01
Subject: Heritage Listings
Number of Pages: 12

Recommendation(s)/Conclusion(s)

- 1) That Council receive Planning report number 2018-01, and,
- 2) That the properties known municipally as 11 King Street West, 103 King Street West, 120 Talbot Street North, 21 King Street East, 49 Talbot Road South, 4005 County Road 11, 18 Talbot Street North, 15 King Street West, 3 King Street West, 314 Queen, 22 King Street West, 44 King Street East, and 190 Bagot Street be listed on the Essex Municipal Heritage Register pursuant to subsection 27 (1.2) of the Ontario Heritage Act.

Reason for Report

To list certain properties within the Town of Essex on the Essex Municipal Heritage Register pursuant to subsection (1.2) of the Ontario Heritage Act.

Background

Listing is a mechanism instituted under subsection 27(1.2) of the Ontario Heritage Act to formally identify properties that may have cultural heritage value. By providing a measure of interim protection from demolition, listing also serves as an important tool for the conservation of non-designated properties as owners of a listed property must provide the Council of a municipality with at least 60 days' notice of their intention to demolish or remove a building or structure.

Normally given by resolution, Council's approval is required before formally listing a property on the municipal Heritage Register. Council must consult with its heritage committee, however, before a decision is made to add a non-designated property to the Register. A municipality is not required to consult with property owners or the public before adding or removing a non-designated property to and from the Register.

Comments

The Essex Municipal Heritage Committee (EMHC) has been reviewing its municipal heritage inventory in an effort to identify those properties which would merit from listing. Although a municipality is not required to consult with property owners or the public before adding or removing a non-designated property to and from the Register, the Essex Municipal Heritage Committee (EMHC) has notified all owners of identified properties directly by mail of their intentions to recommend listing of their property to Council.

All notified parties were invited to attend the EMHC's monthly meeting on Thursday November 30, 2017 to voice any concerns or support with the proposal and pose any questions to Planning staff and members of the EMHC. Notified parties were also invited to call, email or meet with the Secretary-Treasurer of the EMHC beforehand with any questions relating to the proposal.

Only one formal objection to the proposal was received by the Secretary-Treasurer of the EMHC in advance of the November meeting. The objection was with regards to the property at 44 Sinasac West in Harrow, more colloquially known as the Old Mill. As such, this property is not being proposed for listing at this time. Two parties representing the properties at 314 Queen Street and 9567 County Road 11 were present at the November meeting. Planning staff and Committee members were able to attend to the audience's questions regarding the merits of listing and the distinction between listing and a heritage designation.

Council should also be aware that the EMHC is recommending the listing of the property at 44 King Street East, a town owned facility. This property and the building thereon currently house the Ontario Provincial Police (OPP). Built in 1939, the existing building served as the Harrow Municipal Building and was designed by prominent Windsor Essex architect, James

Carlisle Pennington, who is credited with the design of the Carnegie library in the Essex Centre and other significant projects throughout the County. Thus, the building holds historical, associative and design value.

The EMHC passed resolution HC17-11-22 on November 30, 2017 recommending listing of the properties described under Appendix A of this report.

All owners of listed property will be required to submit an application for heritage alteration with the accompanying information, approved by Council on April 3, 2017 and found under Appendix B of this report, to the Planning department should demolition be proposed. The 60 day notice will initiate once staff deems the application complete.

The application will be circulated to members of the Heritage Committee and other relevant town staff before a recommendation is made to Council to either receive the demolition proposal for information purposes only or initiate the designation process. Should Council choose to accept the proposal for information purposes only, the applicant can proceed to apply for a demolition permit from the Building. The application for heritage alteration found under Appendix C of this report, however, will serve to inform Building staff of Council's decision.

Should the owner of a listed property wish to have their property removed from the Register, the proposal will be reviewed by the EMHC and forwarded to Council for consideration. Should Council choose to list the properties proposed under Appendix B, Planning staff will notify all owners of their obligations now that the property has been listed, update the Essex Municipal Heritage Register, and inform the Building department of the listing.





Financial Impact





None.



Reviewed by: Chris Nepszy, Director, Infrastructure and Development –concurs
Deputy Mayor Richard Meloche, Chair, EMHC –concurs

Appendix A –Properties to be Listed

Address	Cultural Heritage Value	Photo
11 King Street West	<ul style="list-style-type: none"> • Has Historical and Associative Value • Was used as E.F Darby's Drugstore • Darby was the first mayor of Harrow when it became a Town in 1930 	
103 King Street West	<ul style="list-style-type: none"> • Has Historical and Associative Value and design value • Served as John McIntyre's harness shop • John McIntyre was one of the most prominent harness makers in the area • Style is reflective of 19th century commercial buildings in Canada 	
120 Talbot Street North	<ul style="list-style-type: none"> • Has Historical Value • Used as the first high school in Essex Centre • Used as new Baptist Church 	

21 King Street East	<ul style="list-style-type: none"> • Has Historical and Associative Value and Design Value • Historic ties to John McAfee. McAfee contributed much to the growth of Harrow • Style reflective of most 19th century commercial red brick buildings 	
49 Talbot Road South	<ul style="list-style-type: none"> • Has Historical Value • Significant to the spiritual development of Essex Centre 	
4005 County Road 11	<ul style="list-style-type: none"> • Has Historical Value • Ties to the African Methodist Episcopal Church 	
18 Talbot Street North	<ul style="list-style-type: none"> • Has Historical and Design Value • 11th oldest branch of the Imperial Bank of Canada • Designed in the Art Deco Style • Built as a credit to the Town of Essex 	

15 King Street West	<ul style="list-style-type: none"> • Has Historical and Associative Value • Served as T.B Adams' general store • Adams was a merchant and early president of Board of Trade 	
3 King Street West	<ul style="list-style-type: none"> • Has Historical and Associative Value • Built by John McAfee who contributed to Harrow's Growth • One of Harrow's original building blocks 	
314 Queen	<ul style="list-style-type: none"> • Has Historical, Associative and Contextual Value • Built for the Station master, M.P O'Connor 	
22 King Street West	<ul style="list-style-type: none"> • Has Historical and Design Value • One of 210 IOOF Lodges in Ontario • Designed by prominent Essex County architect, Thomas Jenner 	

44 King Street East	<ul style="list-style-type: none"> • Has Historical, Associative and Design Value • Served as the Harrow Municipal Building • Designed by prominent architect, James Carlisle Pennington 	
190 Bagot Street	<ul style="list-style-type: none"> • Has Historical and Associative Value • Significant to the spiritual development of Colchester • Associated with Rev. Richard Pollard, first ordained clergyman of Church of England in Essex County 	

Appendix B –Listing Policy

Requirements and Procedures, Applications for Demolition of Heritage-Listed Properties

As approved by Town Council on April 3, 2017

General:

- These provisions apply only to properties 'listed' on the Essex Municipal Heritage Register, excluding individually designated properties or those within a heritage conservation district
- The applicant is to demonstrate that the property proposed for demolition should be removed
- If a Register-listed property is also in a demolition control area, these provisions apply in addition to the information and procedural requirements of demolition control

Procedures:

- The applicant requesting demolition shall submit the notice of intention to the Planning department. This notice shall include the location of the property, owner(s) and agent(s)
- The notice shall be accompanied by all the Information Requirements listed below, except that the Planning Department may waive certain requirements (in writing) if it is determined that the information would not contribute to the information needed for a decision
- The Planning department shall make heritage property files available for viewing, and copies upon request
- The Planning department shall determine if the information is sufficient within 30 days of receipt, otherwise the application is deemed to be sufficient by default
- If the information is determined to be sufficient, the statutory sixty-day deadline for a decision begins on the day the application is determined to be complete
- If the information is determined not to be sufficient, the application will not be processed and the sixty-day deadline does not begin

Information Requirements (If some of these items cannot be found, the other items will be sufficient for the application):

- Rationale for demolition –Why remove this heritage resource? Is there little cultural heritage interest or value?
- Estimated cost of repair of heritage building
- Future development on the property
- Ownership since the later date of (a) 1900, if known
- Major news events occurring at the property, if available
- For partial demolitions, the final appearance of the property where the remaining buildings and structures attached to demolished parts, if available

Appendix C –Heritage Alteration Permit

Please note that approval of any alteration proposed under this application does not relieve the applicant from obtaining permits required under the Ontario Building Code or Planning Act.

Please contact the Town of Essex Building Department at 519-776-6476 ext. 1400 to determine if a permit is necessary to conduct the proposed work after reviewing this application with Planning staff.

1.0 Applicant Information

1.1 Registered Owner(s): _____

Mailing Address: _____

City, Province: _____

Postal Code: _____ Telephone: _____

Fax: _____ Email: _____

1.2 If the property owner/applicant is authorizing an agent to act on their behalf in making this application, please complete Form 1 (attached to this application) and provide the information requested below. If an agent is authorized, all correspondence will be sent to the authorized agent unless otherwise specified. If no agent is authorized, all correspondence will be sent to the property owner/applicant.

Name of Agent: _____

Mailing Address: _____

City, Province: _____

Postal Code: _____ Telephone: _____

Fax: _____ Email: _____

2.0 Property Information

Address of Subject Property: _____

Legal Description (Lot and Plan Number):

Assessment Roll Number: _____

Is this property listed or designated? _____

Designation By-Law No. or District: _____

3.0 Project Information

Type of application: (Please Circle all that apply)

Alteration

Addition

Demolition

Construction

Removal

Repair

Maintenance

3.1 Description of Work

Please provide an in depth explanation of the work proposed (Attachments, if necessary)

Please provide a summary of any elevations, drawings, measurements, paint samples, information on building materials, window sizes and configurations, decorative details proposed

DO NOT COMPLETE BELOW –For Staff Use Only

Approval Record

Date Application Received: _____

Date Application Deemed Complete: _____

Proposal:

Granted (see notes)

Denied (see notes)

Additional

Notes: _____

DECISION

Heritage Permit No.: _____ Date: _____

Council Motion or Planner's Signature: _____



Report to Council

Department: Planning
Date: February 5, 2018
Prepared by: Rita Jabbour, Assistant Planner
Submitted by: Chris Nepszy, Director of Infrastructure and Development
Report Number: Planning2018-04
Subject: Harrow Development Potential
Number of Pages: 11

Recommendation(s)/Conclusion(s)

That Council receive report Planning2018-04 for information purposes only.

Reason for Report

To provide Council with an overview of residential development potential in Harrow, identify development constraints and outline options taken to spur development.

Background

Harrow is a distinct community within the Town of Essex. It has a total population of 2,710. Nearly sixty-five percent of the population is within the 15 to 64 year age bracket, with the average age being 43. As of 2016, Harrow had a total of 1,075 occupied private dwellings with the majority being single detached houses (Census Profile, 2016).

Available Residential Land Base and Housing Supply and Demand

Harrow has approximately 56.44 hectares (186 acres) of land that has been pre-zoned for a variety of residential development such as single, semi-detached and duplex dwellings.

Schedule A –Figure 1 identifies those properties within Harrow which have been pre-zoned for residential development. The housing supply in Harrow, however, remains extremely limited. Data on the Harrow market retrieved in October revealed that there were only five active listings on the Multiple Listing Service (MLS) and only one standard building lot.

Conversations with a local real estate agent have revealed that a number of interested buyers exist for vacant infill lots, but that they rarely come up. Demand for the existing housing stock is harder to quantify. It might, however, be gauged by comparing the average time on the market and selling price of a single detached home in Harrow to neighbouring municipalities/hamlets of a similar size.

According to data retrieved on the Harrow housing market for the period between January and September 2017, a two-storey home is on the market for an average of 40 days. The average selling price is \$232, 068 (See Appendix A –Figure 1). In comparison, the average selling price for a single detached, two storey residence in the community of Wheatley – which has a population of 2, 868 people – is \$263, 800 and is on the market for an average of 68 days (See Appendix A –Figure 2). Thus, it can be concluded that demand is no less in Harrow than for a hamlet of a similar size and landscape.

Natural and Man-made Impediments to Development

In order to determine if there are any natural or man-made impediments to development, staff contacted the Essex Region Conservation Authority (ERCA) and consulted internally with staff from the Department of Infrastructure and Development. According to ERCA, no real natural impediments such as flood prone areas exist within Harrow. Harrow is actually located on a high point.

Some properties destined for residential development do contain areas of natural heritage feature that might support habitats of endangered species. In cases like these, the onus is on the proponent to contact the Ministry of Natural Resources and Forestry (MNRF) to obtain clearance. The Manager of Planning Services for the County of Essex, being the approval body for Plans of Subdivision, will not accept an application for a Plan of Subdivision without a clearance letter from the MNRF.

Harrow currently has sufficient capacity for sanitary and water. Harrow's stormwater infrastructure is a bigger challenge, however, as it needs to be upgraded. Staff will be modelling sanitary and stormwater in the next couple years and will amend budgets for capital projects accordingly.

Comments

The Planning Act prevents the division of land into smaller parcels unless one of the exceptions identified under Section 50 applies (i.e. the land is within a registered plan of subdivision). This means that approval from a governmental body is required in order for land division to occur. The Planning Act provides four main ways that an approval authority can control the division of land:

1. Consent (severance)
2. Plan of Subdivision
3. Plan of Condominium
4. Exemption from part-lot control

The larger the number of proposed lots, the more complex the considerations in the planning approval process will be. In considering a plan of subdivision, Council may require the completion of appropriate supporting technical studies to determine the adequacy of potable water supply , sanitary sewage treatment and disposal and stormwater management. All applicants will be required to address the conditions of draft approval which may include entering into a plan of subdivision agreement with the Town and all applicants will be required to post security or performance bonds to ensure that the required works are completed as set out in the conditions of draft approval and the Agreement.

Vacant residentially zoned lands within Harrow are in various phases of development. Schedule A –Figure 1 identifies those properties where a plan of subdivision is required for future residential development. For some properties, no plans of subdivision have been submitted yet. Others, like the Colio Estate Subdivision, have an approved plan of subdivision for Phase 1 and have revised their stormwater management plan to meet modern day

standards but now require a relocation of the proposed parkland because of an enlargement of the stormwater pond.

Consent/Severance Approval Process

Where a plan of subdivision is not required, the consent (severance) approval process is a helpful alternative for land division proposals. Schedule A –Figure 1 identifies those properties where lot creation through the consent process would be ideal. The Town of Essex Official Plan allows for the creation of up to four lots in areas where the premature extension of any major municipal services is not required and when land fronts on an existing public road which is of a reasonable standard of construction acceptable to the Town and/or the Ministry of Transportation or the County of Essex.

The consent-granting authority is still empowered to impose conditions on the approval of consent applications that it believes are reasonable and have regard to the nature of the proposed development. These conditions are usually basic requests that include a survey of the proposed lots and payment of the water buy in and parkland dedication fee. Conditions like the water buy in fee, which amounts to \$5200 per lot created, can be particularly burdensome on applicants and serve as a deterrent to move forward with an application for consent.

Actions Taken to Spur Development

Prices for homes in Harrow are rising and there does not appear to be any downward trend in terms of sales (see Appendix A –Figure 3). Steps taken by administration and Council to provide incentives to spur development may expedite investment and shine light on potential development opportunities in Harrow.

Elimination of Water Buy in Fee as a Condition of Consent

At their regular meeting on Tuesday November 21, 2017, the Committee of Adjustment discussed the option of eliminating the imposition of the water buy in fee as a condition of consent applications for the creation of new residential lots. The water buy in fee would continue to be applicable at the time of construction. Committee members voted in support

of removing the water buy in fee on all applications for new residential lot creations throughout the Town of Essex.

Reduction of Development Charges

At their regular meeting on December 18, Town Council officially ammended the Development Charges By-law to provide a 100 percent discount on residential development charges in Harrow Centre. The By-law, designed to spur residential development in Harrow and increase the number of homes availabel for sale, came into effect on January 1, 2018 and will be in place until August 25, 2019.

Financial Impact

None.

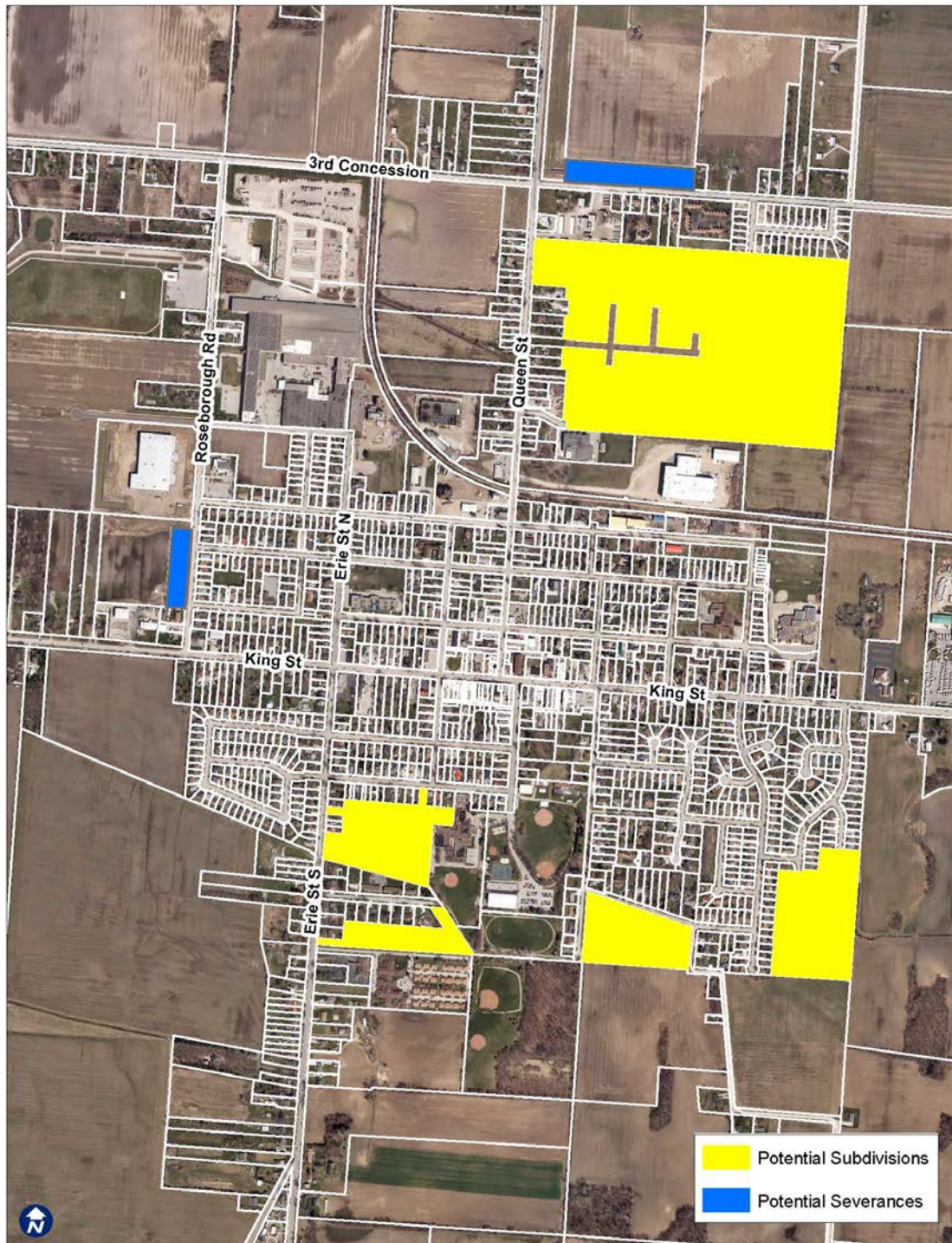
Reviewed by: Chris Nepszy, Director of Infrastructure and Development –concurs

Jeff Watson, Policy Planner –concurs

Nelson Silveira –concurs

Schedule A –

Figure 1. Map identifying Properties in Harrow for Future Residential Development



Appendix A –

Figure 1. Harrow Residential Activity, January 2017-September 2017

Harrow Residential Activity Report

JANUARY 2017 - SEPTEMBER 2017

Sale Price to List Price Ratio
↓
Days on Market

Major Area District	Sub-Dist	Major Type	Type of Dw	# Sold	#	Average	% Ratio of	\$ Average Sale Price
Windsor-Es 20 - Essex	21 - Harrov	Residential	Bungalow/Ranch	15	25	97.15393		242567
Windsor-Es 20 - Essex	21 - Harrov	Residential	2 Storey	12	40	95.15887		232068
Windsor-Es 20 - Essex	21 - Harrov	Residential	Back Split 3 lvl	3	18	96.01409		199933
Windsor-Es 20 - Essex	21 - Harrov	Residential	Side Split 3 lvl	1	14	100		164900
Windsor-Es 20 - Essex	21 - Harrov	Residential	1-1/2 Storey	4	44	93.40084		133000
Windsor-Es 20 - Essex	21 - Harrov	Residential	1 3/4 Storey	1	11	103.4023		155000
Windsor-Es 20 - Essex	21 - Harrov	Residential	Raised Ranch	4	14	98.5078		217850
Windsor-Es 20 - Essex	21 - Harrov	Residential		40	29	96.48272		218660
Windsor-Es 20 - Essex	21 - Harrow			40	29	96.48272		218660
Windsor-Es 20 - Essex				40	29	96.48272		218660
Windsor-Essex County				40	29	96.48272		218660
				40	29	96.48272		218660

Figure 2. Wheatley Residential Activity, January 2017- September 2017

Wheatley Residential Activity Report *(includes some sales outside the hamlet)*

JANUARY 2017 - SEPTEMBER 2017

Major Area District	Sub-Dist	Major Type	Type of Dw	# Sold	<i>Days on market</i> #	Average I\$	Average Sale Price of
Windsor-Es 50 - Wheat 48 - Wheat Residential				0	0	0	0
Windsor-Es 50 - Wheat 48 - Wheat Residential Mobile Hor				2	21	55000	
Windsor-Es 50 - Wheat 48 - Wheat Residential Bungalow/ <i>ranch</i>				15	59	255133	
Windsor-Es 50 - Wheat 48 - Wheat Residential Bungalow/ <i>ranch</i>				0	0	0	
Windsor-Es 50 - Wheat 48 - Wheat Residential Bungalow/ <i>ranch</i>				1	103	178000	
Windsor-Es 50 - Wheat 48 - Wheat Residential 2 Storey				8	68	263800	
Windsor-Es 50 - Wheat 48 - Wheat Residential Row Unit				0	0	0	
Windsor-Es 50 - Wheat 48 - Wheat Residential Back Split 4				1	6	219000	
Windsor-Es 50 - Wheat 48 - Wheat Residential Side Split 4				2	4	213500	
Windsor-Es 50 - Wheat 48 - Wheat Residential 1-1/2 Store				7	19	201500	
Windsor-Es 50 - Wheat 48 - Wheat Residential Raised Ranch				3	37	236667	
Windsor-Es 50 - Wheat 48 - Wheat Residential Raised Ranch				1	96	350000	
Windsor-Es 50 - Wheat 48 - Wheat Residential 2 1/2 Store				0	0	0	
Windsor-Es 50 - Wheat 48 - Wheat Residential Cottage				1	0	185000	
Windsor-Es 50 - Wheat 48 - Wheat Residential				41	47	232363	
Windsor-Es 50 - Wheat 48 - Wheatley				41	47	232363	
Windsor-Es 50 - Wheatley				41	47	232363	
Windsor-Essex County				41	47	232363	
				41	47	232363	

Figure 3. Harrow Residential Activity, 2012- 2016

- **AREA 20:** <http://www.wecarnews.com/wp-content/uploads/2016/02/Essex.pdf> [consists of areas 21, 22, & 23]
- Example: Harrow, Colchester/Oxley, Colchester South

**ZONE 20 - ESSEX													
	Active At Start	Listed	Total	Active At End	Base	Expired	Units	Sales Dollars	Sell/ List Ratio	Average Dollars	Days	Price Ratio	
RESIDENTIAL (1 3/4)	1	4	5	1	4	2	3	\$1,186,500	75%	\$395,500	134	94%	
RESIDENTIAL (1 1/2)	4	29	33	3	30	6	22	\$5,287,000	76%	\$240,318	48	96%	
RESIDENTIAL (2 STRY)	6	32	38	3	35	9	23	\$7,539,400	72%	\$327,800	57	92%	
RESIDENTIAL (2 1/2)	1	1	2				2	\$890,000	200%	\$445,000	8.2	97%	
RESIDENTIAL (3STRY)													
RESIDENTIAL (3VLB)	1	6	7	1	6	1	4	\$689,000	67%	\$172,250	12	97%	
RESIDENTIAL (4VLB)		1					1	\$104,500	100%	\$104,500	16	95%	
RESIDENTIAL (5VLB)													
RESIDENTIAL (BNGL/RAN+ 15		70	85	11	74	12	51	\$10,289,577	73%	\$201,756	47	96%	
RESIDENTIAL (MOBIL)													
RESIDENTIAL (RRNCH/BIL+ 2		16	18			1	16	\$3,717,900	100%	\$232,369	51	99%	
RESIDENTIAL (RANCH)													
RESIDENTIAL (S2STY)													
RESIDENTIAL (3VLVS)	1	3	4				4	\$943,827	133%	\$235,957	58	94%	
RESIDENTIAL (4VLVS)		1					1	\$410,000	100%	\$410,000	28	98%	
RESIDENTIAL (5VLVS)													
RESIDENTIAL (SHOME)													
RESIDENTIAL (-R-)													
RESIDENTIAL (cott)		1				1							
RESIDENTIAL (SEMIRRAN+)													
RESIDENTIAL (RRNCH/BN+)													
RESIDENTIAL (semi)													
RESIDENTIAL (BILVL)													
RESIDENTIAL (twnhse)													
RESIDENTIAL (DUPLX)	1	1	2			1	1	\$187,888	100%	\$187,888	41	99%	
***TOTAL RES	32	165	197	19	178	33	128	\$31,245,592	78%	\$244,106	51	96%	

**ZONE 20 - ESSEX													
	Active At Start	Listed	Total	Active At End	Base	Expired	Units	Sales Dollars	Sell/ List Ratio	Average Dollars	Days	Price Ratio	
RESIDENTIAL (1 3/4)	3	4	7	1	6	1	4	\$522,500	100%	\$130,625	74	95%	
RESIDENTIAL (1 1/2)	5	30	35	4	31	9	20	\$3,399,087	67%	\$169,954	77	92%	
RESIDENTIAL (2 STRY)	7	31	38	6	32	7	16	\$4,339,300	52%	\$271,206	67	94%	
RESIDENTIAL (2 1/2)		3		1		1	1	\$142,500	33%	\$142,500	89	100%	
RESIDENTIAL (3STRY)													
RESIDENTIAL (3VLB)	1	8	9	1	8		8	\$1,340,900	100%	\$167,613	35	96%	
RESIDENTIAL (4VLB)		2					2	\$585,000	100%	\$292,500	29	99%	
RESIDENTIAL (5VLB)													
RESIDENTIAL (BNGL/RAN+ 26		97	123	15	108	27	60	\$10,957,600	62%	\$182,627	47	95%	
RESIDENTIAL (MOBIL)													
RESIDENTIAL (RRNCH/BIL+ 3		26	29	2	27	4	19	\$3,519,008	73%	\$185,211	43	92%	
RESIDENTIAL (RANCH)													
RESIDENTIAL (S2STY)													
RESIDENTIAL (3VLVS)		4		1			3	\$512,500	75%	\$170,833	54	95%	
RESIDENTIAL (4VLVS)		1					1	\$270,000	100%	\$270,000	49	98%	
RESIDENTIAL (5VLVS)													
RESIDENTIAL (SHOME)													
RESIDENTIAL (-R-)													
RESIDENTIAL (cott)		2				1	1	\$52,000	50%	\$52,000	56	95%	
RESIDENTIAL (SEMIRRAN+)													
RESIDENTIAL (RRNCH/BN+)													
RESIDENTIAL (semi)													
RESIDENTIAL (BILVL)													
RESIDENTIAL (twnhse)													
RESIDENTIAL (DUPLX)		1		1									
***TOTAL RES	45	209	254	32	222	50	135	\$25,640,395	65%	\$189,929	54	95%	

Comparative Activity by Property Type For Year Ending 12/31/2014												
**ZONE 20 - ESSEX												
	Active At Start	Listed	Total	Active At End	Base	Expired	Sales		Sell/ List Ratio	Average		Price Ratio
							Units	Dollars		Dollars	Days	
RESIDENTIAL (1 3/4)	1	14	15	3	12	4	6	\$1,282,350	43%	\$213,725	63	95%
RESIDENTIAL (1 1/2)	7	25	32	5	27	5	20	\$3,847,400	80%	\$192,370	79	96%
RESIDENTIAL (2 STRY)	8	28	36	7	29	9	16	\$3,816,756	57%	\$238,547	106	95%
RESIDENTIAL (2 1/2)												
RESIDENTIAL (3STRY)												
RESIDENTIAL (3VLB)	1	3	4	1	3		1	\$137,000	33%	\$137,000	26	95%
RESIDENTIAL (4VLB)	1	1	2				2	\$420,000	200%	\$210,000	158	95%
RESIDENTIAL (5VLB)												
RESIDENTIAL (BNGL/RAN+)	17	106	123	26	97	24	60	\$10,002,449	57%	\$166,707	57	94%
RESIDENTIAL (MOBIL)												
RESIDENTIAL (RRNCH/BIL+)	4	18	22	3	19	4	14	\$2,411,400	78%	\$172,243	54	97%
RESIDENTIAL (RANCH)	3					2	1	\$540,000		\$540,000	362	96%
RESIDENTIAL (S2STY)		1					1	\$104,900	100%	\$104,900	91	95%
RESIDENTIAL (3VLS)		2					2	\$305,000	100%	\$152,500	16	100%
RESIDENTIAL (4VLS)	1	1	2				1	\$399,900	100%	\$399,900	345	100%
RESIDENTIAL (5VLS)		1				1						
RESIDENTIAL (SHOME)												
RESIDENTIAL (-R-)												
RESIDENTIAL (cott)	1	1	2			1	1	\$95,000	100%	\$95,000	6	95%
RESIDENTIAL (SEMIRRAN+)												
RESIDENTIAL (RRNCH/BN+)		1					1	\$192,000	100%	\$192,000	148	93%
RESIDENTIAL (semi)												
RESIDENTIAL (BILVL)												
RESIDENTIAL (twrhse)												
RESIDENTIAL (DUPLX)												
***TOTAL RES	44	202	246	45	201	50	126	\$23,554,155	62%	\$186,938	73	96%

Comparative Activity by Property Type For Year Ending 12/31/2013												
**ZONE 20 - ESSEX												
	Active At Start	Listed	Total	Active At End	Base	Expired	Sales		Sell/ List Ratio	Average		Price Ratio
							Units	Dollars		Dollars	Days	
RESIDENTIAL (1 3/4)	4	10	14	1	13	4	8	\$1,741,300	80%	\$217,663	130	93%
RESIDENTIAL (1 1/2)	7	24	31	7	24	6	14	\$2,908,500	58%	\$207,750	84	94%
RESIDENTIAL (2 STRY)	7	31	38	8	30	15	9	\$3,357,800	29%	\$373,089	68	91%
RESIDENTIAL (2 1/2)	2	1	3			2	1	\$360,000	100%	\$360,000	57	98%
RESIDENTIAL (3STRY)												
RESIDENTIAL (3VLB)	1	5	6	1	5	2	3	\$419,500	60%	\$139,833	43	95%
RESIDENTIAL (4VLB)	1	4	5	1	4	3	1	\$145,000	25%	\$145,000	119	97%
RESIDENTIAL (5VLB)												
RESIDENTIAL (BNGL/RAN+)	4	64	68	17	51	12	29	\$4,106,200	45%	\$141,593	47	96%
RESIDENTIAL (MOBIL)												
RESIDENTIAL (RRNCH/BIL+)	8	25	33	4	29	10	14	\$2,422,900	56%	\$173,064	112	97%
RESIDENTIAL (RANCH)	17	23	40	3	37	16	16	\$2,776,700	70%	\$173,544	67	96%
RESIDENTIAL (S2STY)												
RESIDENTIAL (3VLS)		1					1	\$234,444	100%	\$234,444	108	96%
RESIDENTIAL (4VLS)	1	3	4	1	3	1	2	\$535,000	67%	\$267,500	85	88%
RESIDENTIAL (5VLS)												
RESIDENTIAL (SHOME)												
RESIDENTIAL (-R-)												
RESIDENTIAL (cott)		3		1			2	\$76,900	67%	\$38,450	65	89%
RESIDENTIAL (SEMIRRAN+)												
RESIDENTIAL (RRNCH/BN+)	1	1	2			1	1	\$125,000	100%	\$125,000	131	93%
RESIDENTIAL (semi)												
RESIDENTIAL (BILVL)												
RESIDENTIAL (twrhse)												
RESIDENTIAL (DUPLX)												
***TOTAL RES	53	195	248	44	204	72	101	\$19,209,244	52%	\$190,191	76	94%

Disclaimer: The Windsor-Essex County Association of REALTORS® does not warrant in any way the information contained herein as to the accuracy or completeness. This is the sole responsibility of those businesses and individuals that have submitted the information contained herein.

Comparative Activity by Property Type For Year Ending 12/31/2012												
**ZONE 20 - ESSEX												
	Active At Start	Listed	Total	Active At End	Base	Expired	Sales		Sell/ List Ratio	Average		Price Ratio
							Units	Dollars		Dollars	Days	
RESIDENTIAL (1 3/4)	3	14	17	4	13	5	6	\$1,366,000	43%	\$227,667	86	96%
RESIDENTIAL (1 1/2)	5	31	36	7	29	7	17	\$2,547,400	55%	\$149,847	94	90%
RESIDENTIAL (2 STRY)	16	28	44	7	37	20	13	\$4,430,300	46%	\$340,792	109	95%
RESIDENTIAL (2 1/2)	1	2	3	2	1	1						
RESIDENTIAL (3STRY)												
RESIDENTIAL (3VLB)	1	7	8	1	7	4	1	\$137,000	14%	\$137,000	203	99%
RESIDENTIAL (4VLB)		4		1		2	1	\$240,000	25%	\$240,000	57	83%
RESIDENTIAL (5VLB)												
RESIDENTIAL (BNGLW)	3	32	35	4	31	9	17	\$1,941,100	53%	\$114,182	69	95%
RESIDENTIAL (MOBIL)	1						1	\$62,000		\$62,000	149	94%
RESIDENTIAL (RRNCH/BIL+ 9		41	50	8	42	19	16	\$3,099,200	39%	\$193,700	75	95%
RESIDENTIAL (RANCH)	11	56	67	17	50	20	27	\$5,438,900	48%	\$201,441	94	95%
RESIDENTIAL (S2STY)		1				1						
RESIDENTIAL (3VLVS)	1	4	5			1	3	\$370,500	75%	\$123,500	60	93%
RESIDENTIAL (4VLVS)		4		1		1	2	\$374,000	50%	\$187,000	59	95%
RESIDENTIAL (5VLVS)												
RESIDENTIAL (SHOME)												
RESIDENTIAL (-R-)												
RESIDENTIAL (cott)	4	3	7			3	4	\$392,500	133%	\$98,125	72	87%
RESIDENTIAL (SEMIRRRAN+ 2		1	3			1	2	\$219,000	200%	\$109,500	158	93%
RESIDENTIAL (RRNCH/BN+		1		1								
RESIDENTIAL (semi)												
RESIDENTIAL (DUPLX)												
RESIDENTIAL (twnhse)												
RESIDENTIAL (BILVL)												
***TOTAL RES	57	229	286	53	233	94	110	\$20,617,900	48%	\$187,435	88	94%

Disclaimer: The Windsor-Essex County Association of REALTORS® does not warrant in any way the information contained herein as to the accuracy or completeness. This is the sole responsibility of those businesses and individuals that have submitted the information contained herein.



Report to Council

Department: Planning
Date: February 5, 2017
Prepared by: Jeff Watson, Policy Planner
Submitted by: Chris Nepszy, Director of Infrastructure and Development
Report Number: Planning 2018-05
Subject: Collavino Business Park release of securities
(Harrow, Ward 4)
Release of Securities
Number of Pages: 2

Recommendation

It is recommended that a partial release of securities, in the sum of \$20,772.00, be approved for 1710690 Ontario Incorporated.

Reason for Report

Loris Collavino, on behalf of 1710690 Ontario Incorporated, has requested a partial release of securities related to the installation of services in the Collavino Industrial Park in Harrow. Council approval is required to permit partial release of securities accordingly.

Comments

To date all of the services related to the development of the Collavino Business Park in Harrow to be installed within the future municipal right of way (Loricon Court) have been installed. The final task was the installation of street lighting which has been completed and approved. Consequently a partial release of securities, specifically related to the street light installation, has been requested. A balance of \$6800 remains as security for the completion of such tasks as boulevard seeding and the cleaning of manholes.

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:

Chris Nepszy, Director of Infrastructure & Development – Conkurs

Richard Beausoleil, Manager of Capital Works & Infrastructure – Conkurs



Report to Council

Department: Planning
Date: February 5, 2018
Prepared by: Jeff Watson, Policy Planner
Submitted by: Chris Nepszy, Director of Infrastructure and Development
Report Number: Planning 2018-06
Subject: Townsview Estates release of securities
(Essex Centre, Ward 1)
Release of Securities
Number of Pages: 1

Recommendation

It is recommended that a partial release of securities, in the sum of \$241,684.68, be approved for the Townsview Estates subdivision, 1849749 Ontario Limited, developer.

Reason for Report

Dillon Consulting has inspected and confirmed that municipal services have been installed in most recent phase of the Townsview Estates subdivision (Phase 4) on the north side of Maidstone Avenue East, east of Galos Drive, to the satisfaction of the Town. Council approval is required to permit partial release of securities accordingly.

Comments

The final walkthrough inspection of the most recent phase of the Townsview Estates subdivision, subsequent to the construction of roads and other services, has been completed. Remaining works to be completed were identified and it was determined that a partial release of the securities required under the related subdivision agreement could be given. The balance of the works to be completed are minor installations and for maintenance until the roads and municipal services are assumed by the Town. The remaining Securities of \$416,561.79 will apply to these outstanding matters.

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:

Chris Nepszy, Director of Infrastructure & Development – concurs

Richard Beausoleil, Manager of Capital Works & Infrastructure – concurs



Report to Council

Department: Fire
Date: January 25, 2018
Prepared by: Richard Arnel, Fire Chief
Submitted by: Richard Arnel, Fire Chief
Report Number: Fire 2018-001
Subject: Updating By-Law 1500 being a by-law to Establish and Regulate Fire Services
Number of Pages: Two (2)

Recommendation(s)/Conclusion(s)

It is recommended to Council:

1. That report number Fire 2018-001 be received by Council;
2. That Council review and approve the Tiered Medical Agreement between Essex Windsor EMS (EWEMS) and Town of Essex Fire and Rescue and authorize Mayor McDermott to sign the aforementioned agreement;
3. That Council approve to remove Schedule "E" of the Establishing and Regulating By-Law 1500 and replace with the new agreement;

Reason for Report

To provide Council with the proposed Medical Tiered Response Agreement with Essex-Windsor E.M.S.

Background

Essex Fire and Rescue has operated under a Medical Tiered Response Agreement with the Essex-Windsor E.M.S. for a number of years. The agreement was recently updated and the revised agreement requires council approval. The tiered agreement is between the Essex-

Windsor E.M.S. and the eight fire departments and is administered by the Central Ambulance Communications Centre. The revised agreement is similar to the existing agreement except that it addresses the following items:

- Significant delay has been modified to Limited E.M.S. Resource Deployment
- Exceptions for tiered response to Schedule A facilities and health care facilities.

Windsor-Essex E.M.S. has reviewed the requirements for fire departments to respond and have changed the requirements as to not overtax resources for unnecessary responses.

Financial Impact

There is no financial impact.

Link to Strategic Priorities

“Promote a healthy, safe and environmentally conscious community”

“Manage the Town’s finances and human resources in a responsible manner”

Reviewed by: Doug Sweet, Director of Community Services, - Concur

Reviewed by: Donna Hunter, Chief Administrative Officer - Concur

Attachments: Medical Tiered Response Agreement

Corporation of the Town of Essex By-Law Number 1500

Schedule “E” to By-Law Number 1500

Medical Tiered Response Agreement

Between:

Essex Windsor EMS

(EWEMS)

and

City of Windsor and County of Essex Fire Services

(Fire Services)

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



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

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

Emergency Call Types

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

Response Criteria Table

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

Definitions:

Fire Services includes:

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

Industrial Accident

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

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

Critical Injury

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

- Patient is unconscious or
- Possibility of substantial loss of blood or
- Possibility of fracture to leg or arm but not finger or toe or
- Amputation of leg, arm, hand or foot, but not finger or toe or
- Consists of burns to major portion of body **or**
- Causes loss of sight in an eye.

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

Code 4 EMS response for a MVC including;

- Air bag deployment or
- Entrapment of occupants or
- Hazards including but not limited to; electrical wires down, vehicle fluids leaking, natural gas leaks and ice or water rescue.

Cardiac/ Respiratory Arrest"

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

Airway Obstruction

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

Unconscious Unresponsive

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

Significant Delay

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

When Requested by Paramedics

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

- Lift assistance that overwhelms the resources of the EMS Crew or
- Extrication for a scene that requires the expertise and resources of the Fire Services or
- Access and egress to the scene utilizing the staff and resources of the Fire Services or
- MVC that is not identified upon receipt of response or
- Hazardous scene.

Exceptions

Fire Services shall not be tiered when the following apply;

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

Disclosure

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

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

Tiered Medical Response Fire Service Grant

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

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

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

Expendable Medical Equipment/Supplies

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

- Medical oxygen cylinders;
- Defibrillator Pads;
- Oxygen Masks;
- Oropharyngeal airways;
- Burn gel dressings.

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

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

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

Defibrillators

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

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

Defibrillator Preventative Inspection Program (PIP)

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

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

Continuing Quality Assurance (CQI)

Training

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

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

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

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

Training shall be completed annually and be comprised of:

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

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

Call Response Audit

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

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

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

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

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

Signed on this _____ day of _____ 2015

 Chief, Essex Windsor EMS
 Bruce Krauter

 Mayor

(Note: Original signed agreement is on file with the Town of Essex)

Legislative and Legal Services to provide a verbal report RE: Animal Control Matter: Appeal Hearing with respect to a Dangerous Dog Declaration and Issuance of a Notice to Muzzle

Moved by:
Seconded by:

Regarding upcoming Appeal hearing to be convened pursuant to Section 4.07.3 of the Animal Control By-Law , that Council grant an exemption from the requirements of section 4.01 of the Animal Control By-Law as it relates to the composition of the Appeal Committee and direct that the members of the Appeal Committee for the said upcoming Appeal hearing shall be comprised of three members of the general public (to be appointed at a future meeting of Council) who have declared that they do not have a pecuniary nor a non-pecuniary interest in the matter to be adjudicated.

Robert Auger, L.L.B.
Manager of Legislative Services/Clerk

Town of Essex
33 Talbot St. S., Essex, ON N8M 1A8
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Report to Council

Department: Infrastructure and Development

Date: February 5, 2018

Prepared by: Chris Nepszy, P.Eng., PE
Director, of Infrastructure and Development

Submitted by: Chris Nepszy, P.Eng., PE
Director, Infrastructure and Development

Report Number: Infrastructure and Development Report 2018-01

Subject: Engineering Services for Harrow Storm and Sanitary Optimization Study

Number of Pages: 2

Recommendation(s)/Conclusion(s)

It is recommended that:

1. Infrastructure and Development Report 2018-01 entitled "Engineering Services for Harrow Storm and Sanitary Optimization Study" be received; and
2. Council appoints Stantec Consulting Ltd. to provide engineering services to design, procure and administer the subject optimization study for Harrow Centre in accordance with the completed request under Section 22 (3) of the Town of Essex Procurement By-law 1043.

Purpose

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

Information

Over the past several years, the Town has performed the necessary data collection, inspection and modelling in order to undertake both a sanitary and storm optimization study in Essex Centre. This allows us to address both the potential and degree of hydraulic capacity issues related to climate change while addressing developmental pressures and community growth.

The attached from Stantec Consulting is proposing to have the same study performed for Harrow Centre.

Stantec has been the primary authority for the engineering works for all Town of Essex sewage and water treatment facilities and the bulk of the transmission infrastructure in Harrow Centre. The Town of Essex has fostered a strong working relationship with Stantec, and has received value, exceptional service, and consistent support. Furthermore, as noted, Stantec has intimate knowledge of all the plants and infrastructure as well as a full depth understanding of the operations of the Town. That existing knowledge and expertise will allow Stantec to competently manage the subject project effectively and efficiently, both creating savings and ensuring timelines are met.

Financial Impact

Stantec's estimates of fees for engineering services of the Optimization Study for \$199,800 (excluding HST) are detailed in the attached proposal. The Town has budgeted a cumulative total of \$210,000 in engineering fees in the respective 2018 Storm and Sanitary cost centres.

Based on a review of recent similar projects undertaken by the Town, the estimated engineering costs provided by Stantec for this project appear comparable and reasonable.

Reviewed by: Jeffrey Morrison, Director of Corporate Services

Reviewed by: Andy Graf, Manager, Environmental Services



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

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

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

1. REASON FOR REQUEST

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

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

2. NAME AND TYPE OF CONSULTING OR PROFESSIONAL SERVICE

Name of Professional Service: Structural Engineering

Type of Professional Service (select one):

- ☒ Engineer
- ☐ Architect
- ☐ Surveyor
- ☐ Financial
- ☐ Planner
- ☐ Lawyer
- ☐ Real Estate Agent
- ☐ IT
- ☐ Appraiser
- ☐ Other (specify)

3. EXPLANATION OF REQUEST

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

Stantec has been the primary authority for the engineering works for all Town of Essex sewage and water treatment facilities and the bulk of the transmission infrastructure in Harrow Centre. The Town of Essex has fostered a strong working relationship with Stanec, and has received value, exceptional service, and consistent support. Furthermore, as noted, Stantec has intimate knowledge of all the plants and infrastructure as well as a full depth understanding of the operations of the Town. That existing knowledge and expertise will allow Stantec to competently manage the subject project effectively and efficiently, both creating savings and ensuring timelines are met.



4. REQUESTING DEPARTMENT INFORMATION	
Name of Department Head:	Chris Nepszy
Department Name:	Infrastructure and Development
Date of Request:	February 5, 2018

5. APPROVAL INFORMATION <i>(to be completed by the Mayor and the Clerk of the Town of Essex)</i>	
<input type="checkbox"/> Request Approved	<input type="checkbox"/> Request Not Approved
Date Approved/Not Approved:	
Mayor's Signature:	
Clerk's Signature:	

September 22, 2017
File: 165681095-002

Attention: Mr. Chris Nepszy, P. Eng., Director of Development & Infrastructure

Town of Essex
33 Talbot Street South
Essex, Ontario, N8M 1A8

Dear Mr. Nepszy,

**Reference: Town of Essex
Harrow Sanitary & Storm Sewer Optimization Study**

Per our recent discussions, we are pleased to submit our proposal for consulting engineering services to carry out an optimization study of the sanitary and storm sewer systems in the Community of Harrow. This proposal outlines our scope of services, professional fees and terms & conditions to carry out the assignment.

1.0 BACKGROUND

The Harrow sanitary sewer system consists of approximately 14,700 meters of gravity sewers ranging in size from 200mm to 450mm in diameter. The system collects and conveys sewage to a sanitary pumping station located on Roseborough Road near the northwest corner of the Community which discharges into the Harrow Sewage Treatment Facility (STF). The Harrow STF consists of three seasonally discharged oxidation ponds and intermittent sand filters. Effluent from the facility is ultimately discharged to the Richmond Drain.

In recent years, it has become evident that the existing sanitary sewer system experiences excessive inflow and infiltration. Sanitary sewers are typically designed with a small allowance for extraneous flows, however, when flows become excessive, it can cause the sewers and sewage treatment facility to experience hydraulic overloads. This not only causes serious operating and treatment problems, but also leads to restrictions on community growth for unreserved capacity allocated for growth is now taken up by extraneous flows. Further, when the sewer system becomes hydraulically overloaded, it can lead to basement flooding.

The Harrow storm sewer system consists of gravity sewers which collect storm water within the built-up areas of the Community and convey them to open ditches at the edge of the Community which ultimately drain into Lake Erie. The system was designed to convey the two-year storm which is consistent with development in adjacent municipalities. A two-year storm is a storm event that has a 1 in 2 or 50% chance of occurring in any given year. Storm events having a higher intensity may result in surcharging of the storm sewer system.

Based on the above issues, it is recommended that an optimization study of the sanitary and storm sewer systems in the Community of Harrow be undertaken to address the potential and degree of hydraulic capacity issues related to climate change while addressing development pressures and community growth.



September 22, 2017

Mr. Chris Nepszy, P. Eng., Director of Development & Infrastructure

Page 2 of 4

**Reference: Town of Essex
Harrow Sanitary & Storm Sewer Optimization Study**

2.0 SCOPE OF SERVICES

The following sections summarize the tasks making up our scope of services.

1) Sanitary & Storm Sewer Modeling and Study Report by Stantec:

1. Collection of Background Information and Field Investigation
 - Collect storm/sanitary sewer information
 - Visual inspection of all storm and sanitary manholes
2. Modeling of Sanitary & Storm Sewers Systems
 - Build a trunk-level base model of storm & sanitary sewer systems
 - Calibrate the trunk-level base model using flow monitoring results
3. Analysis of Sanitary & Storm Sewer Systems
 - Generate an inventory of sanitary & storm sewer systems
 - Locate and prioritize areas with excessive Infiltration and Inflow (I&I)
 - Establish long-term planning goals for overall sanitary & storm sewer system
4. Study Report
 - Prepare study report summarizing above work including preliminary sewer improvement plans
 - Review report with Town
 - Revise and finalize report based on discussions and comments with the Town

2) Flow Monitoring, Smoke Testing and CCTV Inspection by Others

1. Flow monitoring of Sanitary & Storm Sewer Systems to be carried out by AMG
 - 12 locations for 4 months (including flow monitoring devices and monthly maintenance)
2. Smoke Testing of Sanitary Sewers by SMS
 - Estimated cost based on total 8 days, \$2,000 per day including two-man field crew for flap installation and two-man field crew for smoke testing
3. CCTV Inspection of Sanitary and Storm Sewer Systems by SMS
 - Sewer flushing, cleaning and CCTV inspection (estimated cost based on \$5 per m of sewer for 3,000 m total)



September 22, 2017

Mr. Chris Nepszy, P. Eng., Director of Development & Infrastructure

Page 3 of 4

**Reference: Town of Essex
Harrow Sanitary & Storm Sewer Optimization Study**

3.0 PROJECT SCHEDULE

Based on our experience on similar work, the following project schedule is proposed:

MILESTONES	DURATION	COMPLETION DATE
Collection of Background Information	8 weeks	Early April 2018
Flow Monitoring	16 weeks	Late June 2018
Smoke Testing	2 week	Late July 2018
CCTV Inspection	4 weeks	Late May 2018
Modeling	24 weeks	Mid October 2018
Analysis	12 weeks	Late January 2019
Study Report	12 weeks	Late April 2019

The above schedule is based on the execution of a mutually agreed upon professional services agreement (PSA) between Stantec and the Town prior to October 1, 2017. Upon project award and on through to the project initiation meeting, the schedule is to be adjusted based on feedback from the Town. Stantec is to endeavor to complete the project ahead of schedule and keep the Town informed of work progress while providing updates on scheduling changes during regular project meetings.

4.0 ENGINEERING BUDGET

Our engineering budget for Sanitary & Storm Sewer Modeling and Study Report work to be carried out by Stantec is made up as follows:

Collection of Background Information & Field Investigation	\$42,000.00
Modeling of Sanitary & Storm Sewers Systems	\$72,000.00
Analysis of Sanitary & Storm Sewer Systems	\$36,000.00
Study Report	\$35,000.00
Sub Total - Professional Fees	\$185,000.00
FRD @ 8% Flat Rate of Professional Fees	\$14,800.00
Total Engineering Budget (Excluding HST)	\$199,800.00

Our engineering budget fee to carry out the proposed modelling and study report is estimated at **\$199,800.00** excluding HST.



September 22, 2017
Mr. Chris Nepszy, P. Eng., Director of Development & Infrastructure
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**Reference: Town of Essex
Harrow Sanitary & Storm Sewer Optimization Study**

Our engineering budget for carrying the noted sub-consultants is made up as follows:

Flow Monitoring (AMG)	\$80,000.00
Smoke Testing (SMS)	\$ 16,000.00
CCTV Inspection (SMS)	\$18,000.00
Sub Total – Professional Sub-Consultant Fees	\$114,000.00
10% Markup on Sub-Consultant Fees	\$11,400.00
Total Engineering Sub-Consultant Budget excluding HST	\$125,400.00

Our engineering budget to carry out the proposed field work is estimated at **\$125,400.00** excluding HST.

Our overall engineering budget to carry out the proposed assignment is estimated at **\$325,200.00** excluding HST. This budget fee is considered an upset limit at this point in time, however, the scope of the work particularly during the modelling and field work stages is to be monitored closely and the upset limit revised as needed to suit the results achieved.

Professional fees are shown in Canadian dollars for the engineering work related to the scope of work outlined herein and exclusive of all applicable taxes. Miscellaneous expenses, including mileage, printing costs, communications expenses and general office expenses are included in the 8% Fixed Rate Disbursement (FRD). The Town will be invoiced for the actual time expended to carry out the assignment.

We trust that you will find our proposal adequately meets your needs. We are prepared to commence work immediately upon execution of a mutually acceptable professional services agreement accepting this proposal and Stantec's Professional Services Terms and Conditions.

Should you have any questions or wish like to clarify anything within this proposal, please do not hesitate to contact Dr. Li directly.

Sincerely yours,

STANTEC CONSULTING LTD.

Jian Li, Ph.D., P. Eng., PE
Associate & Environmental Team Lead
Phone: (519) 966-2250 Ext. 240
Fax: (519) 966-5523
jian.li@stantec.com

Tony Berardi, P. Eng.
Principal & Sector Leader
Phone: (519) 966-2250 Ext. 255
Fax: (519) 966-5523
tony.berardi@stantec.com



Report to Council

Department: Chief Administrative Officer (CAO)
Date: February 5, 2018
Prepared by: Nelson Silveira, EDO
Submitted by: Nelson Silveira, EDO
Report Number: EDO 2018-02
Subject: Incentives for Vacant School Properties in Harrow
Number of Pages: 3

Recommendation(s)/Conclusion(s)

1. That, EDO report 2018-02 entitled Incentives for Vacant School Properties in Harrow be received.
2. That, Council approves moving forward with program changes and expanding the Harrow Community Improvement Plan to include the two vacant school properties.

Reason for Report

This report is to provide council with an overview of recommended changes to the Harrow Community Improvement Plan (CIP) in order to include both vacant school properties in Harrow as eligible properties under the CIP.

Background

The Harrow CIP has been a successful tool in leveraging private investment and encouraging main street revitalization. This program has primarily targeted commercial properties in the programs defined project area and provided incentive for commercial building owners to rehabilitate, convert and improve the condition of their building. However, in certain circumstances, municipalities are able to change aspects of the CIP to help priority areas that may benefit from specific program changes.

Currently, there are two vacant school properties in Harrow. In order to attract investment or encourage development, an incentive could be provided to an interested developer for a project of this magnitude as a means of creating enticement. The most effective way of providing incentives for the two school properties would be to change aspects of the CIP to not only benefit commercial and industrial as eligible properties, but institutional as well.

As a result of actions taken by school boards across Ontario to permanently close educational facilities, municipalities have become innovators in the creation of new programs and projects aimed at repurposing and enticing new investment at vacant schools.

Discussion

Not every funding program of the Harrow CIP serves as an appropriate program for a vacant school redevelopment. Administration has carefully examined the CIP program and all considerations are based on funding allocation, applicable projects and effective incentivizing. As a result, two specific programs within the Harrow CIP have been identified as appropriate programs for properties zoned as institutional.

Demolition Grant

The current grant amount is 50 percent of the cost of demolition to a maximum of **\$6,000** for commercial and industrial properties. Proposed changes to the program would include properties zoned institutional and:

- A larger grant of up to **\$25,000** when the cost of demolition exceeds \$250,000, upon acceptance of a redevelopment plan for the re-use of the site and or building.

Conversion Grant

This grant is intended to utilize existing above the ground floor commercial building space to create a new affordable rental dwelling unit(s), hotel rooms or suites or bed and breakfast rooms, where permitted by the general zoning by-law. Changes to this program to provide incentive specifically for re-use of the vacant schools for non-institutional purposes would include:

- Permitting the conversion an institutional building in whole or in part to accommodate multiple dwelling units and or a residential care facility;
- The grant amount for conversion is 50 percent of the total cost of the approved conversion to a maximum grant of **\$5,000 per rental dwelling unit** to a maximum total grant of \$50,000.
- The grant amount of **\$1,000 per bed in a residential care facility** to a maximum total grant of \$50,000.

Financial Impact

Funding limits have been set on both the conversion and demolition grants in order to limit the impact to the current CIP budget. However, there could be significant impact to the Harrow and Colchester CIP budget if applications are submitted for both schools in 2018. As programs change and the incentives that the Town of Essex provides become increasingly attractive, funds allocated for the

CIP could be fully utilized by larger projects such as a vacant school redevelopment. It is important to note that CIP applications are evaluated and funded on a first come first serve basis.

Link to Strategic Priorities

This report is linked to three Strategic Priorities:

1. Enhance economic development activities through business retention and expansion, the attraction of light industrial businesses, and downtown improvements.

Reviewed by:

Donna Hunter, Chief Administrative Officer, Concur

Chris Nepszy, Director of Infrastructure and Development, Concur

Jeffrey Morrison, Director of Finance and Business Services, Concur

Jeff Watson, Policy Planner, Concur

Rita Jabbour, Assistant Planner, Concur

January 22, 2018

Your Honourable Council Members:

We wish to thank our Town Council for working with us on the zero development fees and snow removal. We appreciate your time and effort on these issues.

We would however, like to have some assistance with the strategic plan that was completed for Harrow in 2011. According to the study there are many areas that have progressed, such as hiring an Economic Development Manager, developing a CIP program and creating Heritage themed events.

We would like to see the Harrow downtown revitalized through developing a streetscape plan, filling the storefronts and cleaning up some of them. We would like to promote downtown as a destination and see the streets filled once again. The Harrow downtown needs to be cleaned up and our main street needs to be re-surfaced. We would like Harrow to look like a nice place you would want to spend your time.

Our wineries are doing a great job of promoting their businesses out of the area, but we need to promote downtown Harrow and Colchester in the same way.

We feel that residential development is a problem and would like to encourage developers to see the need for housing. Businesses in Harrow are struggling to hire from out of the area due to the lack of homes available. We are stopping growth and the lack of qualified tradespeople is an issue. Our children are looking to live in other towns because there is not enough housing here.

It is necessary for our empty schools to be dealt with as they become a hazard and an eyesore. We are also in dire need of proper signage and the removal of old broken signs.

As you prepare the capital budget for the next 5 years we would ask that you keep these items in mind and set aside funding to have the engineering component of the main street upgrade in place in 2019 so that we might be shovel ready if funding should come available. We thank you for your consideration and assistance.

Sincerely,

Harrow and Colchester Chamber of Commerce



360 Fairview Avenue West, Suite 318, Essex, Ontario N8M 3G4

Phone 519-776-6431 • Fax 519-776-4457

January 17, 2018

Donna E. Hunter
Chief Administrative Officer
Town of Essex
33 Talbot St. S., Essex, ON N8M 1A8

Re: Mr. B. Deman's request for busing

Dear Ms. Hunter:

I am writing in response to your email to Mary DiMenna, Trustee at the Windsor Essex Catholic District School Board, regarding busing for Mr. Brian Deman's children. Student Transportation for all four school boards is managed by my organization, Windsor Essex Student Transportation Services. We are a separate legal entity with a Board of Directors comprised of a member from administration from each of the four boards. The policies were developed by the board and are consistent for all school boards. Trustees do not have any authority over the transportation and cannot make separate policies for their boards.

Transportation eligibility is based on our Policy, which I have attached, that outlines the criteria for busing. In order to be eligible for busing a student in Kindergarten (JK & SK) must live further than 1 km from their school. Students in Grades 1 to 8 must live further than 1.6 kms from the school to be eligible for busing. Mr. Deman lives 1.19 kms from the school and therefore his children are not eligible for transportation.

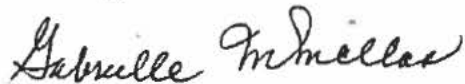
In previous years when his children were in JK and SK they did qualify based on distance. He applied for a courtesy ride for his older child when the younger one was on busing and it was approved as per the attached policy because there was a stop and the bus had room. This year he applied but that stop is no longer there as we have no eligible riders for that stop. The closest bus that could be available is a small bus and the bus is at capacity so there is no room on that bus for courtesy riders. Routing changes each year as new students come in to the system and as we find efficiencies in routing. We do not put equipment on or add stops for students that are not eligible.

Unfortunately, Mr. Deman believes since he received courtesy busing in prior years that we should maintain this routing but that is not our mandate. We are required to utilize the transportation funding from the boards in the most efficient manner possible, as I am sure you can understand as a municipal administrator.

We do not feel it necessary to attend your council meeting on this matter as Mr. Deman has been advised by my office, administration at Windsor Essex Catholic School Board and Ms. DiMenna about why his children are not getting courtesy busing. He has indicated that the area is unsafe without sidewalks but they do not constitute a hazard as per our Hazard Policy (attached) and if he wants to petition your municipality for sidewalks that is his prerogative.

I trust this clarifies this issue and if you have any questions you can contact me at (519) 776-6431 ext. 220.

Sincerely,

A handwritten signature in cursive script that reads "Gabrielle McMillan".

Gabrielle McMillan
General Manager

Cc: C. Racine, W.E.C.D.S.B.
M. DiMenna, Trustee W.E.C.D.S.B.



Section Eligibility Procedures	Page 1 of 2
	Date : November 24, 2009 Amended : Oct. 22, 2013 Amended : September 20, 2016

Statement	<p>Upon written request from a parent or guardian, WESTS can offer transportation services to students attending schools in their designated school zone areas based on the eligibility policies as set out by the Consortium policy.</p>
Policy	<p>Students may access transportation services if they are attending an in boundary Board designated school and their primary address is at a distance of more than:</p> <ul style="list-style-type: none"> • 1.0km, for junior and senior kindergarten; • 1.6kms, for Grade 1 to Grade 8 inclusively; • 3.2kms, for Grade 9 to Grade 12 inclusively. <p>Student's primary address</p> <p>A student's address is his/her legal and permanent place of residence. This address determines his/her Board designated school. In the case of joint custody, it is the parents' responsibility to decide on the primary address, in order to determine his/her school catchment area.</p> <p>Please note that the address of a daycare centre, or in-home caregiver or a parent's place of employment is not a student's legal and permanent address.</p>
Procedures	<p>WESTS utilizes specialized software that measures the distance between the student's primary residence and the school property based on approved distances set by the coterminous boards. The distance is calculated using the road network and shortest walking path. This software is the sole determinant of distance eligibility as per GT-037.</p> <p>The School:</p> <ol style="list-style-type: none"> 1. Informs the parents or guardians if the student is eligible for transportation at the time of the student's registration by checking the address in Geoquery; 2. Updates student information in the school's student database on a daily basis ensuring the information is correct and current.



GT - 003

Section Eligibility Procedures	Page 2 of 2
	Date : November 24, 2009 Amended : Oct. 22, 2013 Amended : September 20, 2016
	<p>3. Provides the family with the fridge magnet that has the student ID and Pin number to access their transportation information online in Geoquery.</p> <p>4. Provides family with the written instructions on how to access information on Geoquery.</p> <p>WESTS:</p> <p>1. At the end of the school year provides written notification, supplied by WESTS, to parents/guardians of senior kindergarten students moving into Grade 1 who are no longer eligible for transportation based on the above distances.</p> <p>2. Notifies eligible Grade 8 students moving into Grade 9 of their transportation.</p>

Approved by Motion: ETC#09-08

Approval date: December 10, 2009

Amended by Motion: GC#11-01

Approval date: November 21, 2013

Amended by Motion: BOD-09-04

Approval date: September 22, 2016



Section Courtesy Ride Policy & Procedure	Page 1 of 3
	Date: October 15, 2009 Amended : October 22, 2013

Statement	<p>Transportation may be considered for students who do not meet the eligibility requirement in recognition that specific or exceptional situations may exist that would warrant an exception to the transportation policy GT-002. These courtesy rides can only be granted for the benefit of the student and must not, under any circumstances, result in additional buses, increased costs, or a longer bus trip, and must not create precedents or penalize students who already ride the bus.</p>
Procedures	<p>Courtesy rides can be considered for approval on an annual basis.</p> <p>A courtesy ride may be granted if all of the following conditions are met:</p> <ol style="list-style-type: none"> 1. A seat is available on the bus. 2. The bus stop already exists 3. The bus route and the length of the trip are not affected. 4. The need has been identified for the entire school year. 5. The existing stop location does not have the student crossing a hazardous area. <p>N.B. <i>Availability of seats will not be considered in the month of September. This month is reserved for coordination of transportation for eligible students.</i></p> <p><i>If a bus provides services to schools in different boards, the number of courtesy seats on the bus will be divided equitably between all the boards.</i></p> <p>Requests for courtesy rides must be submitted by the parent/guardian to the school each year using the Courtesy Application Form (GT-09).</p> <p>The school principal will forward the Courtesy Application Form along with any comments regarding the request to the consortium for decision.</p>



Section Courtesy Ride Policy & Procedure	Page 2 of 3
	Date: October 15, 2009 Amended : October 22, 2013

The Courtesy Disposition form (GT-10) will identify the approval status and the explanation if the request has been denied. The forms will be available on Geoquery for the school to retrieve and for distribution to the parent/guardian, with a copy to the principal. The comments regarding the approval or denial will also be input into the bus planner program.

The evaluation of requests will follow the identified criteria below, ensuring the need for equity between school boards, if a bus is shared by two different board schools:

- ***Joint Custody***
- ***Age of child***
- ***Distance from school***

Out of boundary, students will not be eligible for courtesy rides unless they are attending for specific program or other reason as approved by the Superintendent.

The capacity number for considering courtesy rides is 48 **passengers** for a large bus and 13 passengers for a small bus.

During the school year, a courtesy ride authorization may be revoked at any time, if this seat is required by a student who is eligible for transportation services in this school catchment area.

Requests for changes made on an ad hoc or for a limited time, such as switching buses to visit friends or to go to a babysitter's house when parents are travelling or on holidays, shall not be considered as a courtesy seat and shall not be approved.

Only one courtesy ride request per student will be considered during a school year.

Courtesy rides will not be allowed on French Immersion buses unless the stop is within the English boundary. Courtesy rides are not available on special needs units.



Section Hazardous Situations	Page 1 of 2
	Date September 28, 2009

Statement	<p>Pedestrian safety is the responsibility of the local municipalities.</p> <p>Transportation, as a result of a hazardous situation that is either temporary or cannot be resolved by the local municipality, may be provided if it meets the criteria as set out below.</p>
Criteria	<p>WESTS uses the following criteria to make a determination on the need for transportation based on a hazardous situation. Each issue in and of itself may not warrant a hazard definition, but a combination of several issues may result in a walking route being identified as "hazardous".</p> <p>Volume of Traffic – the volume of traffic is taken into consideration when looking at crossing streets or roads. The Provincial warrants, developed by the Ontario Traffic Conference with the Ministry of Transportation, count the number of vehicles in a five (5) minute period and determine the number of gaps in a five (5) minute period to allow students to cross. Based on these numbers it can be determined if the crossing is a hazard or can be managed with crossing support (guard/patrols) or requires no intervention.</p> <p>Number of Travelled Lanes of a road – WESTS looks at the number of travelled lanes a student would cross to walk to school. In most cases, more lanes on a road are an indicator of high traffic volumes.</p> <p>Posted Speed Limits –WESTS considers the posted speed limits of a street or road. A safety consideration is given to roads that have speed limits above 70 kph.</p> <p>Sidewalks – lack of sidewalks is not a consideration for bus transportation in and of itself. There are numerous communities in the area that by design do not have sidewalks. This is considered in conjunction with other issues.</p> <p>Signalized Intersection or Crossing – the presence of a signalized intersection to allow for a safe crossing of a</p>



Section Hazardous Situations	Page 2 of 2
	Date September 28, 2009
	<p>student in the absence of a crossing guard or student patroller is considered in determining a hazard.</p> <p>Physical Barriers – physical barriers such as construction (long term), bridges without sidewalks or railing, unguarded railroad crossings or unprotected waterways are looked at when determining a hazardous situation.</p> <p>Grade Level of Student – the grade level and age of the student will be considered in conjunction with the physical issues when looking at a hazard situation.</p>
Procedure	<p>WESTS will assess the walking route based on the above criteria to determine if it is a safe option for the student. If it is deemed a hazard situation the student will be approved for hazard transportation.</p> <p>All historical designations will be reviewed annually to determine if there have been any changes in the criteria to convert the area back to a safe walking situation.</p> <p>Once a hazard situation is identified the student(s) will be provided with transportation and the information will be provided to both the school and the parent/guardian.</p>

Approved by Motion ETC#09-07;Dated: November 20, 2009

For Immediate Release

January 24, 2018

New Vice Chair Appointed to the Erie St. Clair LHIN Board

CHATHAM-KENT – The Erie St. Clair Local Health Integration Network (ESC LHIN) is pleased to announce that Lindsay Boyd has been appointed as the Vice Chair of the ESC LHIN Board of Directors. The appointment was made by the Lieutenant Governor in Council on January 8, 2018, and was supported by the Minister of Health and Long-Term Care, the Honourable Dr. Eric Hoskins. Lindsay succeeds Dr. Michael Hoare as Vice Chair, following the completion of Dr. Hoare's two terms with the Board.

Lindsay, who is a resident of Blenheim located in Chatham-Kent, was first appointed to the ESC LHIN Board on September 8, 2014, and is in his second term as a Board Member. He will serve as Vice Chair of the ESC LHIN Board of Directors up to and including September 7, 2020.

Over the course of the past four years, Lindsay has brought a wealth of experience and strong community-focused perspective to the Board. This includes being a part of several Board committees such as Chair of the CEO Performance Evaluation and Compensation Committee, and both former Chair and current member of the Finance and Audit Committee.

Lindsay is the Director of Municipal and Indigenous Affairs for Union Gas Limited. As a local leader, his skills in strategic planning and governance have helped to enable the ESC LHIN Board to successfully implement the objectives outlined in the Ministry of Health and Long-Term Care's *Patients First: Action Plan for Health Care*.

The ESC LHIN has a total population of 627,633 people. It is one of 14 LHINs across Ontario mandated to plan, integrate, and fund local health services including hospitals, home and community care, community health centres, long-term care homes, mental health and addiction programs and community support services agencies. In addition, the ESC LHIN serves approximately 39,000 home and community care patients each year. The ESC LHIN and its Board of Directors are responsible for approximately 1.2 billion dollars of local health care services delivered in Chatham-Kent, Sarnia/Lambton, and Windsor/Essex.

QUOTES

“Lindsay continues to be a valuable member of the Erie St. Clair LHIN Board and I look forward to working with him as he assumes the role of Vice Chair. His years of experience in both the private and public sectors have proven to be indispensable when helping the Board make local health care decisions.”

– Martin Girash, Ph.D., C. Psych., Chair, Board of Directors, Erie St. Clair LHIN.

“In my new role as Vice Chair of the Erie St. Clair LHIN Board, I look forward to furthering the work our Board has done in achieving better local health care outcomes across all of our communities. Patients, families, caregivers, and other health care stakeholders are at the core of every decision made by the Board, and I hope to continue to represent these people as we strive to realize greater health outcomes for everyone.”

– Lindsay Boyd, Board Vice Chair, Erie St. Clair LHIN

QUICK FACTS

- The role of the Erie St. Clair LHIN Board of Directors is to oversee, govern, and advise on the strategic direction and priorities of the LHIN
- The Chair and Directors are appointed by an Order-In-Council, through a process administered by the Public Appointments Secretariat, for a term of up to three years and may be appointed for additional terms up to a six-year maximum
- Board appointments are based on the applicant’s leadership skills, expertise and experience, and are accountable, through the Chair, to the Minister of Health and Long-Term Care for the LHIN’s use of public funds and its results in the local health system

LEARN MORE

- Read more about Erie St. Clair LHIN at www.eriestclairhin.on.ca
- Read more about Erie St. Clair LHIN Home & Community Care at www.healthcareathome.ca/eriestclair

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For more information, please contact Shannon Sasseville, Director of Communications, Public Affairs, and Community Engagement at 519-351-5677 ext. 3225 or at shannon.sasseville@lhins.on.ca

January 22, 2018

An Open Letter to All Town of Essex Council Members

Dear Mayor and Council,

I would like to begin by saying Happy New Year to everyone and I would also like to say that I write this letter with the best of intentions and without prejudice to any of you.

I had the distinct pleasure of attending the Mayor's breakfast last week in Kingsville where Mayors Santos and Patterson joined forces and welcomed business owners, Media, and the general public to come and hear a review of 2017 and their forecast for 2018. I will admit that I had to leave the meeting before hearing all of Mayor Patterson's speech, but I heard enough to know that these two municipalities are working together to keep improving on many of the good things they have going right now in both Kingsville and Leamington. I wondered why Essex was not invited to this event and I wondered why I didn't at least see one of our council members or a representative from Essex.

One of the comments from Mayor Santos was that he wanted to make sure he did not build walls around Kingsville and he wanted to keep open communication and collaboration with other communities. Not only his border communities, but with communities everywhere so he could draw on what works well in their own areas and see if he could implement those in Kingsville and the surrounding communities. He also commented on their growing population and a 35% increase in housing developments this past year. Mayor Patterson commented on their growing commercial sector with greenhouses, commercial buildings, condo's, their tourism as the birding and butterfly capital. All positive comments I heard before I had to leave. I did have some staff remain at the event and they were able to network before and after the event with other business owners from those communities so overall this was a very good event with over 150 in attendance. As a business owner with offices in both of these communities, I was very pleased with what I heard from both of these Mayors. I wonder what the response from business and the public would be if Essex tried to hold such an event? What would we have that is positive to put out to the community? Our Spitfire, summer car show? Colchester Harbour that can't get off the ground? Wineries? Our business improvement program that totally ignored three quarters of the township until it recently added Harrow, but still ignored businesses in parts of the Town of Essex?

Essex unfortunately, seems to sit outside by itself on an island. It is from the outside looking in very easy to understand why this is. Simply put it is a liability to link yourself to the Town of Essex right now. Our council is embarrassing our community on a regular basis and it has to stop.

I was in Toronto for meetings recently and I was asked about the workings of our council by some business people and another Mayor who happened to be at the meeting. The disruption, disorganization, non-consistency, and sheer bickering between our council is being laughed at by people across this province and I am sure elsewhere. It is unfathomable how our council does whatever it can possible to make sure one another's ideas or concerns do not get through or approved. If the Mayor puts forth something it is not considered by certain council members, the only thing consider is "how can we not get this through". When something is discussed behind closed doors and a decision is made one would assume the decision made was by a majority and whether you were part of that majority or not, you are still part of the council that made that decision. When you leave the room, you are all in agreement. Not in Essex! We have council members who have no problem running to the media and making sure they let the media know that they did not agree with the majority decision. This is not acceptable. You are all part of a group elected by the people to work in the best interest of the people. I can go on and on here and all of you know who you are and what I am talking about. This happens far to often.

I would like to touch on two recent issues that were brought up by Councilor Voakes and Mayor McDermott. First Councilor Voakes, you made comment to administration – and I will say now my words may not be exact – that even if they are busy or overworked at certain times, they are paid to get things done and sometimes they will need to step up and just get things done. I couldn't agree more with that comment as long as things do get done. In any business we have times where we are extremely busy and times when we are a little slow, however we need to balance those times and sometimes extra hours are need to get the job done. I would however like to remind all of council that you as well are paid to do a job that you applied for and were given by the people of the Township of Essex. You asked for the job. You are supposed to be working as a team to get these things done. Mayor McDermott for you to comment that business owners are "lazy, lazy,lazy", you owe an apology to all business owners in this town. Business owners work day and night weekends included to try to be successful. You kknow enough business owners, you should understand. Business owners not only support themselves, but also a number of employees and they pay a significant portion of the taxes that pay your Mayor's salary. Maybe the business owners are tired of seeing a Mayor's office not leading his council and not controlling his meetings or controlling his own temper and frustrations at these meetings. Maybe business owners are tired of paying substantial tax to the town yet they cannot vote in the town elections because they don't live in the town. Our Mayor is as guilty as some of our councilors at doing whatever can be done to put up roadblocks for certain councilors. Believe me that the last thing a business owner is, is lazy. It is time our council starts to treat there jobs as business owners and conducts the business of the town as a business.

We wonder why our subdivisions are not growing. Why are we not seeing increase commercial development even near Hwy 3 and Maidstone Ave? We have good things, new schools, new community centres. Well, builders are only going to develop land if there are people wanting to move into the area. Homeowners are not moving into a subdivision that they know will be flooded. Insurers will not provide coverage for the area so homeowners are not moving here. We are now saying we have spent a significant amount of money to correct the problem – why was there a problem in the first place. We have known for years that there was not enough sewage capacity for the town, we built new ponds and stations to accommodate new growth, who approved these facilities that did not work. Why is the town paying to fix them instead of holding those who designed and approved the systems accountable. Is administration at fault? Commercial development on the busiest road in Essex County is not happening. This is mindboggling. Other towns have removed development fees to get business to move or build. We are building a new location in Leamington because of their accommodation. Why is commercial not coming to Essex, Harrow, Colchester? What if Atlas Tube leaves Harrow? What contingencies are in place? These are good questions and I do not believe anyone on council can give me a good answer.

Until the Town of Essex changes it's image we will continue to be an island by itself that no one wants to be attached to. I would suggest you all take a good hard look at yourselves and the job you are doing. Arguing like school children in a Council meeting, abruptly leaving a meeting because you don't like the way the answers are coming, losing control the meetings, losing tempers in the meetings and using language that should not be used in a public forum, possibly behind closed doors but then left there. Ladies and Gentleman, something needs to drastically change and it has to change now, not after the next election. Based on the way things are being handled today, most of you won't be there after the next election. I think many of you know if you acted this way in private business, unionized or not, you would be relieved of some or all of your duties. I implore you take a good look at what you as a council are doing, take a step back and consider what you are there to do. Reach out to your counterparts in the neighbouring communities and work together to make this a better area. We have a good thing going in most parts of Essex/Windsor and the Town of Essex is missing out on some this. Kingsville cannot keep a home on the market for more than a day. We used to have that in Essex. Lets find a way to get that back.

Respectfully,

Jeff Ives

A concerned business owner in Essex Centre

From: Nepszy, Chris

Sent: Thursday, January 25, 2018 5:59 PM

To: CouncilMembers <CouncilMembers@essex.ca>

Cc: Hunter, Donna <dhunter@essex.ca>; Sweet, Doug <dsweet@essex.ca>; Morrison, Jeffrey <jmorrison@essex.ca>; Auger, Robert <rauger@essex.ca>; Nussio, Norman <nnussio@essex.ca>; Boudreau, Dan <DBoudreau@essex.ca>

Subject: Irwin Avenue (Between Gosfield/CR23 and CR34)

To all,

I wanted to provide information to Council regarding traffic and geometric data collected on Irwin Avenue South.

The discussions have focused on traffic, speeding, road widths and lack of sidewalks/trails.

TRAFFIC

The traffic counter was placed on Irwin from November 17-21 and November 24-26 for a total of 148 hours, and then again from January 16-22 for an additional 139 hours.

A total of 4802 cars registered on the traffic counter.

This accounts for an average daily traffic count of just over 400 cars/day.

In terms of rating that high to low, it is all subjective and you must account for a number of variables (geometrics, straightaway distance, connectivity, location, etc.). In addition, we have not gathered traffic counts on our urban residential roads to directly compare to. We have, in certain cases obtained data on the 'main' roads in Town (Fairview, Victoria, Hanlan, etc.), but as expected, they have higher traffic counts (1000-2000 cars/day). Based on typical municipal data, the traffic counts appear to be moderate.

With respect to direction and time of day when busiest, the data does somewhat support what the residents noted. There is an increase in traffic during peak/commuter hours, as well as a trend of cars travelling down Irwin towards Essex. However, in discussion with long-time residents, this has always been the case. It appears that the cars are looking to avoid the signalized intersection at Gosfield and Talbot. Without a detailed study, it would be hard to ascertain how much of a factor the second light at Fairview plays.

SPEEDS

Based on the data collected below are some speed facts:

- Average Speed of the 4802 cars that travelled the road: 41.18 km/hr
- 94% travel 55 km/hour or less.
- 2.11% of cars travel over 60 km/hour.

ROAD WIDTHS

One of the main resources for road design in Ontario is the "Geometric Design Standards for Ontario Highways" (GDSOH).

In accordance with GDSOH, acceptable lane width design for undivided, residential urban roads with traffic counts less than 1000 cars/day and speeds of 40-50 km/hour range from 2.75 to 3.0 meters.

Irwin Avenue South lane width average is 2.85m.

SIDEWALKS / TRAIL

As discussed, Operations will investigate the provision and constructability of a sidewalk and/or active transportation multi use for future budget considerations.

In summary, the road is adequate width and receives moderate traffic, but does not appear to have a speeding issue. There is some operational shoulder improvement that can take place which will not require budget funding and will be looked at in the spring. In terms of dissuading motorists to utilize Irwin as a short cut, Operations will continue to investigate possible traffic calming measures. Ironically, a prescribed traffic calming measure for the reduction of speed is road narrowing.

Chris

Chris Nepszy, P.Eng., PE | Director, Infrastructure and Development

Town of Essex | 33 Talbot Street South, Essex, ON N8M 1A8

Phone: 519-776-7336 ext 1114 | Fax: 519-776-8811

essex.ca



The Corporation of The Town of Amherstburg

January 16, 2018

VIA EMAIL

Windsor-Essex County Board of Health
360 Fairview Ave. West, Suite 215
Essex, ON
N8M-3G4

Dear Chair, Mr. Gary McNamara:

RE: Proposed Changes to the Cannabis Act (Bill C-45)

At its meeting of December 11th, 2017, Amherstburg Town Council passed the following motion:

Resolution # 20171211-1001 - That the correspondence from the Windsor-Essex County Board of Health regarding proposed changes to the Cannabis Act (Bill C-45) BE SUPPORTED and that a letter BE SENT to all municipalities and AMO.

Best Regards,

Tammy Fowkes
Deputy Clerk

cc: Ontario Municipalities
Association of Municipalities of Ontario (AMO)

encl. Windsor-Essex County Board of Health Resolution

November 27, 2017

The Honourable Dr. Eric Hoskins
Minister of Health and Long-Term Care
Hepburn Block, 10th Floor
80 Grosvenor Street
Toronto, ON M7A 2C4
ccu.moh@ontario.ca

Dear Minister Hoskins

Proposed Changes to the Cannabis Act (Bill C-45)

The Board of Health of the Windsor-Essex County Health Unit would like to commend the Ministry of Health and Long-Term Care, Ministry of the Attorney General's office, and the Ministry of Finance for the proposed changes to the *Cannabis Act (Bill C-45)*. The increase in minimum age of consumers, restriction of cannabis to youth under the age of 19, the government-run LCBO model for retail outlets and plans to regulate the location of cannabis retail outlets through zoning and licensing, will help to mitigate the unintended consequences of legalization to vulnerable populations.

Consuming cannabis, especially on a regular basis, is associated with many adverse health outcomes. Chronic diseases related to the carcinogens, toxins, and irritants similar to those found in tobacco smoke are also associated with cannabis use (SHAF, 2016). The effects of cannabis are particularly detrimental to adolescents and youth under the age of 25, as the developing brain is likely to be affected. In addition, individuals with mental illness are seven times more likely to use cannabis weekly, and are ten times more likely to have a cannabis use disorder (CAMH, 2013). Cannabis use can also make mental illness worse.

Another public health concern related to cannabis legalization is drug-impaired driving. The effects associated with cannabis use, such as slowed reaction time, the impacts on decision-making and divided attention, makes driving extremely dangerous after cannabis use. Cannabinoids are, in fact, among the most common psychoactive substances found in deceased and injured drivers in Canada (Wettlaufer et al., 2017).

On October 19, 2017, the Board of Health of the Windsor-Essex County Health Unit passed a Resolution with regard to the licensing, planning, and zoning regulations of cannabis retail outlets and the coordinated efforts of Windsor-Essex municipalities in preventing the harms associated with cannabis use, as outlined below:

Whereas the federal government has announced its intention to legalize recreational cannabis through the passing of the *Cannabis Act* prior to July 1st, 2018, and

Whereas cannabis smoke contains many of the same carcinogens, toxins, and irritants found in tobacco smoke with the added psychoactive properties of cannabinoids like THC, and

Whereas increased access to cannabis will result in increased risk for chronic disease, mental illness and injury, and

Whereas municipalities have control over the density and location of retail outlets through zoning, planning, and licensing regulations,

Now Therefore it be Resolved that the Windsor-Essex County Board of Health for the Windsor-Essex County Health Unit encourages all Windsor-Essex municipalities to develop strict licensing, planning, and zoning regulations related to the location and density of cannabis retail outlets, particularly in areas where vulnerable populations may be unfairly targeted.

Further that staff of the Windsor-Essex County Health Unit work with enforcement agencies and municipalities to provide a public health perspective into decision making related to the enforcement of cannabis smoking in prohibited areas, and

Further that staff of the Windsor-Essex County Health Unit utilize the Lower-risk Cannabis Use Guidelines set out by key national stakeholders, like the Centre for Addictions and Mental Health and the Canadian Public Health Association, in the development of a comprehensive public education and awareness campaign.

The Board of Health at the Windsor-Essex County Health Unit supports the efforts aimed at keeping recreational cannabis out of the hands of children and youth, as well as other vulnerable populations to which harm may result.

Determining the locations of cannabis retail outlets in Windsor-Essex based on licensing, planning, and zoning regulations through a coordinated effort of the municipalities in Windsor-Essex, will help to ensure these populations are better protected from the negative effects of cannabis use. Additionally, in order to ensure local enforcement and health promotion goals can be met, the local Board of Health requires supplementary funding which can be allocated to the training and hiring of enforcement officers, health promotion staff, and administrative supports.

[Resolution - Cannabis - October 2017 - AODA.pdf](#)

Sincerely,



Gary McNamara
Chair, Windsor-Essex County Board of Health

c: Windsor-Essex County Board of Health
Ms. Monika Turner, Director of Policy, AMO
Dr. Peter Donnelly, President and CEO, Public Health Ontario
Hon. Dipika Damerla, Associate Minister of Health and Long-Term Care
Association of Local Public Health Agencies

Local MPP's / City of Windsor – City Clerk / County of Essex – Municipal Clerks
Dr. David Mowat, Interim Chief Medical Officer of Health
Ms. Sue Makin, President, the Ontario Public Health Association
Mr. Gordon Fleming, Manager of Public Health Issues, alPHA
Ontario Boards of Health

References:

Centre for Addiction and Mental Health. CAMH study shows mental illness associated with heavy cannabis use. [Report online]. April 2013. [Last accessed 2017 Nov 6]. Available from:

http://www.camh.ca/en/hospital/about_camh/newsroom/news_releases_media_advisories_and_backgrounders/current_year/Pages/CAMH-study-shows-mental-illness-associated-with-heavy-cannabis-use.aspx

Smoking and Health Action Foundation. Secondhand Marijuana Smoke: Health effects of exposure. [Report online]. September 2016 [Last accessed 2017 Jul 18]. Available from: http://smokefreehousingon.ca/wp-content/uploads/2015/11/health_effects_of_exposure_secondhand_mj_smoke_2016-finals.pdf

Wettlaufer A, Florica R O, Asbridge M, Beirness D, Brubacher J, Callaghan R, Fischer B, Gmel G, Imtiaz S. Estimating the harms and costs of cannabis-attributable collisions in the Canadian provinces. *Drug and Alcohol Dependence* [serial online]. 1 April 2017; 173:185-190 [Last accessed 2017/06/19]. Available from: <http://www.sciencedirect.com/science/article/pii/S0376871617300686>



TOWN OF LAKESHORE

419 Notre Dame St.
Belle River, ON N0R 1A0

January 17, 2018

Town of Essex
33 Talbot Street South
Essex, Ontario
N8M 1A8

Attention: Robert Auger, Manager, Legislative Services/Clerk

Dear Mr. Auger:

RE: ESSEX WINDSOR SOLID WASTE AUTHORITY – AGREEMENT FOR DOG POUND

At their meeting of November 15, 2017 the Dog Pound Committee reviewed the attached agreement prepared by the Essex Windsor Solid Waste Authority for the lease of the dog pound facility. At that meeting the following resolution was adopted.

Committee member Burns moved and Committee member Bondy seconded:

That:

The Dog Pound Committee recommends to the partnering municipalities the approval of the draft lease agreement with the Essex Windsor Solid Waste Authority for use of the dog pound facility located at 914 Puce Road, Lakeshore.

Motion Carried

Based upon the recommendation of the committee it will now be necessary to seek approval from the respective Council representing each municipality. Once I receive confirmation from each municipality that the agreement is approved. I will forward originals to you for signature.

Should you require further information regarding the above noted matter, please contact me.

Yours truly,

Mary Masse
Clerk

/km

THIS LEASE made this day of ,2018.

BETWEEN:

THE CORPORATION OF THE COUNTY OF ESSEX
(the "Lessor")

-and-

THE CORPORATION OF TOWN OF ESSEX
THE CORPORATION OF THE TOWN OF LAKESHORE
THE CORPORATION OF THE TOWN OF LASALLE
THE CORPORATION OF THE TOWN OF TECUMSEH
(the "Lessees")

WHEREAS the Lessor is the registered owner of the lands described as part of Lots 14 and 15, Concession 4, in the Town of Lakeshore (formerly the Township of Maidstone), known as the closed Landfill No. 3;

AND WHEREAS the Essex-Windsor Solid Waste Authority operated and now manages the closed Landfill No. 3 on behalf of the Lessor;

AND WHEREAS the Lessees have been operating a Dog Pound on a portion of the Lessor's property which forms part of the closed Landfill No. 3, pursuant to the provisions of the previous Lease Agreement dated December 18, 1996, and the Lessees have requested an extension of that Lease for a twenty {20} year term;

AND WHEREAS the Lessor deems it appropriate to grant this request;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the rents reserved and the covenants and agreements contained herein, and other good and valuable consideration, the parties covenant and agree one with the other as follows:

1. PREMISES

The Lessor hereby leases to the Lessees the buildings and land located on part of Lot 14, Concession 4, in the Town of Lakeshore (formerly the Township of Maidstone) as outlined in red on the Plan attached hereto as **Schedule 1** to this Lease (the "Premises").

2. **LESSEES' COVENANTS**

The Lessees covenant and agree with the Lessor:

(1) **Premises and Term**

(a) To pay rent for the said Premises of four dollars (\$4.00) per year, the first payment to be paid upon the commencement of this Lease, for the purposes of operating and maintaining the existing Dog Pound facility and the access thereto.

(b) This Lease shall come into effect on the date it is signed by the Lessor, and it shall remain in effect for twenty (20) years thereafter, subject to the terms and conditions contained herein.

(2) **Utilities**

To pay as they become due all charges for public utilities, including water, gas, electrical power, energy, steam and hot water used in the Premises, and for all work or services performed by any corporation or commission in connection with the public utilities.

(3) **Maintenance of Premises**

At their own expense to maintain the Premises, including the parking areas, walkways and grounds and every part of them, in good order and condition and promptly make all needed repairs and replacement (reasonable wear and tear excepted) and to keep the premises well-painted, clean and in good condition.

(4) **Access Road**

To maintain and repair the entrance road from Puce Road southerly and easterly to the Premises in a good state of repair, at their expense at all times, and not to install a hard surface on this access road without the prior written consent of the Lessor.

(5) **Fence and Gates**

To maintain, repair and/or replace the existing fence and main gate on the Premises.

(6) Methane Gas Detection

To take whatever steps, at their expense, the Lessees deem appropriate to prevent the infiltration of any methane gas from closed Landfill No. 3 into the buildings located on the Premises.

(7) Heating

To heat the Premises in a reasonable manner at their own expense.

(8) Internet Use

To continue to facilitate, at their own expense, the use of the Lessees' internet connection and power supply from the Premises by the Essex-Windsor Solid Waste Authority for the operation of its weather station currently located on the Premises.

(9) Condition of Premises

To keep the Premises and every part of them in a clean and tidy condition and not to permit garbage, ashes, waste or objectionable material to accumulate on them, and at their own expense to keep the access road, driveways, walkways, grounds, sidewalks and curbs forming part of or adjoining the Premises clean and free from snow and ice.

(10) Inspection and Repair

To permit the Lessor at all reasonable times to enter the Premises to inspect the condition thereof and when such inspection reveals that repairs are necessary, to repair in a good and workmanlike manner, within three (3) calendar months from the date of delivery of a notice from the Lessor setting out the required repairs.

(11) Compliance with Laws

At their expense to comply with the requirements of every applicable by-law, statute, law or ordinance, and with every applicable regulation or order, including the Environmental Compliance Approval issued to the Essex-Windsor Solid Waste Authority by the Ministry of the Environment and Climate Change, and any rules or regulations of the Essex-Windsor Solid Waste Authority with regard to the maintenance of closed Landfill No. 3, and with respect to the condition, equipment, use and occupation of the Premises.

(12) Nuisance or Interference

Not to do or omit to do or permit to be done or omitted anything on or in respect of the Premises, the doing or omission of which shall be or result in a nuisance or shall interfere with the activities being carried out on the adjacent properties which form part of the closed Landfill No. 3 property.

(13) Fire Insurance

To keep the Premises insured during the term of this Lease against loss or damage by fire, lighting, explosion, leakage and standard supplementary perils. The insurance to be carried in an amount of not less than ninety percent (90%) of the replacement value of the Premises with companies acceptable to the Lessor. Premiums for all insurance shall be payable by the Lessees and all loss thereunder shall be payable to the Essex-Windsor Solid Waste Authority.

(14) Liability Insurance

To provide the Lessor with a Certificate of Public Liability Insurance covering the occupation and use of the Premises by the Lessees to the extent of not less than two million dollars (\$2,000,000.00) for all injuries or death to persons or damage to property arising from any one occurrence, with the Lessor and the Essex-Windsor Solid Waste Authority being named as Additional Insureds in the said policy.

(15) Indemnity

To indemnify the Lessor and the Essex-Windsor Solid Waste Authority from liabilities, damages, costs, claims, suits or actions resulting from:

- (a) a breach, violation or non-performance of any covenant or proviso of this Lease on the part of the Lessees; or
- (b) damage to property or injury to any person, including death, resulting from or occasioned by the use or occupation of the Premises, or from being located adjacent to a closed Landfill.

(16) Assignment

3. LESSOR'S COVENANTS

The Lessor covenants with the Lessees:

(1) Quiet Enjoyment

For quiet enjoyment.

(2) Alterations by the Lessees

To permit the Lessees to make, with the consent of the Lessor, such consent not to be unreasonably withheld, alterations, additions and improvements to the Premises that will, in the opinion of the Lessees, better adapt the Premises to the uses for which the Premises are being put by the Lessees; provided, however, that the alterations, additions and improvements shall not impair the structural integrity of the building. All fixtures, improvements, erections or alterations made to the Premises by the Lessees shall be made at their own expense and shall remain the property of the Lessees and upon, or at any time before the termination of this Lease, shall be removed from the Premises by the Lessees; provided further that if any injury or damage is caused to the Premises by removal of the fixtures, the Lessees shall forthwith cause the injury or damage to be repaired at their expense, and if the Lessees do not make the repairs or cause them to be made promptly, they may be made by the Lessor, and the costs thereof may be recovered from the Lessee.

4. FORFEITURE OF LEASE

It is agreed between the parties that, if, without the written consent of the Lessor, the Premises remains vacant or not used for a period thirty (30) days, the Lease shall terminate and the term shall immediately become forfeited, in which event the Lessor may re- enter and take possession of the Premises as though the Lessees or any occupant or occupants of the Premises was or were holding over after the expiration of the term without any right.

5. NON-LIABILITY OF LESSOR

Neither the Lessor nor the Essex-Windsor Solid Waste Authority shall not be liable or responsible in any way for personal injury or death suffered by the Lessees or any employee of the Lessees or any other person who may be upon the Premises, or for any loss of or damage or injury to property belonging to the Lessees or their employees or to any other

person resulting from the use or occupation of the Premises, or from being located adjacent to a closed landfill, provided however, that this paragraph shall not apply to injuries, damages or death caused directly by the negligent, reckless or willful conduct of the Lessor or the Essex-Windsor Solid Waste Authority, their respective employees, agents or representatives.

6. **LESSOR'S RIGHT TO PAY LESSEES' OBLIGATIONS**

If the Lessees fail to pay any rates, premiums or charges which it has covenanted to pay in this Lease, the Lessor may pay them and charge the sums paid to the Lessees who shall pay them forthwith on demand; and the Lessor, in addition to other rights, shall have the same remedies and may take the same steps for the recovery of all such sums as if they were rent in arrears. All arrears of rent and monies paid by the Lessor under this Lease shall bear interest at the rate of 1.5% per month from the time the sums become due until paid to the Lessor.

7. **BUILDINGS**

Subject to the provisions regarding "Alterations by the Lessees", any building placed or erected upon the Premises shall not be removed and shall be subject to all the provisions of this Lease, and no new building shall be erected upon the Premises without prior written consent from the Lessor.

8. **STRUCTURES**

Whenever in this Lease reference is made to the Premises it shall include all structures, improvements and erections in or upon the Premises or any part of them from time to time.

9. **WAIVER OF BREACHES**

The failure of the Lessor to insist upon a strict performance of any of the covenants and provisos shall not be deemed a waiver of any rights or remedies that the Lessor may have, or a waiver of any subsequent breach or default.

10. **TERMINATION**

This Lease may be terminated upon either Party providing the other with six (6) months' notice of termination. Such termination is to take effect on a day that is six (6) months after the date upon which notice was delivered to the Lessor, or in the case of the Lessees, on a date that is six (6) months after the date upon which notice is delivered to the last of the Lessees.

11. NOTICES

Any notice, request or demand provided for in the Lease shall be sufficiently given or made if mailed by registered mail, postage prepaid, addressed to the parties at their respective municipal offices, to the attention of the Clerk.

12. INTERPRETATION

Words importing the singular number only shall include the plural and vice versa. Words importing the masculine gender shall include the feminine gender and words importing persons shall include firms and corporations.

13. BINDING EFFECT

This Lease, and everything contained in it, shall extend to, bind and enure to the benefit of the successors and assigns of each of the Parties to it, subject to the consent of the Lessor being obtained, as provided in this Lease, to any assignment or sub-lease by the Lessees. All covenants contained in this Lease shall be deemed joint and several and all rights and powers reserved to the Lessor may be exercised by either the Lessor or its agents or representatives.

14. COUNTERPARTS

This Lease may be signed in counterparts, and each counterpart shall be deemed to be an original. Together, all counterparts form one single document. Facsimile reproductions of signatures shall be deemed to be original.

IN WITNESS WHEREOF the parties hereto have set their corporate seals under the hands of the appropriate officers.

**THE CORPORATION OF
THE COUNTY OF ESSEX**

**THE CORPORATION OF
THE TOWN OF ESSEX**

WARDEN - T. BAIN

MAYOR - R. McDERMOTT

CLERK - M. BIRCH

CLERK - R. AUGER

THE CORPORATION OF
THE TOWN OF LAKESHORE

MAYOR- T. BAIN

CLERK- M. MASSE

THE CORPORATION OF
THE TOWN OF TECUMSEH

MAYOR - G. McNAMARA

CLERK - L. MOY

THE CORPORATION OF
THE TOWN OF LASALLE

MAYOR- K. ANTAYA

CLERK - B. ANDREATTA

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Main Gate

The Corporation of the Town of Essex

By-Law Number 1672

**Being a by-law to authorize the execution of an
Agreement between
The Corporation of the County of Essex as Lessor
and the Corporation of the Town of Essex, the
Corporation of the Town of Lakeshore, the
Corporation of the Town of Lasalle and the
Corporation of the Town of Tecumseh, collectively
the Lessees**

Whereas, Section 11(1) of the Municipal Act, 2001, S.O. 2001, c. 25 and amendments thereto, provides that a Municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

And Whereas the Lessees operate a Dog Pound on a portion of the Lessor's property pursuant to the provisions of a previous Lease Agreement dated December 18, 1996;

And Whereas the Lessees have requested an extension of the lease of the subject property for a further twenty (20) year term and the Lessor has deemed it appropriate to grant such request pursuant to the terms and conditions of a certain draft lease agreement attached hereto as Schedule "A" to this By-Law;

Now therefore be it resolved that the Council of The Corporation of the Town of Essex enacts as follows:

1. That the Mayor and Clerk be authorized to sign the Agreement attached as Schedule "A" to this By-Law Number 1672 and to do or cause to be done such further acts as may be reasonably necessary to give effect to the terms of the Agreement; and
2. That this By-Law shall come into full force upon the final passing thereof.

Read a first and a second time and provisionally adopted on February 5, 2018.

Mayor

Clerk

Read a third time and finally passed on February 20, 2018.

Mayor

Clerk

December 29, 2017

Essex
Deputy Mayor Richard Meloche
Chairperson
Heritage Essex
c/o Rita Jabbour, Co-op Planner
33 Talbot St.
Essex, ON N8M 1A8

Dear Deputy Mayor Richard Meloche;

Community Heritage Ontario (CHO) is writing to all Ontario municipal heritage committees seeking support for federal action on the conservation of heritage properties.

CHO seeks the support of both your Heritage Committee and your Municipal Council in each writing to the federal Minister of Environment with copies to the Minister of Finance and your member(s) of federal Parliament supporting the recommendations of the federal House of Commons Standing Committee on Environment and Sustainable Development contained in report 10 regarding the preservation of Canada's heritage. A copy of the seventeen Committee recommendations is attached. The full report is available for viewing at: <http://www.ourcommons.ca/DocumentViewer/en/42-1/ENVI/report-10>.


While all of the Committee's recommendations are worthy of support, it would be helpful if, in your letters, you emphasized recommendation number eleven, a proposed tax credit for restoration and preservation work on buildings listed in the Canadian Register of Historic Places. The tax credit program could be similar to one that has been utilized for years by the United States federal government. That tax credit program has achieved success in conserving America's heritage properties while at the same time generating substantial economic development.

Implementation of the Committee's recommendations will not only help conserve federally owned heritage properties but will also assist in the conservation of privately owned heritage properties.

It is essential that we demonstrate widespread support for a federal government role in conserving Canada's heritage and that this role should be pursued through the implementation of the Standing Committee's recommendations.

Input is being sought by the federal government on these recommendations over the next two months. It is important that letters of support be received by the federal Ministers no later than February 28, 2018.

Sincerely


Wayne Morgan
President, Community Heritage Ontario
Recommendations Attached

RECOMMENDATIONS

of Report 10 of the House of Commons Standing Committee on Environment and Sustainable Development - Preserving Canada's Heritage: The Foundation for Tomorrow

The Committee Recommends that the federal government:

1. *Policy on Management of Real Property* be integrated in new legislation so that custodian departments of designated federal heritage buildings are required to protect the commemorative integrity of these buildings and prevent demolition-by-neglect.
2. introduce legislation to provide statutory protection for federal heritage buildings.
3. introduce legislation imposing on Crown corporations the same requirements imposed on federal departments and agencies by the *Policy on Management of Real Property* regarding the management of federal heritage buildings, in order to protect the commemorative integrity of buildings owned by these Crown corporations and prevent their demolition-by-neglect.
4. introduce legislation to establish a process to protect, conserve, document and exhibit archaeological resources on federal land and under waters of federal responsibility.
5. introduce legislation to provide a statutory obligation on federal departments, agencies and Crown corporations to protect the commemorative integrity of all national historic sites of Canada.
6. introduce legislation to provide a statutory obligation on federal departments, agencies and Crown corporations to protect the integrity of federal heritage buildings owned by the federal government or under its jurisdiction.
7. Treasury Board Secretariat work with federal departments and agencies to ensure that they invest 2% of the asset replacement value annually towards the maintenance and repair of federal heritage buildings, as recommended in the Treasury Board Secretariat's *Guide to the Management of Real Property*.
8. adopt a policy requiring federal departments and agencies to, when deemed appropriate, give preference to existing heritage buildings when considering leasing or purchasing space.
9. introduce legislation to:
 - a. ensure that federal actions do not adversely impact the commemorative integrity of national historic sites of Canada or the integrity of heritage sites and buildings designated by provinces and municipalities in Canada;
 - b. provide statutory protection for Canadian World Heritage sites;
 - c. ensure that federal actions take into consideration the heritage values of Canada's historic places; and
 - d. give statutory recognition of the Canadian Register of Historic Places and the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

10. restore the funding level for the National Cost-Sharing Program for Heritage Places to a minimum of \$10 million per year.
11. establish a tax credit for the restoration and preservation of buildings listed on the Canadian Register of Historic Places.
12. in co-operation with provincial and territorial governments, work to adapt future versions of Canada's *National Model Building Codes* in a manner that will facilitate the restoration and the rehabilitation of existing buildings and the preservation of their heritage characteristics.
13. Parks Canada review its National Cost-Sharing Program and, if it is determined that rural sites are under-represented in applications for funding or in the awarding of funding, steps should be taken to improve the program.
14. consider supporting an initiative modelled after the "Main Street America" model, to encourage public and private investment in commercial historic buildings in rural areas and small cities as a catalyst for community sustainability and economic development.
15. support an Indigenous-led initiative that will be responsible for:
 - a. determining how places that are important to Canada's Indigenous peoples should be protected and preserved;
 - b. enhancing the capacity of Indigenous communities to preserve places that are important to them; and
 - c. presenting the perspective of Indigenous communities regarding the protection of places that are important to them to the Historic Sites and Monuments Board of Canada and its Secretariat, Parks Canada and other federal government departments and agencies.
16. Parks Canada, in cooperation with Indigenous groups, include Indigenous registrars in the Canadian Register of Historic Places to improve the process by which Indigenous places that are important to Indigenous peoples are identified and designated.
17. in support of the Truth and Reconciliation Commission's calls to action 79 and 81, and in consultation with Indigenous groups:
 - a. introduce legislation amending the *Historic Sites and Monuments Act* to add First Nations, Inuit, and Métis representation on the Historic Sites and Monuments Board of Canada and its Secretariat.
 - b. The Historic Sites and Monuments Board of Canada revise the policies, criteria, and practices of the National Program of Historical Commemoration to integrate Indigenous history, heritage values, and memory practices into Canada's national heritage and history.
 - c. Parks Canada develop and implement a national heritage plan and strategy for commemorating and, where appropriate, conserving residential school sites, the history and legacy of residential schools, and the contributions of Indigenous peoples to Canada's history.
 - d. in collaboration with Residential School Survivors, commission and install a publicly accessible, highly visible, Residential Schools National Monument in the city of Ottawa to honour Survivors and all the children who were lost to their families and communities.

From: Sweet, Doug
Sent: Tuesday, January 30, 2018 3:40 PM
To: Auger, Robert <rauger@essex.ca>
Subject: FW: Essex Fun Fest

Rob

If you can add to the next Council agenda as Riley would like to join the Fun Fest Committee and there are openings on the committee

From: Kyle <fluder13@hotmail.com>
Sent: January 30, 2018 1:14 PM
To: Joe Garon
Subject: Re: Essex Fun Fest

Joe

I would like to join the Essex Fun Fest Committee.

Thanks

Kyle Flood

From: Sweet, Doug
Sent: Tuesday, January 30, 2018 3:40 PM
To: Auger, Robert <rauger@essex.ca>
Subject: FW: Fun Fest

Rob

If you can add to the next Council agenda as Riley would like to join the Fun Fest Committee and there are openings on the committee

From: Riley <rileyjones955@gmail.com>
Sent: January 30, 2018 1:27 PM
To: Joe Garon
Subject: Re: Fun Fest

I would like to join the 2018 Essex Fun Fest Committee!

Thanks, Riley Jones!

Arts, Culture and Tourism Committee Meeting

January 10, 2018

A regular meeting of the Arts, Culture, and Tourism (ACT) Committee was held on Wednesday, January 10, 2018 at 5:30 PM in the large meeting room of the Essex Town Hall, 33 Talbot Street South, Essex, Ontario.

Peter Youngson called the meeting to order and welcomed the committee members.

1. Roll Call

Present: Peter Youngson, Chair

Jason Nagy

Liz Semperger

Councillor Larry Snively

Councillor Steve Bjorkman

Also Present: Cynthia Cakebread, Manager Recreation and Culture

Janice Aloisio, Administrative Assistant, Community Services

Regrets: Chris Carter

Delegates: Alex Denonville, Communications Manager

2. Declarations of Conflict of Interest

- There were no declarations of Conflict of Interest noted.

3. Deletions, Additions or Changes to Agenda

The Chair asked for any deletions, additions or changes to the Agenda published for the January 10, 2018 meeting and the following addition came forward.

- Art of Excellence Awards – initial entries contact regarding extension and repackaging and marketing strategy;
- Status of murals, Harrow splash pad, Colchester School House, McGregor Parkette;
- Establish Harrow and McGregor Parkette music series dates;
- Art of Excellence repackaging and marketing strategy process, timelines etc;

- Unveiling and media event of Colchester and Harrow splash pad murals;
- 2018 Meeting dates calendar; and
- 2017 Sip n paint results.

4. Delegates

- Alex Denonville, Communications Manager introduced to the committee by the chair;
- Alex spoke to the

5. Adoption of Published Agenda

- a) Wednesday, January 10, 2018 Regular Arts, Culture, and Tourism Committee Meeting Agenda.

Moved by Jason Nagy

Seconded by Liz Semperger

(ACT-2018-01-01) That the published agenda for the January 10, 2018 regular Arts, Culture, and Tourism meeting be adopted as presented with the additions as noted above. **"Carried"**

6. Adoption of Minutes

- a) November 8, 2017 regular Arts, Culture, and Tourism (ACT) Committee meeting.

Moved by Larry Snively

Seconded by Liz Semperger

(ACT-2018-01-02) That the minutes of the regular Arts, Culture, and Tourism Committee Meeting held November 8, 2017 minutes be adopted as circulated.

"Carried"

7. Old Business

- a) Art of Excellence 2017 Event – Revamp Process suggestions by Cynthia and Jason
 - Cynthia Cakebread advised that all submissions to the initial award event had been contacted, advised of the extension and revamping of the event and that a few picked up their submissions but that everyone was understanding of the process and no issues arose;
 - Committee discussion regarding better targeting more creative art groups and improving promotional material for distribution and marketing;

- Alex Denonville will revamp town's communications, marketing and promotional material for review by the committee at the February meeting;
- Committee member to aid in the distribution of promotional material by means of social media available, direct mailing or drop-off delivery etcetera;
- Award categories included but are not limited to creative art pieces, music, sculpture, dance, writings;
- Award is limited to municipalities of Essex County as the City of Windsor has their own award;
- Submissions can be by photo of piece with a request being made to eligible candidate in time for the judging aspect of the contest;
- Title or tagline should include all seven municipalities to better insure participation;
- Participants to be high school age and older;
- Submission date will be due May 28, 2018 with presentation of award at Essex Fun Fest and with an exhibition at the Colchester School House in conjunction with the Explore the Shore weekend;
- Open to amateurs and those with a love and passion for their art.

Moved by Larry Snively

Seconded by Liz Semperger

(ACT-2018-01-03) That the Art of Excellence Awards submissions will be limited to the municipalities of Essex County and not include the City of Windsor. **"Carried"**

b) Status of Mural Projects by Art Attack

- Cynthia Cakebread advised that Harrow splash-pad project has been sent to the printers and will delivered to the Harrow arena to be mounted on the splash-pad building weather prohibited;
- Cynthia will have discussions on the McGregor artwork with the Director of Community Services with respect to location and bring back further information to the next meeting;
- Cynthia advised the project for the Colchester Schoolhouse has been put on hold and may go out for a request for proposals;
- Regarding the Essex project will be going out for tender through the town request for proposal process in February;
- Discussion was had regarding the November presentation made to the committee by two Essex High School students with the decision that no further action will be taken as Cynthia has not received a copy of their presentation

although she has contacted them a couple times and the committee has no current recommendations for alternatives to their suggested locations had issues of being not suitable and their presentation was strictly an idea as opposed to presenting an actual concrete concept that could be completed.

c) Establish Harrow and McGregor Parkette Music Series Dates

- Discussion was had by the committee;
- Committee established Friday nights in the months of July and August with a rotating schedule commencing at the Harrow Parkette on July 6;
- Harrow dates are Friday July 6, 20, August 3 and 17;
- McGregor date are Friday July 13 and 27, August 10 and 24;
- Cynthia reminded committee members that staff is limited for both those locations to do the introductions of the groups, committee members will have to make the introductions; Jason advised he is available in for the McGregor location and Larry offered to do the Harrow locations;
- A means of attendees having a container or something provided by the committee to leave their gratuitous offerings to the performers to be further discussed at a future meeting with committee members bringing ideas forward for discussion.

Moved by Larry Snively

Seconded by Liz Semperger

(ACT-2018-01-04) That the music series for 2018 be expanded to Harrow and McGregor parkettes each Friday night in July and August commencing with a performance on Friday July 6 at the Harrow Veterans' Memorial Parkette. **"Carried"**

d) Sip n Paint 2017 Results and Update

- Cynthia advised of the four promoted Sip n Paint events, two were held and two cancelled with limited attendance at the two events held;
- Comments received by Cynthia generally spoke to the \$50.00 cost being too high compared to other local events of the same nature as several wineries are now doing them;
- Liz advised that the events were never promoted to advise participants that proceeds were being put towards a sculpture or art object; Cynthia advised she was never aware of this being the expectation of the committee that proceeds were planned for a future sculpture or work of art;
Discussion by committee concluded that any future events of this nature, that promotion material needs to indicate that money is going towards a specific

project or art fund for the completion of a specific project and have the fund set up with the town administration to monitor proceeds and publicize monetary goals achieved towards the specified project;

- Suggestion of 'Civic Art Fund' being established to collect money towards an specific art project and it being stated something like "participation in this program helps to promote "a specific project";
- Cynthia advised that there are specific rules and regulations established by the town regarding fund raising for projects; Cynthia to bring back town policy with respect to collecting of funds, what rules and regulations are; if there is a provision for a tax receipt etcetera and bring it back to the next meeting.

8. New Business

- a) Unveiling and Media Event for Colchester and Harrow Splash-pads done by Art Attack
- Discussion regarding the unveiling of Art Attack works completed for the Colchester and Harrow Splash-pad buildings resulted in decision that the media event for Colchester would be held in the early evening of Monday June 11, 2018 in conjunction with the kick off of the Colchester music series;
 - Further committee discussion did not establish a specific date for a media event in Harrow, but the suggestion was that an event perhaps be tied into the opening of the Harrow splash-pad which doesn't open up to a daily schedule until the beginning of July.

9. Next Meeting

- The next regular meeting of the ACT Committee is scheduled for February 14, 2018;
- Following committee discussion, the meeting was moved to Wednesday February 7, 2018 at 5:30 PM Essex Town Hall large boardroom or at the call of the chair, if necessary.

10. Adjournment

Moved by: Jason Nagy

That the meeting of the regular Arts, Culture, and Tourism Committee held January 10, 2018 be adjourned at 7:10 PM.

Peter Youngson, Chair

Janice Aloisio, Recording Secretary

The Corporation of the Town of Essex

Minutes of the Personnel Committee (Open)

Wednesday, January 31, 2018

A meeting of the Personnel Committee was held on Wednesday, January 31, 2018 at 4:51 p.m. in the Large Meeting Room at the Town of Essex, 33 Talbot Street South, Essex, Ontario.

1. Roll Call:

Committee Members:

Deputy Mayor, Richard Meloche, Chair

Councillor, Sherry Bondy, Vice Chair

Ron McDermott, Mayor (entered meeting at 4:57 p.m.)

Councillor, Ron Rogers

Staff:

Donna Hunter, Chief Administrative Officer

Doug Sweet, Director of Community Services

Jeffrey Morrison, Director of Corporate Services (Treasurer)

Rick Mallot, Deputy Fire Chief

Absent

Rick Arnel, Fire Chief

Deputy Mayor, Meloche called the meeting to order at 4:51 p.m.

2. Declaration of Conflict of Interest

No conflicts of interest were declared.

3. Adoption of Published Agenda

Moved by: Councillor Bondy,

Seconded by: Councillor Rogers,

PC-18-01-001) That the published agenda for the Wednesday, January 31, 2018 Personnel Committee Meeting be adopted as presented. "Carried"

5. Closed Meeting

Moved by: Councillor Bondy,

Seconded by: Deputy Mayor Meloche,

(PC-18-01-002) That the Personnel Committee move into a Closed Meeting at 4:53 p.m. to discuss labour relations and employee negotiation matters pursuant to Section 239 (2) (d) of the Municipal Act, 2001, S.O. 2001 c. 250. "Carried"

Moved by: Councillor Caixeiro,

6. Open Meeting

Moved by Councillor Bondy,

Seconded by Councillor Rogers,

(PC-18-01-005) That the Closed Personnel Committee Meeting be adjourned move into an Open Personnel Committee Meeting at 5:39 p.m. "Carried"

11. Adjournment

Moved by: Mayor McDermott,

Seconded by: Councillor Rogers,

(PC-18-01-006)) That the Personnel Committee Meeting (Open) be adjourned on Wednesday, January 31, 2018 at 5:40 p.m. "Carried"

Chair, Deputy-Mayor
Richard Meloche

Donna Hunter, Chief
Administrative Officer



2018 Capital Budget 2019 to 2022 Capital Forecast

Prepared by: Finance and Business Services

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**Town of Essex
Operating / Capital Summary - All Departments
2018 to 2022 Budget**

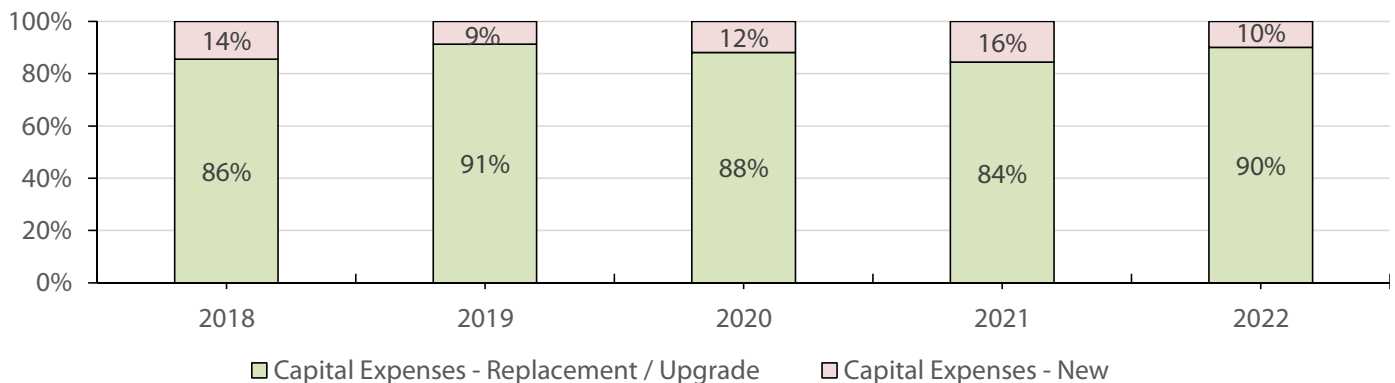
	Budget	Forecast			
Operating	2018	2019	2020	2021	2022
Operating Revenues					
Amounts Added to Taxes and Special Levies	2,390,027	2,429,869	2,446,750	2,406,214	2,377,266
Conditional and Unconditional Grants	6,300,726	6,521,949	6,561,879	6,561,879	6,561,879
Contributions from Developers	429,904	438,693	447,704	456,941	466,408
Fines and Penalties	379,955	363,200	363,200	363,200	363,200
Interfund Transfers - Revenue	4,096,242	4,275,924	3,679,963	3,685,575	3,685,575
Internal Allocations - Revenue	348,889	346,545	350,728	351,821	351,821
Investment and Other Income	213,813	213,985	213,672	213,865	213,865
License and Permit Fees	303,665	303,665	300,665	298,665	298,665
Payments in Lieu of Taxation	62,570	62,570	62,570	62,570	62,570
Prior Years' Surplus	634,474	0	0	0	0
Property Taxation	13,857,213	14,487,837	15,138,143	15,440,906	15,981,337
Supplementary Taxation	153,544	153,544	153,544	153,544	153,544
User Fees and Service Charges	11,406,167	11,594,451	11,695,753	11,753,892	11,753,892
Total Operating Revenues	40,577,188	41,192,232	41,414,571	41,749,071	42,270,021
Operating Expenses					
Amortization Expense	90,982	90,982	90,982	90,982	90,982
Contracted Services	7,919,748	8,016,841	8,125,801	8,205,201	8,244,252
Debt Servicing	2,555,981	3,083,668	3,144,863	3,131,610	3,044,843
External Transfers	753,179	706,238	619,357	622,539	622,539
Interfund Transfers - Expense	11,089,375	11,326,839	11,132,718	11,049,987	11,264,272
Internal Allocations - Expense	419,464	408,709	411,765	411,764	411,764
Materials and Supplies	2,602,550	2,669,424	2,681,852	2,817,724	2,813,757
Miscellaneous Services	698,194	580,780	580,042	581,428	581,624
Professional Fees	519,176	399,965	429,955	399,965	429,965
Rents and Financial Services	292,663	292,901	293,143	292,228	292,326
Repairs and Maintenance	886,729	891,095	898,756	898,807	906,727
Salaries, Wages, Benefits and Personnel Expenses	10,279,110	10,424,126	10,674,480	10,784,268	10,937,901
Taxation Adjustments	201,954	197,000	197,000	197,000	197,000
Uncollectible Taxes and Accounts Receivable	15,425	15,425	15,425	15,425	15,425
Utilities, Insurance and Property Taxes	2,078,485	2,087,739	2,097,151	2,106,743	2,108,408
Total Operating Expenses	40,403,015	41,191,732	41,393,292	41,605,672	41,961,785
Operating Surplus/(Deficit)	174,173	500	21,279	143,400	308,236

Town of Essex
Operating / Capital Summary - All Departments
2018 to 2022 Budget

	Budget	Forecast			
Capital	2018	2019	2020	2021	2022
Asset Type: Replacement / Upgrade					
Capital Financing					
Grant Revenue	3,556,707	0	25,000	0	0
User Fees and Service Charges	18,607	55,199	52,182	8,750	880
Other Revenue	1,500	9,000	31,889	15,000	0
Long-Term Debt Financing	2,716,205	0	1,500,000	0	0
Revenue Contributions from Reserve Funds	2,817,459	3,091,486	2,445,023	2,539,603	2,224,150
Funding per Asset Management Financial Strategy	1,813,970	2,122,848	1,883,332	1,760,530	2,572,597
Total Capital Financing - Replacement / Upgrade	10,924,448	5,278,532	5,937,425	4,323,883	4,797,626
Capital Expenses - Replacement / Upgrade	10,989,448	5,278,532	5,937,425	4,323,883	4,797,626
Capital - Replacement / Upgrade Surplus/(Deficit)	-65,000	0	0	0	0
Asset Type: New					
Capital Financing					
Grant Revenue	298,000	0	0	0	0
User Fees and Service Charges	0	0	0	0	0
Other Revenue	0	0	0	0	0
Long-Term Debt Financing	400,000	0	0	0	0
Revenue Contributions from Reserve Funds	1,049,056	499,500	778,107	656,100	216,764
Total Capital Financing - New	1,747,056	499,500	778,107	656,100	216,764
Capital Expenses - New	1,856,229	500,000	799,385	799,500	525,000
Capital - New Surplus/(Deficit)	-109,173	-500	-21,279	-143,400	-308,236
Total Capital - Surplus/(Deficit)	-174,173	-500	-21,279	-143,400	-308,236
Net Surplus/(Deficit)	-0	0	0	0	0

	Budget	Forecast			
Capital Summary - All Asset Types	2018	2019	2020	2021	2022
Total Capital Financing - All	12,671,504	5,778,032	6,715,532	4,979,983	5,014,390
Total Capital Expenses - All	12,845,677	5,778,532	6,736,810	5,123,383	5,322,626
Capital Net Surplus/(Deficit)	-174,173	-500	-21,279	-143,400	-308,236

Capital Expense Allocation - Replacement/Upgrade versus New





2018 - 2022 Capital Forecast

Department Level Summary

				Forecast											
2018 Budget				2019			2020			2021			2022		
Department	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
Council	50,000	0	50,000	50,000	50,000	0	50,000	28,721	21,279	50,000	0	50,000	50,000	0	50,000
Corporate Services	186,188	150,688	35,500	0	0	0	19,385	19,385	0	0	0	0	0	0	0
Police	0	0	0	25,000	25,000	0	25,000	25,000	0	25,000	25,000	0	25,000	25,000	0
Fire	452,815	452,815	0	396,103	396,103	0	1,565,481	1,565,481	0	774,481	774,481	0	1,678,877	1,678,877	0
Building	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Works	9,257,412	9,257,412	0	3,195,000	3,195,000	0	3,115,970	3,115,970	0	2,538,721	2,533,221	5,500	2,961,000	2,702,764	258,236
Health Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Services	1,366,262	1,353,089	13,173	877,329	876,829	500	1,444,974	1,444,974	0	1,114,381	1,026,481	87,900	169,599	169,599	0
Planning and Development	170,000	94,500	75,500	0	0	0	0	0	0	0	0	0	0	0	0
Water	721,000	721,000	0	482,100	482,100	0	267,000	267,000	0	283,200	283,200	0	226,000	226,000	0
Sanitary Sewer	642,000	642,000	0	753,000	753,000	0	249,000	249,000	0	337,600	337,600	0	212,150	212,150	0
Total	12,845,677	12,671,504	174,173	5,778,532	5,778,032	500	6,736,810	6,715,532	21,279	5,123,383	4,979,983	143,400	5,322,626	5,014,390	308,236
2018 Adopted Forecast				2019 Adopted Forecast			2020 Adopted Forecast			2021 Adopted Forecast			2022		
2018 - 2021 Capital Forecast	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
Council	50,000	0	50,000	50,000	0	50,000	50,000	0	50,000	50,000	0	50,000	0	0	0
Corporate Services	117,588	114,588	3,000	0	0	0	19,385	0	19,385	0	0	0	0	0	0
Police	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire	52,815	52,815	0	2,296,103	2,296,103	0	65,481	65,481	0	574,481	574,481	0	0	0	0
Building	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Works	2,928,550	2,908,550	20,000	2,784,500	2,774,476	10,024	2,680,220	2,449,126	231,094	3,049,221	2,649,221	400,000	0	0	0
Health Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Services	867,902	834,366	33,536	773,829	738,829	35,000	1,374,974	1,279,974	95,000	1,002,640	843,640	159,000	0	0	0
Planning and Development	35,000	35,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Water	372,000	372,000	0	615,500	615,500	0	416,776	416,776	0	273,200	273,200	0	0	0	0
Sanitary Sewer	297,000	297,000	0	753,000	753,000	0	249,000	249,000	0	337,700	337,700	0	0	0	0
Total	4,720,855	4,614,319	106,536	7,272,932	7,177,908	95,024	4,855,836	4,460,357	395,479	5,287,242	4,678,242	609,000	0	0	0
2018 Change				2019 Change			2020 Change			2021 Change			2022 Change		
Increase/(Decrease)	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
Council	0	0	0	0	50,000	-50,000	0	28,721	-28,721	0	0	0	50,000	0	50,000
Corporate Services	68,600	36,100	32,500	0	0	0	0	19,385	-19,385	0	0	0	0	0	0
Police	0	0	0	25,000	25,000	0	25,000	25,000	0	25,000	25,000	0	25,000	25,000	0
Fire	400,000	400,000	0	-1,900,000	-1,900,000	0	1,500,000	1,500,000	0	200,000	200,000	0	1,678,877	1,678,877	0
Building	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Works	6,328,862	6,348,862	-20,000	410,500	420,524	-10,024	435,750	666,844	-231,094	-510,500	-116,000	-394,500	2,961,000	2,702,764	258,236
Health Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Services	498,360	518,723	-20,363	103,500	138,000	-34,500	70,000	165,000	-95,000	111,741	182,841	-71,100	169,599	169,599	0
Planning and Development	135,000	59,500	75,500	0	0	0	0	0	0	0	0	0	0	0	0
Water	349,000	349,000	0	-133,400	-133,400	0	-149,776	-149,776	0	10,000	10,000	0	226,000	226,000	0
Sanitary Sewer	345,000	345,000	0	0	0	0	0	0	0	-100	-100	0	212,150	212,150	0
Total	8,124,822	8,057,185	67,637	-1,494,400	-1,399,876	-94,524	1,880,974	2,255,175	-374,201	-163,859	301,741	-465,600	5,322,626	5,014,390	308,236



2018 - 2022 Capital Forecast

Department: All
Project Type: New

			Forecast														
Project Number	Project Name	Project Type	2018 Budget			2019			2020			2021			2022		
			Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
GG-18-0004	Contingency	New	50,000	0	50,000												
GG-18-0003	Fees and Charges Review	Studies	30,000	27,000	3,000												
GG-18-0009	Greenhouse Gas Inventory, Targets and Plan	Studies	35,000	28,000	7,000												
GG-18-0010	Wifi at Harbour and Essex Arena	New	21,000	0	21,000												
GG-18-0011	Video Surveillance at Town Hall and Gesto Office	New	4,500	0	4,500												
FD-18-0006	Purchase Land and Site Preparation	New	400,000	400,000	0												
PW-18-0014	Sidewalks/Trails	New	400,000	400,000	0												
PW-18-0035	LAS Roads Assessment	Studies	100,000	100,000	0												
CS-18-0042	New Toro	New	84,000	83,700	300												
CS-18-0045	New Panel Van	New	48,729	43,856	4,873												
CS-18-0049	Splashpad and Change House in Essex Centre	New	350,000	350,000	0												
CS-18-0058	Covered Shelter for Garbage Bins at Harbour	New	8,000	0	8,000												
CS-18-0061	Colchester Beach Accessible Ramp Access	New	220,000	220,000	0												
PZ-18-0001	Development Charge Study	Studies	35,000	31,500	3,500												
PZ-18-0002	Development Standards Manual	Studies	70,000	63,000	7,000												
GG-19-0002	Contingency	New				50,000	50,000	0									
PW-19-0018	Sidewalks/Trails	New				400,000	400,000	0									
PW-19-0017	Rural Streetlight Installation (Colchester Village)	New				20,000	20,000	0									
CS-19-0049	2 New Lights on Path from McKeown to Sadler's Park	New				30,000	29,500	500									
GG-20-0002	Contingency	New							50,000	28,721	21,279						
GG-20-0003	Intranet	New							19,385	19,385	0						
PW-20-0016	Rural Streetlight Installation (Colchester Village)	New							25,000	25,000	0						
PW-20-0017	Sidewalks/Trails	New							450,000	450,000	0						
CS-20-0040	Dugouts at Harrow Diamonds	New							15,000	15,000	0						
CS-20-0042	Tennis Courts in Essex	New							240,000	240,000	0						
GG-21-0002	Contingency	New										50,000	0	50,000			
PW-21-0007	Sidewalks/Trails	New										450,000	450,000	0			
PW-21-0008	Rural Streetlight Installation	New										25,000	19,500	5,500			
CS-21-0026	Folding Tables for Jackson Park	New										8,000	0	8,000			
CS-21-0040	Cement Walkway into Stanton Park	New										26,000	26,000	0			
CS-21-0043	New Public Washrooms/Change Room at Harrow Splash Pad	New										150,000	120,100	29,900			
CS-21-0034	Sadler's Park Power Pedestals	New										50,000	0	50,000			
CS-21-0045	Parks Outdoor Tools and Equipment	New										12,500	12,500	0			
CS-21-0047	Top Dresser for Sports Fields	New										28,000	28,000	0			
GG-22-0001	Contingency	New													50,000	0	50,000
PW-22-0011	Sidewalks/Trails	New													450,000	197,264	252,736
PW-22-0012	Rural Streetlight Installation	New													25,000	19,500	5,500
Total			1,856,229	1,747,056	109,173	500,000	499,500	500	799,385	778,107	21,279	799,500	656,100	143,400	525,000	216,764	308,236

Asset Management Lifecycle Implications

New Asset Value	1,856,229	500,000	799,385	799,500	525,000
Less: Studies and Land	-670,000	0	0	0	0
Sub-Total	1,186,229	500,000	799,385	799,500	525,000
Estimated Useful Life	10 Years	10 Years	10 Years	10 Years	10 Years
Annual Lifecycle Requirement	118,623	50,000	79,939	79,950	52,500
Accumulated Lifecycle Requirment	118,623	168,623	248,561	328,511	381,011



Property Tax Supported

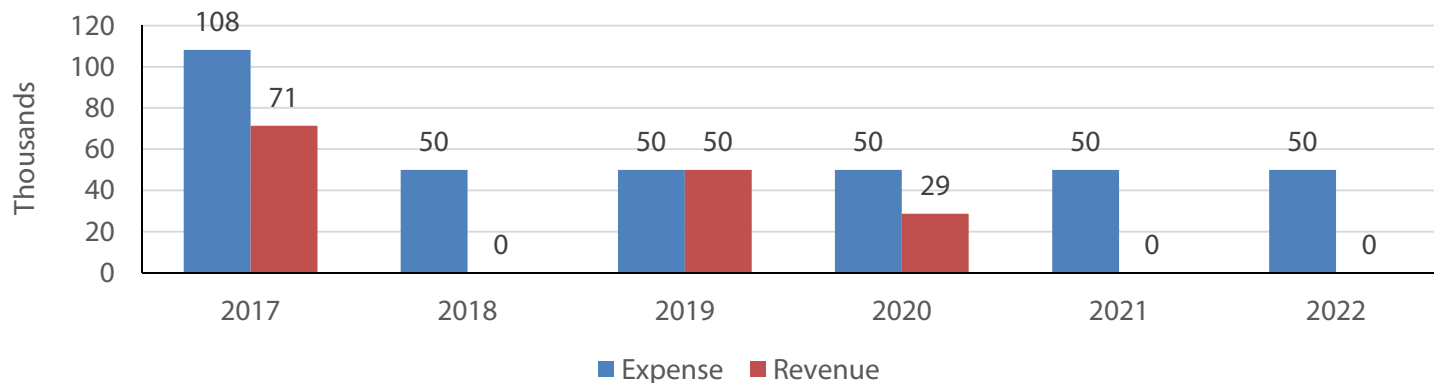
2018 - 2022 Capital Budget

Funded by: Property Tax Supported
Department: General Government
Division: Council

Executive Summary

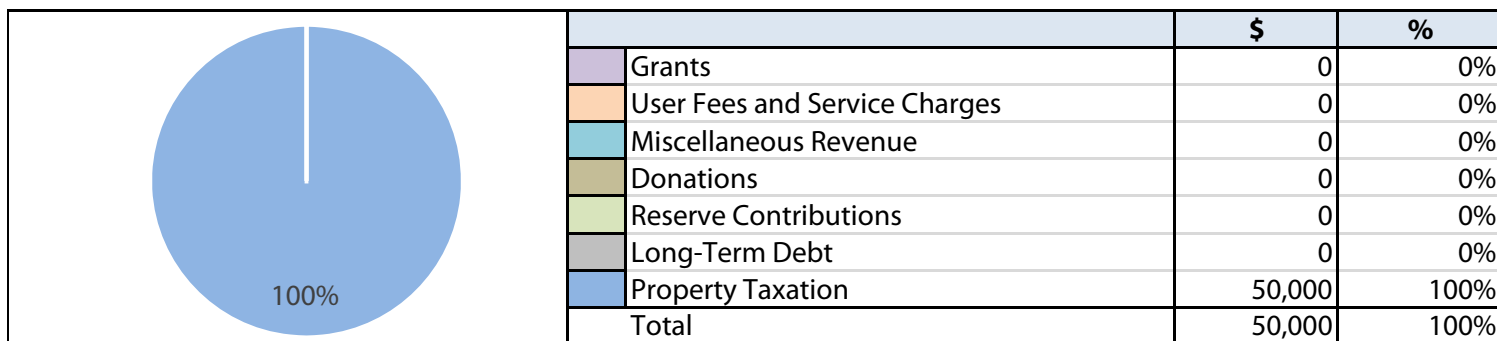
The 2018 Capital Budget for Council consists of a Council Contingency amount that has been maintained after being introduced in 2016.

Expense versus Revenue



Analysis of Revenue Source for 2018

For 2018 the funding source for Council under the Capital Budget is from Property Taxation at \$50,000 or 100% which has increased from the 2017 amount of \$37,000.



Future Capital and Contributions to Reserve

The 2018 Operating Budget for Council does not include any reserve transfers or lifecycle allocations for future capital assets. The projects identified under Council are generally related to specific divisions within the Municipality, whether it's Infrastructure and Development, Community Services, Fire, or Corporate Services, and therefore any capital budget items specific to these divisions will have lifecycle contributions budgeted under their cost centres in the future.

Long-Term Debt (LTD) Impacts on the Operating Budget

The amount of revenue from LTD under the capital budget for Council in 2018 is \$0. Future debt payments are estimated using an average 10 year term and an interest rate of 1.57%.

The estimated future impact on the operating budget over an average 10 year term is \$0.

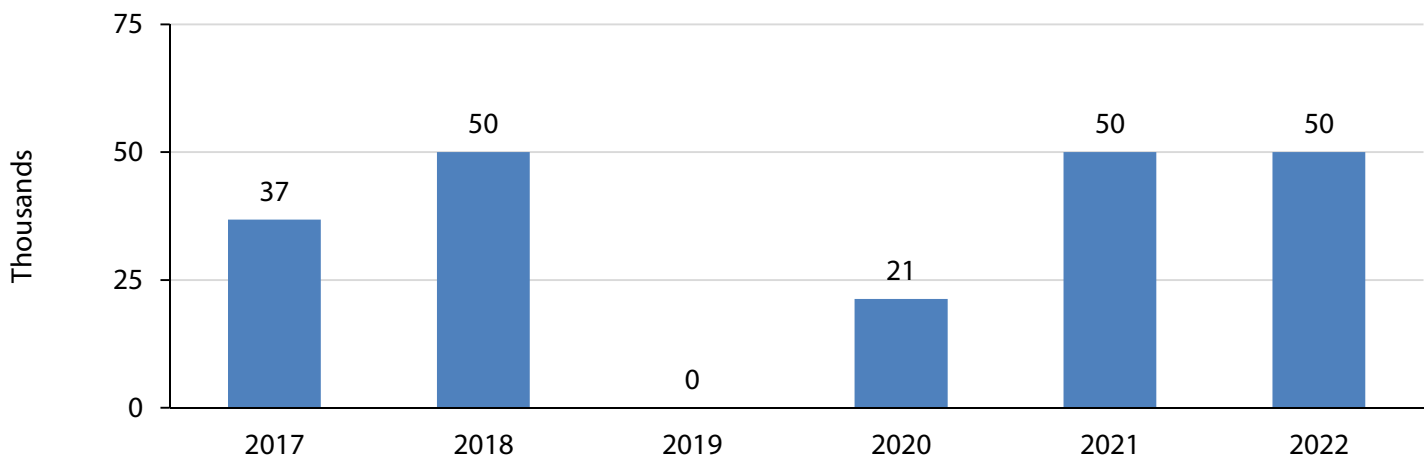


2018 - 2022 Capital Budget

Department: General Government
Division: Council

Summary			Budget	Change		Forecast			
Category	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenses	14,046	108,133	50,000	-58,133	-54%	50,000	50,000	50,000	50,000
Revenues	11,942	71,347	0	-71,347	-100%	50,000	28,721	0	0
Net	2,104	36,786	50,000	13,214	36%	0	21,279	50,000	50,000

Net Capital Budget (2017 to 2022)

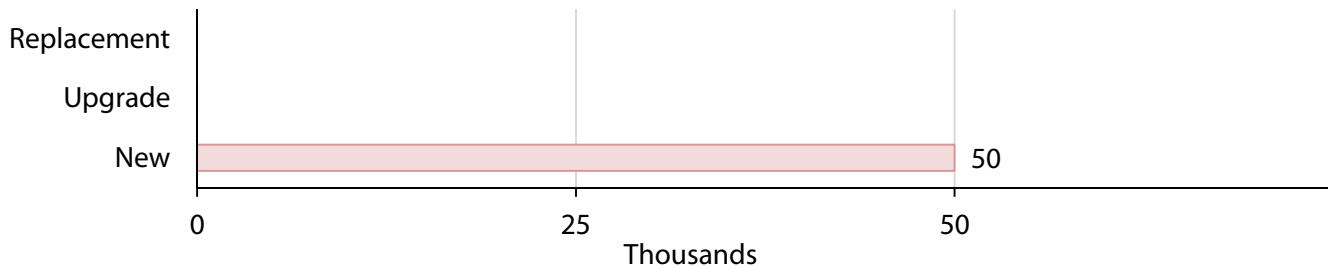


Asset Management Lifecycle Implications

Assets under Council are included in Phase 2 of the Town's Asset Management Plan, which was adopted March 27, 2017.

Capital expenditures where the project type is identified as 'Replacement', 'Rehabilitation', or 'Upgrade' for the purpose of this document are considered to be lifecycle activities of existing assets. Expenditures on these assets contribute towards the renewal of existing assets.

2018 Total Expense by Project Type



Capital expenditures where the project type is 'New' will increase the Annual Lifecycle Requirement from their date of acquisition. The annual lifecycle requirement for these assets utilizing an estimated useful life of 10 years are:

New Asset Value	50,000
Estimated Useful Life	10 years
Annual Lifecycle Requirement	5,000 per year



2018 - 2022 Capital Budget

Department: General Government
Division: Council

Project Number	Project Name	Project Type	Forecast														
			2018 Budget			2019			2020			2021			2022		
			Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
GG-18-0004	Contingency	New	50,000	0	50,000												
GG-19-0002	Contingency	New				50,000	50,000	0									
GG-20-0002	Contingency	New							50,000	28,721	21,279						
GG-21-0002	Contingency	New										50,000	0	50,000			
GG-22-0001	Contingency	New													50,000	0	50,000
Total			50,000	0	50,000	50,000	50,000	0	50,000	28,721	21,279	50,000	0	50,000	50,000	0	50,000

2018 - 2021 Approved Forecast Totals	50,000	0	50,000	50,000	0	50,000	50,000	0	50,000	50,000	0	50,000
Increase/(Decrease)	0	0	0	0	-50,000	50,000	0	-28,721	28,721	0	0	0

Council Proposed Projects from the 2018 - 2022 Budget Not included in the budget

Project Number	Project Name	Project Type	2018			2019			2020			2021			2022		
			Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
GG-17-0004	Urban Centre Revitalization/Development	Upgrade	150,000	0	150,000												
GG-17-0013	Heritage Park Water Feature	New	250,000	0	250,000												
GG-17-0014	Outdoor Gym Equipment in Colchester	New	75,000	0	75,000												
GG-17-0015	Accessible Walkway to Beach	New	35,000	0	35,000												
GG-17-0016	County Road 50 and Dunn Road Parking Lot	Upgrade	426,360	0	426,360												
GG-17-0017	Accessible Paths in Heritage Park	New	60,000	0	60,000												
GG-17-0018	New Pylon Sign at Co-An Park	Replacement	30,000	0	30,000												
GG-17-0019	New Land for Soccer at Co-An Park	New	300,000	0	300,000												
GG-17-0020	Pave Co-An Park Parking Lot	Upgrade	440,000	0	440,000												
GG-17-0021	Playground Structure at Co-An Park	Replacement	200,000	0	200,000												
GG-17-0022	Pave Old Car Wash Parking Lot	Upgrade	204,445	0	204,445												
GG-18-0001	Urban Centre Revitalization/Development	Upgrade				150,000	0	150,000									
GG-18-0002	Outdoor Exercise Equipment	New				75,000	0	75,000									
GG-18-0003	Sidewalk/Trail on Irwin between County Road 34 and Gosfield Townline	New				120,000	0	120,000									
GG-18-0004	Irwin Avenue between Arthur Avenue and Gosfield Townline (Roads and Roadside)	Replacement				454,673	0	454,673									
GG-18-0005	Irwin Avenue between Arthur Avenue and Gosfield Townline (Stormwater)	Replacement				196,877	0	196,877									
WW-18-0007	Irwin Avenue between Arthur Avenue and Gosfield Townline (Waterworks)	Replacement				134,000	0	134,000									
GG-18-0006	Water Access at Bell Park	Replacement				20,000	0	20,000									
GG-18-0007	Exterior Light at Harrow Post Office	New				2,000	0	2,000									
GG-19-0001	Urban Centre Revitalization/Development	Upgrade							150,000	0	150,000						
GG-19-0002	Irwin Avenue between Arthur Avenue and Gosfield Townline (Roads and Roadside)	Replacement							495,000	0	495,000						
GG-19-0003	Irwin Avenue between Arthur Avenue and Gosfield Townline (Stormwater)	Replacement							126,500	0	126,500						
GG-19-0004	Irwin Avenue between Arthur Avenue and Gosfield Townline (Waterworks)	Replacement							252,000	0	252,000						
GG-20-0001	Urban Centre Revitalization/Development	Upgrade										150,000	0	150,000			
GG-21-0001	Urban Centre Revitalization/Development	Upgrade													150,000	0	150,000
Total			2,170,805	0	2,170,805	1,152,550	0	1,152,550	1,023,500	0	1,023,500	150,000	0	150,000	150,000	0	150,000



2018 - 2022 Capital Budget

Department: General Government
Division: Council





2018 - 2022 Capital Budget

Funded by: Property Tax Supported

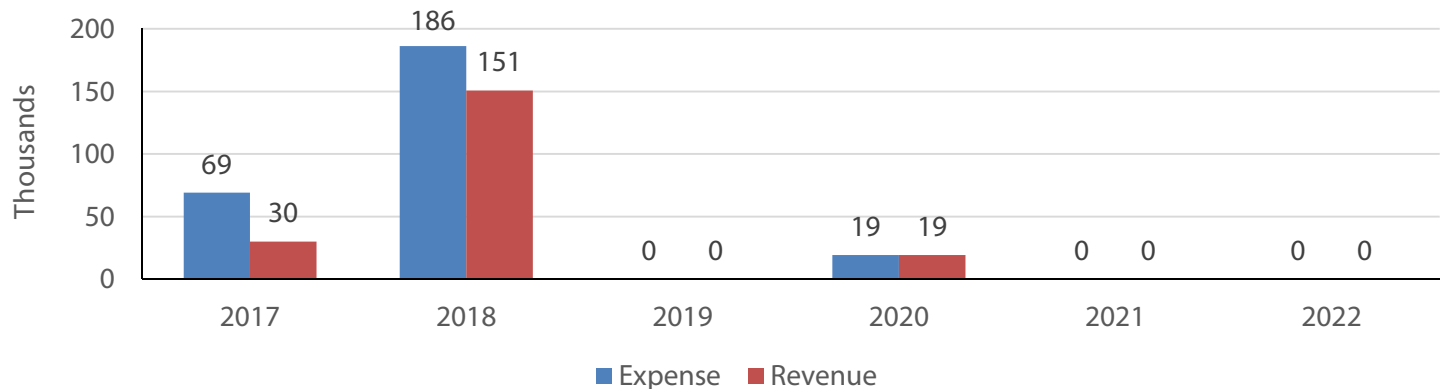
Department: General Government

Division: Corporate Services

Executive Summary

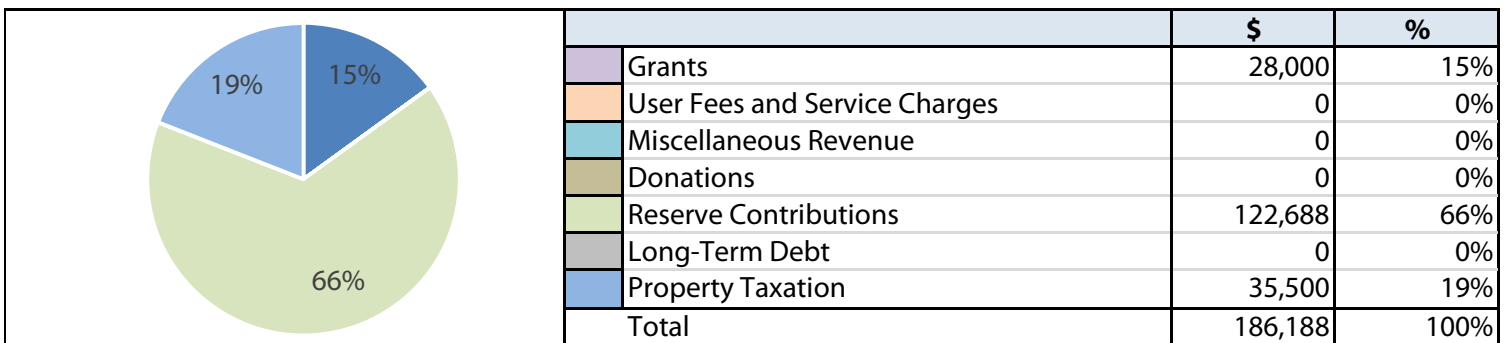
The 2018 Capital Budget for Corporate Services consists of a review of the Town's fees and charges, building and land improvements at Town Hall, and the completion of the Town's Greenhouse Gas Inventory, Targets and Plan.

Expense versus Revenue



Analysis of Revenue Source for 2018

For 2018 the largest funding source for Corporate Services under the Capital Budget is from Reserve Contributions at \$123,000 or 66%. Property Taxation makes up \$36,000 or 19% and Grants total \$28,000 or 15% in 2018.



Future Capital and Contributions to Reserve

The 2018 Operating Budget for Corporate Services does not include any reserve transfers or lifecycle allocations for future capital assets.

Long-Term Debt (LTD) Impacts on the Operating Budget

The amount of revenue from LTD under the capital budget for Corporate Services in 2018 is \$0. Future debt payments are estimated using an average 10 year term and an interest rate of 1.57%.

The estimated future impact on the operating budget over an average 10 year term is \$0.

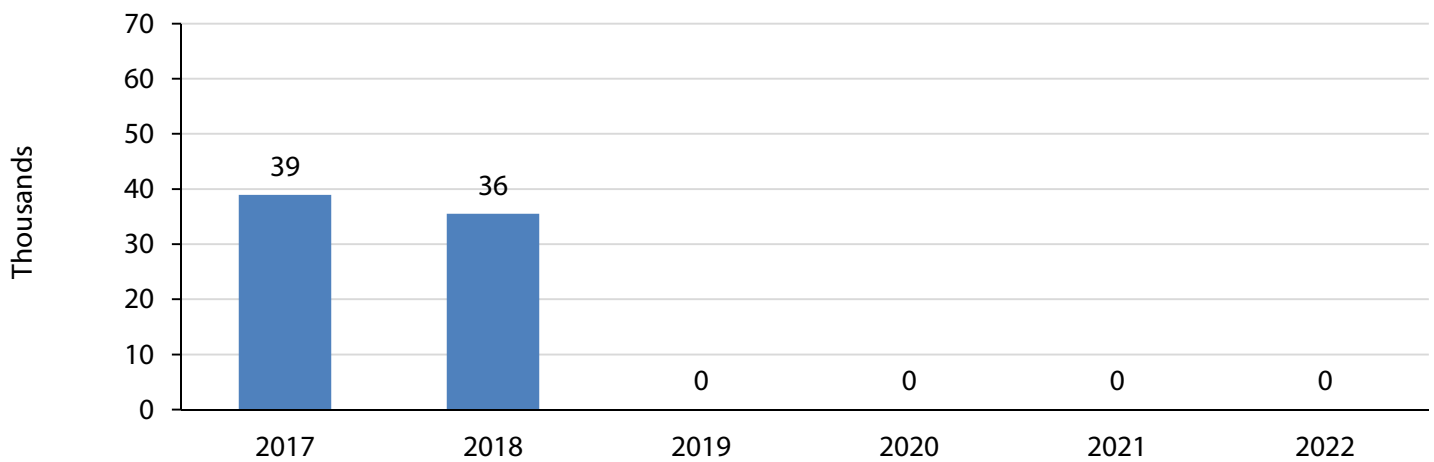


2018 - 2022 Capital Budget

Department: General Government
Division: Corporate Services

Summary			Budget	Change		Forecast			
Category	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenses	80,399	69,022	186,188	117,166	170%	0	19,385	0	0
Revenues	70,259	30,088	150,688	120,600	401%	0	19,385	0	0
Net	10,140	38,934	35,500	-3,434	-9%	0	0	0	0

Net Capital Budget (2017 to 2022)

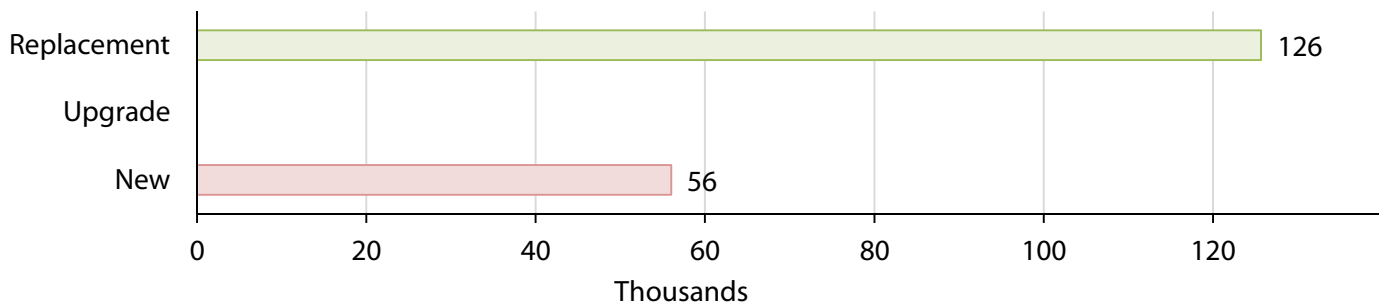


Asset Management Lifecycle Implications

Assets under Corporate Services are included in Phase 2 of the Town's Asset Management Plan, which was adopted March 27, 2017.

Capital expenditures where the project type is identified as 'Replacement', 'Rehabilitation', or 'Upgrade' for the purpose of this document are considered to be lifecycle activities of existing assets. Expenditures on these assets contribute towards the renewal of existing assets.

2018 Total Expense by Project Type



Capital expenditures where the project type is 'New' will increase the Annual Lifecycle Requirement from their date of acquisition. The annual lifecycle requirement for these assets utilizing an estimated useful life of 10 years are:

New Asset Value	56,000
Less: Land and Studies	-35,000
	<u>21,000</u>
Estimated Useful Life	10 years
Annual Lifecycle Requirement	2,100 per year



2018 - 2022 Capital Budget

Department: General Government
Division: Corporate Services

			Forecast														
			2018 Budget			2019			2020			2021			2022		
Project Number	Project Name	Project Type	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
GG-18-0003	Fees and Charges Review	Studies	30,000	27,000	3,000												
GG-18-0006	Replace Gazebo in front of Town Hall	Replacement	10,176	10,176	0												
GG-18-0007	Replace and Relocate Generator at Town Hall	Replacement	77,412	77,412	0												
GG-18-0008	Town Hall Window Replacements	Replacement	8,100	8,100	0												
GG-18-0009	Greenhouse Gas Inventory, Targets and Plan	Studies	35,000	28,000	7,000												
GG-18-0010	Wifi at Harbour and Essex Arena	New	21,000	0	21,000												
GG-18-0011	Video Surveillance at Town Hall and Gesto Office	New	4,500	0	4,500												
GG-20-0003	Intranet	New							19,385	19,385	0						
Total			186,188	150,688	35,500	0	0	0	19,385	19,385	0	0	0	0	0	0	0

2018 - 2021 Approved Forecast Totals	117,588	114,588	3,000	0	0	0	0	0	0	0	0	0	0
Increase/(Decrease)	68,600	36,100	32,500	0	0	0	19,385	19,385	0	0	0	0	0



2018 - 2022 Capital Budget

Department: General Government
Division: Corporate Services





2018 - 2022 Capital Budget

Funded by: Property Tax Supported

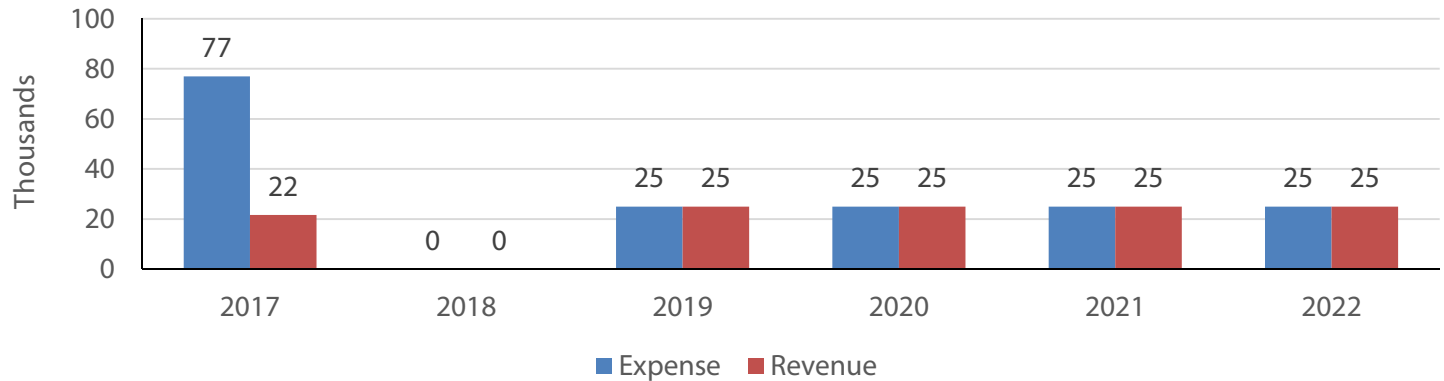
Department: Protection to Persons and Property

Division: Police

Executive Summary

The 2018 Capital Budget for Police does not include any capital projects.

Expense versus Revenue



Analysis of Revenue Source for 2018

Not applicable.

0% — 0%			\$	%
	Grants		0	#DIV/0!
	User Fees and Service Charges		0	#DIV/0!
	Miscellaneous Revenue		0	#DIV/0!
	Donations		0	#DIV/0!
	Reserve Contributions		0	#DIV/0!
	Long-Term Debt		0	#DIV/0!
	Property Taxation		0	#DIV/0!
	Total		0	#DIV/0!

Future Capital and Contributions to Reserve

The 2018 Operating Budget for Police includes a reserve transfer or lifecycle allocation for future capital assets in the amount of \$50,000. This amount is identified for the future replacement of the building.

Long-Term Debt (LTD) Impacts on the Operating Budget

The amount of revenue from LTD under the capital budget for Police in 2018 is \$0. Future debt payments are estimated using an average 10 year term and an interest rate of 1.57%.

The estimated future impact on the operating budget over an average 10 year term is \$0.

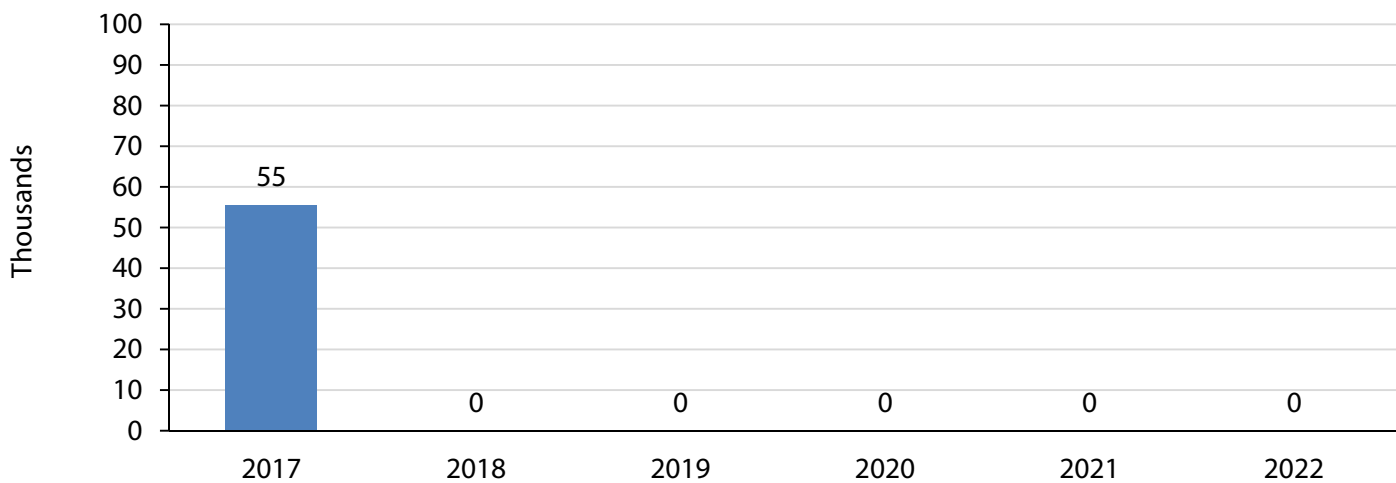


2018 - 2022 Capital Budget

Department: Protection to Persons and Property
Division: Police

Summary			Budget	Change		Forecast			
Category	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenses	0	77,025	0	-77,025	-100%	25,000	25,000	25,000	25,000
Revenues	0	21,600	0	-21,600	-100%	25,000	25,000	25,000	25,000
Net	0	55,425	0	-55,425	-100%	0	0	0	0

Net Capital Budget (2017 to 2022)

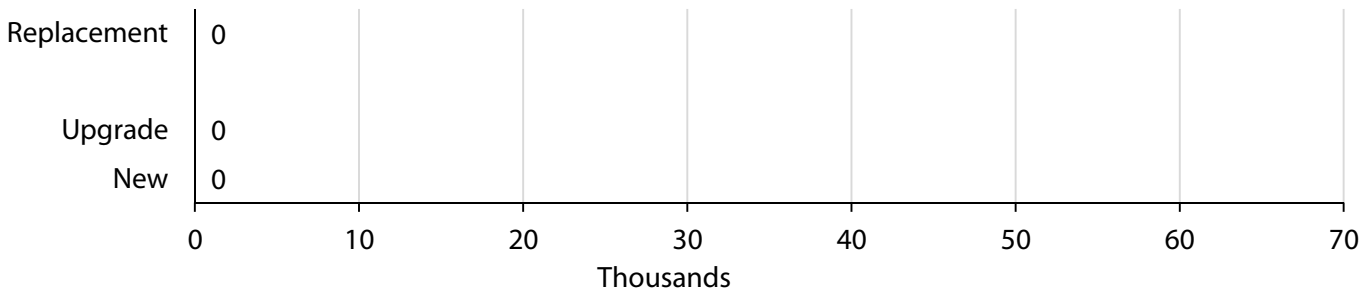


Asset Management Lifecycle Implications

Assets under Police are included in Phase 2 of the Town's Asset Management Plan, which was adopted March 27, 2017.

Capital expenditures where the project type is identified as 'Replacement', 'Rehabilitation', or 'Upgrade' for the purpose of this document are considered to be lifecycle activities of existing assets. Expenditures on these assets contribute towards the renewal of existing assets.

2018 Total Expense by Project Type



Capital expenditures where the project type is 'New' will increase the Annual Lifecycle Requirement from their date of acquisition. The annual lifecycle requirement for these assets utilizing an estimated useful life of 10 years are:

New Asset Value	-
Estimated Useful Life	10 years
Annual Lifecycle Requirement	- per year



2018 - 2022 Capital Budget

Department: Protection to Persons and Property
Division: Police

			Forecast														
			2018 Budget			2019			2020			2021			2022		
Project Number	Project Name	Project Type	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
PD-19-0001	Contingency	Replacement				25,000	25,000	0									
PD-20-0001	Contingency	Replacement							25,000	25,000	0						
PD-21-0001	Contingency	Replacement										25,000	25,000	0			
PD-22-0001	Contingency	Replacement													25,000	25,000	0
Total			0	0	0	25,000	25,000	0	25,000	25,000	0	25,000	25,000	0	25,000	25,000	0

	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Increase/(Decrease)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



2018 - 2022 Capital Budget

Department: Protection to Persons and Property
Division: Police





2018 - 2022 Capital Budget

Funded by: Property Tax Supported

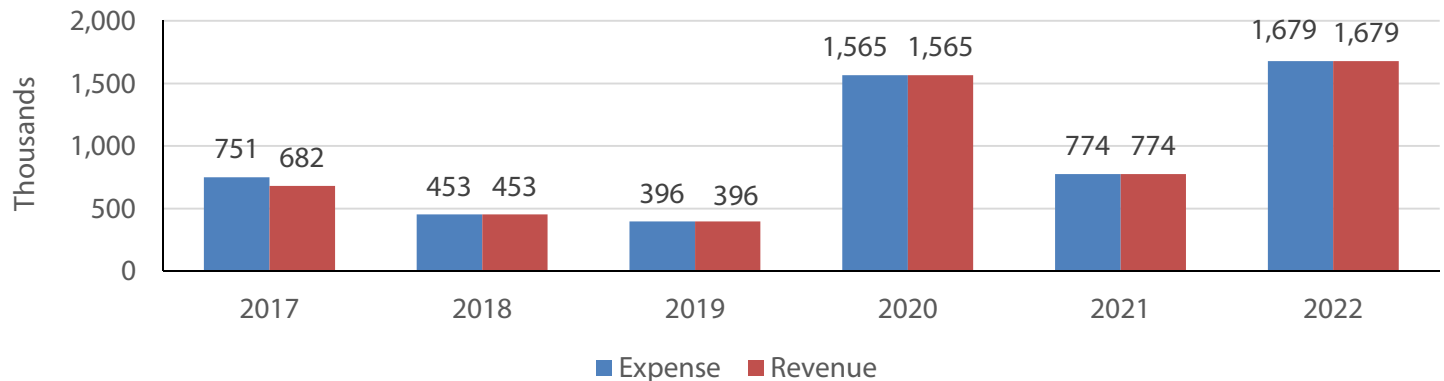
Department: Protection to Persons and Property

Division: Fire

Executive Summary

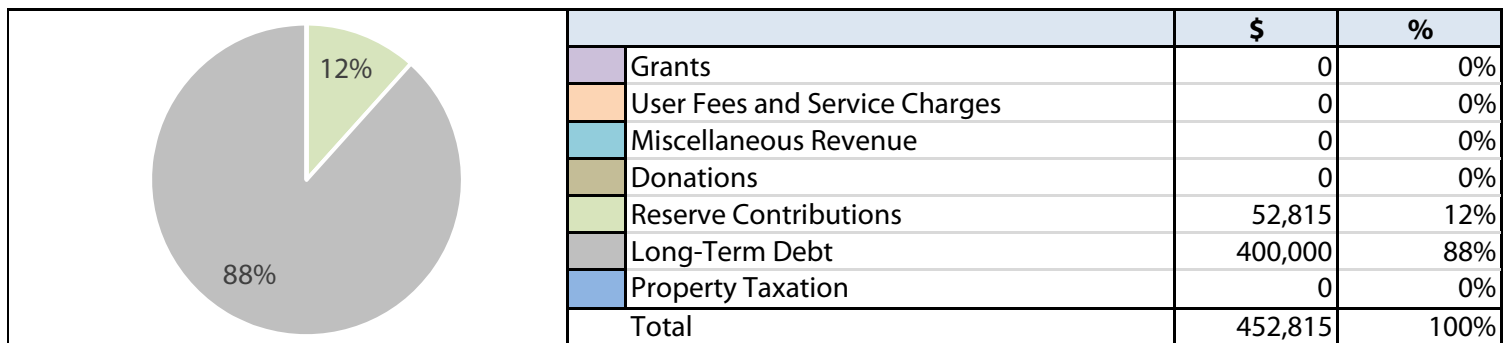
The 2018 Capital Budget for Fire consists of \$400,000 for the purchase and preparation of land for the replacement and relocation of Station 2. Five of the projects identified for 2018 are related to Fire's annual replacement program for items such as boots, bunker gear, helmets, hoses, pagers, and gloves.

Expense versus Revenue



Analysis of Revenue Source for 2018

For 2018 the largest funding source for Fire under the Capital Budget is from Long-Term Debt at \$400,000 or 88%. Contributions from Reserve have decreased from \$177,000 in 2017 to \$53,000 in 2018.



Future Capital and Contributions to Reserve

The 2018 Operating Budget for Fire includes reserve transfers or lifecycle allocations for future capital assets in the amount of \$151,000.

Long-Term Debt (LTD) Impacts on the Operating Budget

The amount of revenue from LTD under the capital budget for Fire in 2018 is \$400,000. Future debt payments for Fire are estimated using a 5 year term and an interest rate of 1.57%.

The estimated future impact on the operating budget over an average 5 year term is \$44,000.

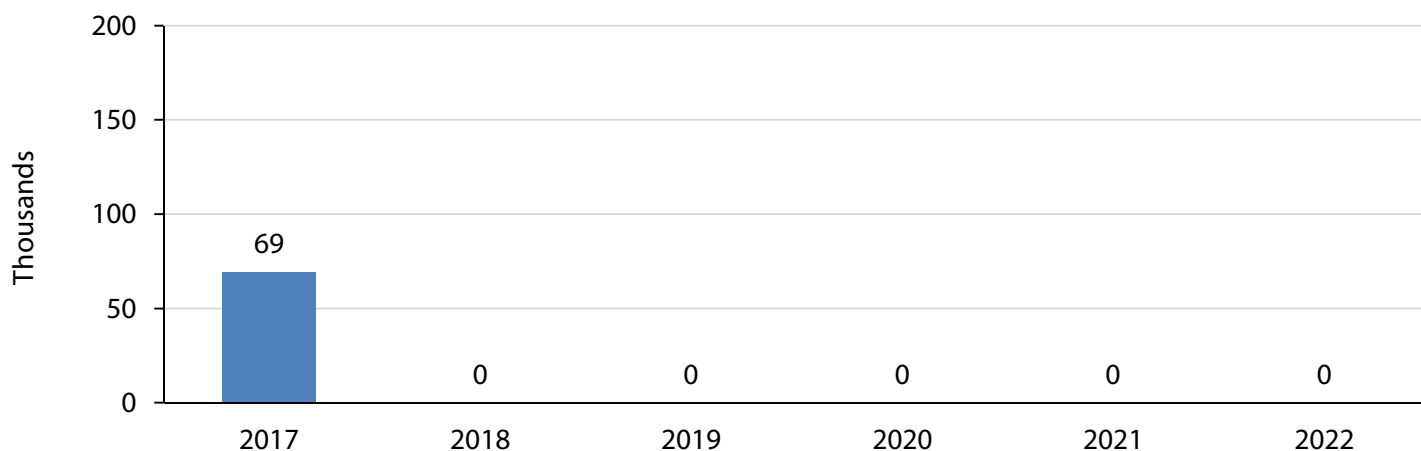


2018 - 2022 Capital Budget

Department: Protection to Persons and Property
Division: Fire

Summary			Budget	Change		Forecast			
Category	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenses	164,051	751,067	452,815	-298,252	-40%	396,103	1,565,481	774,481	1,678,877
Revenues	164,051	681,627	452,815	-228,812	-34%	396,103	1,565,481	774,481	1,678,877
Net	0	69,440	0	-69,440	-100%	0	0	0	0

Net Capital Budget (2017 to 2022)

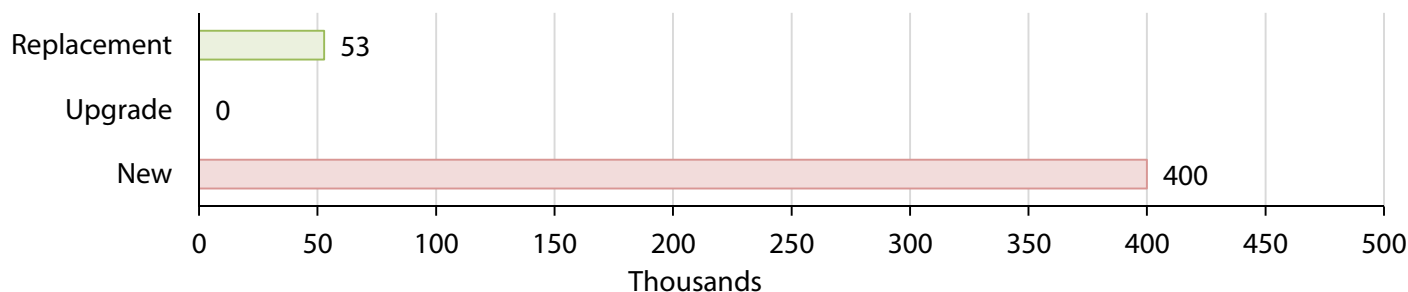


Asset Management Lifecycle Implications

Assets under Fire are included in Phase 2 of the Town's Asset Management Plan, which was adopted March 27, 2017.

Capital expenditures where the project type is identified as 'Replacement', 'Rehabilitation', or 'Upgrade' for the purpose of this document are considered to be lifecycle activities of existing assets. Expenditures on these assets contribute towards the renewal of existing assets.

2018 Total Expense by Project Type



Capital expenditures where the project type is 'New' (with the exception of land and studies) will increase the Annual Lifecycle Requirement from their date of acquisition. The annual lifecycle requirement for these assets utilizing an estimated useful life of 10 years are:

New Asset Value	400,000
Less: Land and Studies	0
	400,000
Estimated Useful Life	10 years
Annual Lifecycle Requirement	40,000 per year



2018 - 2022 Capital Budget

Department: Protection to Persons and Property

Division: Fire

			Forecast														
Project Number	Project Name	Project Type	2018 Budget			2019			2020			2021			2022		
			Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
FD-18-0001	Helmet Replacement Program	Replacement	3,150	3,150	0												
FD-18-0002	Hose Replacement Program	Replacement	15,000	15,000	0												
FD-18-0003	Pager Replacement Program	Replacement	5,625	5,625	0												
FD-18-0004	Boot Replacement Program	Replacement	3,840	3,840	0												
FD-18-0005	Bunker Gear Replacement Program	Replacement	25,200	25,200	0												
FD-18-0006	Purchase Land and Site Preparation	New	400,000	400,000	0												
FD-19-0001	Helmet Replacement Program	Replacement				3,182	3,182	0									
FD-19-0002	Hose Replacement Program	Replacement				15,150	15,150	0									
FD-19-0003	Pager Replacement Program	Replacement				5,681	5,681	0									
FD-19-0004	Boot Replacement Program	Replacement				4,209	4,209	0									
FD-19-0005	Bunker Gear Replacement Program	Replacement				25,452	25,452	0									
FD-19-0007	Replace Portable Generators for Trucks (3)	Replacement				20,985	20,985	0									
FD-19-0008	Replace Thermal Imaging Camera at Station 2	Replacement				12,400	12,400	0									
FD-19-0009	Replace Protective Hoods (Helmets)	Replacement				1,600	1,600	0									
FD-19-0010	Replace Defibrillators at Stations 1 and 3	Replacement				7,444	7,444	0									
FD-19-0012	Replace Rescue 3 at Station 3	Replacement				300,000	300,000	0									
FD-20-0001	Helmet Replacement Program	Replacement							3,182	3,182	0						
FD-20-0002	Hose Replacement Program	Replacement							15,150	15,150	0						
FD-20-0003	Pager Replacement Program	Replacement							5,681	5,681	0						
FD-20-0004	Replace Gloves (20)	Replacement							2,909	2,909	0						
FD-20-0005	Replace Headsets (3)	Replacement							3,600	3,600	0						
FD-20-0006	Replace Thermal Imaging Camera at Station 3	Replacement							5,629	5,629	0						
FD-20-0007	Boot Replacement Program	Replacement							3,878	3,878	0						
FD-20-0008	Bunker Gear Replacement Program	Replacement							25,452	25,452	0						
FD-20-0009	Fire Station 2 Replacement	Replacement							1,500,000	1,500,000	0						
FD-21-0001	Boot Replacement Program	Replacement										3,878	3,878	0			
FD-21-0002	Bunker Gear Replacement Program	Replacement										25,452	25,452	0			
FD-21-0003	Carbon Monoxide Detector Replacement	Replacement										3,006	3,006	0			
FD-21-0004	Defibrillator Replacement	Replacement										3,720	3,720	0			
FD-21-0005	Extracation Gloves Replacement	Replacement										2,838	2,838	0			
FD-21-0006	Helmet Replacement Program	Replacement										3,183	3,183	0			
FD-21-0007	Hose Replacement Program	Replacement										15,150	15,150	0			
FD-21-0008	Pager Replacement Program	Replacement										5,682	5,682	0			
FD-21-0009	Replace Deputy Fire Chief's Vehicle	Replacement										45,000	45,000	0			
FD-21-0010	Replace Air Bag Kits at each Station	Replacement										16,860	16,860	0			
FD-21-0011	Replace Fire Chief's Vehicle	Replacement										40,000	40,000	0			
FD-21-0013	Replace Portable Generator at Station 1	Replacement										1,064	1,064	0			
FD-21-0014	Replace Masks at Gesto Office	Replacement										8,648	8,648	0			
FD-21-0015	Replace Engine 3A at Station 3	Replacement										600,000	600,000	0			
FD-22-0001	Boot Replacement Program	Replacement													3,917	3,917	0
FD-22-0002	Bunker Gear Replacement Program	Replacement													25,707	25,707	0
FD-22-0003	Helmet Replacement Program	Replacement													3,213	3,213	0
FD-22-0004	Hose Replacement Program	Replacement													15,302	15,302	0
FD-22-0005	Pager Replacement Program	Replacement													5,738	5,738	0
FD-22-0006	Replace Truck 1&3 and Position New at Station 2	Replacement													1,500,000	1,500,000	0
FD-22-0007	Fire Station 3 Upgrades (Training and Washrooms)	Replacement													125,000	125,000	0
Total			452,815	452,815	0	396,103	396,103	0	1,565,481	1,565,481	0	774,481	774,481	0	1,678,877	1,678,877	0

2018 - 2021 Approved Forecast Totals

Increase/(Decrease)

52,815	52,815	0	2,296,103	2,296,103	0
400,000	400,000	0	-1,900,000	-1,900,000	0

65,481	65,481	0	574,481	574,481	0
1,500,000	1,500,000	0	200,000	200,000	0



2018 - 2022 Capital Budget

Department: Protection to Persons and Property
Division: Fire





2018 - 2022 Capital Budget

Funded by: Property Tax Supported

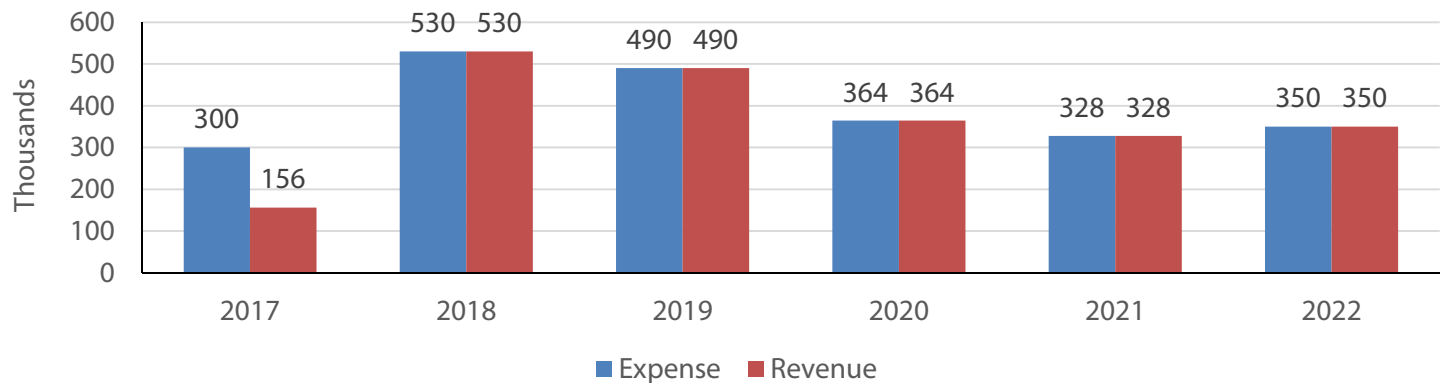
Department: Public Works

Division: Equipment and Administration

Executive Summary

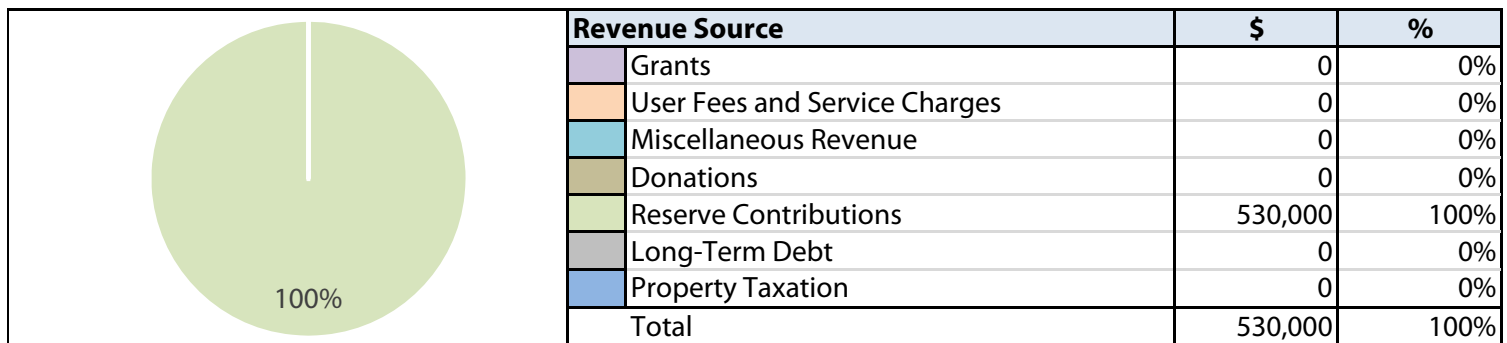
The 2018 Capital Budget for Public Works - Equipment and Administration consists of upgrades and repairs to buildings and equipment. Capital expenditures under Equipment and Administration include the replacement of a 15 Ton Dump and Plow Truck at a budgeted amount of \$280,000 and Front End Loader in the amount of \$250,000.

Expense versus Revenue



Analysis of Revenue Source for 2018

For 2018 all funding for Public Works - Equipment and Administration under the Capital Budget is from Reserve Contributions.



Future Capital and Contributions to Reserve

The 2018 Operating Budget for Public Works - Equipment and Administration includes reserve transfers or lifecycle allocations for future capital assets under vehicles, buildings, and machinery and equipment. Contributions to Reserve for 2018 under the Public Works - Equipment and Administration are budgeted at \$157,000.

Long-Term Debt (LTD) Impacts on the Operating Budget

The amount of revenue from LTD under the capital budget for Public Works - Equipment and Administration in 2018 is \$0. Future debt payments are estimated using an average 10 year term and an interest rate of 1.57%.

The estimated future impact on the operating budget over an average 10 year term is \$0.



2018 - 2022 Capital Budget

Department:

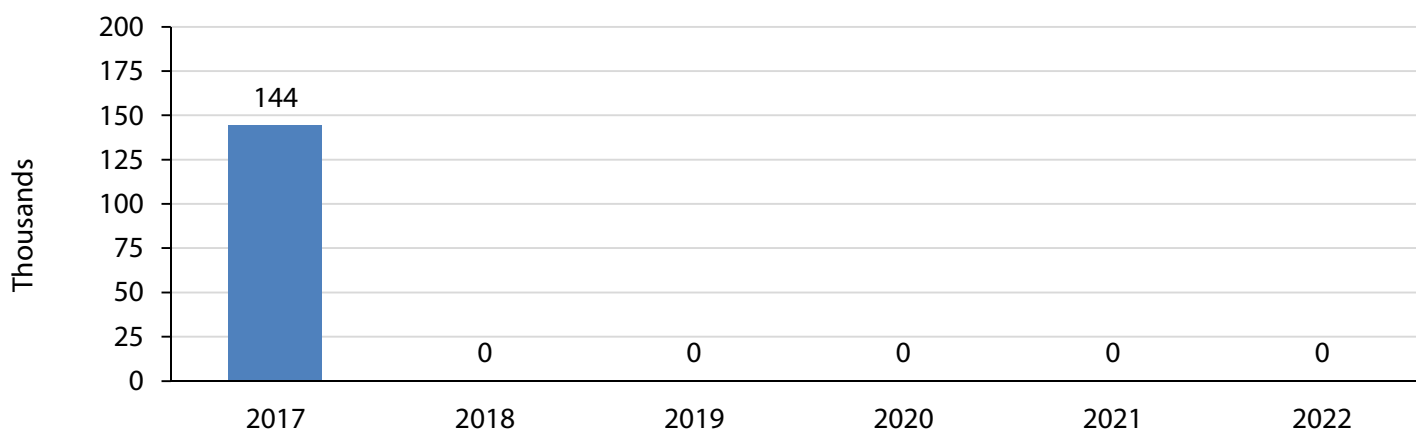
Public Works

Division:

Equipment and Administration

Summary			Budget	Change		Forecast			
Category	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenses	603,874	300,000	530,000	230,000	77%	490,000	364,220	327,721	350,000
Revenues	60,941	155,849	530,000	374,151	240%	490,000	364,220	327,721	350,000
Net	542,933	144,151	0	-144,151	100%	0	0	0	0

Net Capital Budget (2017 to 2022)

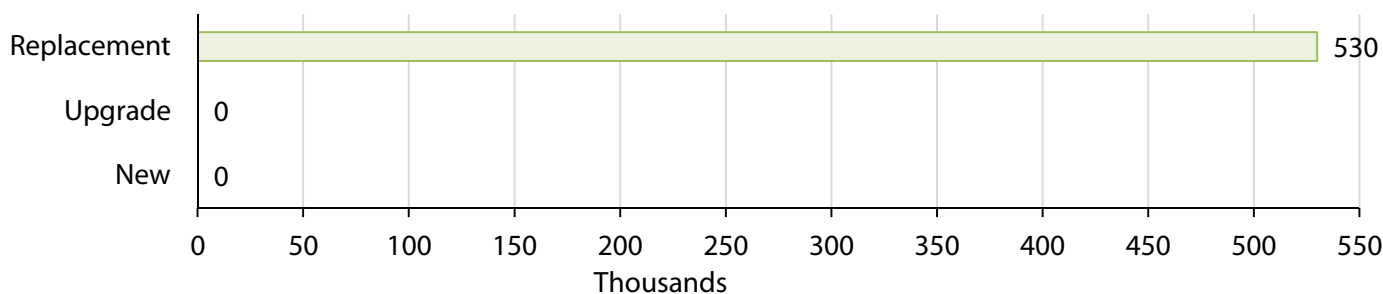


Asset Management Lifecycle Implications

Assets under Public Works - Equipment and Administration are included under Phase 1 of the Town's Asset Management Plan, with the updated version adopted in the third quarter of 2015.

Capital expenditures where the project type is identified as 'Replacement', 'Rehabilitation', or 'Upgrade' for the purpose of this document are considered to be lifecycle activities of existing assets. Expenditures on these assets contribute towards the renewal of existing assets.

2018 Total Expense by Project Type



Capital expenditures where the project type is 'New' will increase the Annual Lifecycle Requirement from their date of acquisition. The annual lifecycle requirement for these assets utilizing an estimated useful life of 10 years are:

New Asset Value	-
Estimated Useful Life	10 years
Annual Lifecycle Requirement	- per year



2018 - 2022 Capital Budget

Department: Public Works
Division: Equipment and Administration

			Forecast														
			2018 Budget			2019			2020			2021			2022		
Project Number	Project Name	Project Type	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
PW-18-0019	15-Ton Dump/Plow	Replacement	280,000	280,000	0												
PW-18-0028	Front End Loader	Replacement	250,000	250,000	0												
PW-19-0001	5 Ton Dump/Plow Unit #519-94	Replacement				235,000	235,000	0									
PW-19-0002	Sterling Acterra Unit #529-09	Replacement				200,000	200,000	0									
PW-19-0003	Bush Hog Mower	Replacement				20,000	20,000	0									
PW-19-0032	Pickup Truck	Replacement				35,000	35,000	0									
PW-20-0001	5-Ton Dump/Plow Unit #508-00	Replacement							220,000	220,000	0						
PW-20-0002	Air Compressor	Replacement							5,610	5,610	0						
PW-20-0003	Air Conditioner	Replacement							5,610	5,610	0						
PW-20-0004	Tractor/Grader Unit #505-86	Replacement							130,000	130,000	0						
PW-20-0005	Power Washer	Replacement							3,000	3,000	0						
PW-21-0001	Pickup Truck	Replacement										34,000	34,000	0			
PW-21-0002	Air Conditioner Tester	Replacement										2,887	2,887	0			
PW-21-0003	AVL Guidance System	Replacement										5,334	5,334	0			
PW-21-0004	Cutting/Pruning Saw	Replacement										2,500	2,500	0			
PW-21-0005	Mig Welder	Replacement										3,000	3,000	0			
PW-21-0012	15-Ton Dump/Plow	Replacement										280,000	280,000	0			
PW-22-0005	To be determined	Replacement													350,000	350,000	0
Total			530,000	530,000	0	490,000	490,000	0	364,220	364,220	0	327,721	327,721	0	350,000	350,000	0

2018 - 2021 Approved Forecast Totals	390,000	390,000	0	455,000	455,000	0	364,220	364,220	0	327,721	327,721	0
Increase/(Decrease)	140,000	140,000	0	35,000	35,000	0	0	0	0	0	0	0



2018 - 2022 Capital Budget

Department: Public Works
Division: Equipment and Administration





2018 - 2022 Capital Budget

Funded by: Property Tax Supported

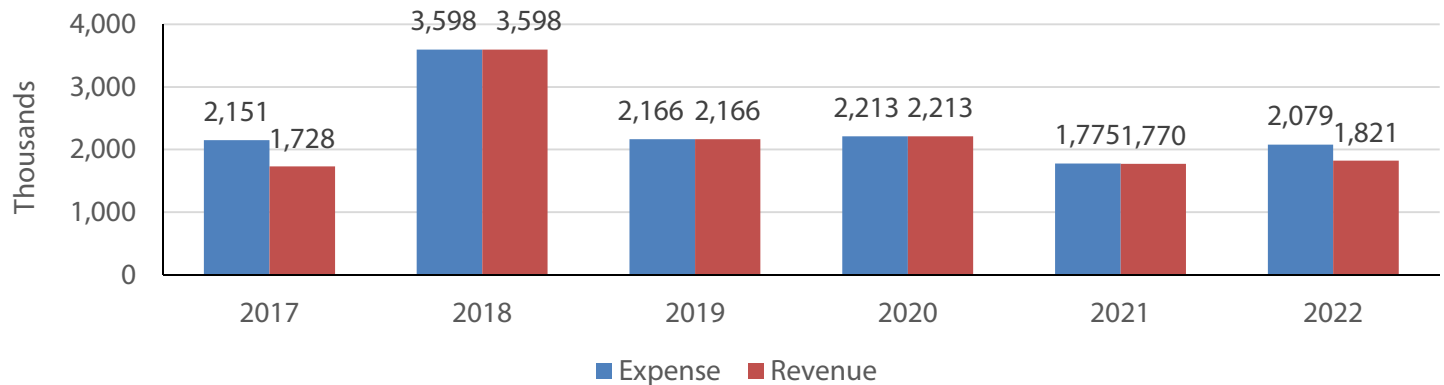
Department: Public Works

Division: Roads and Roadside

Executive Summary

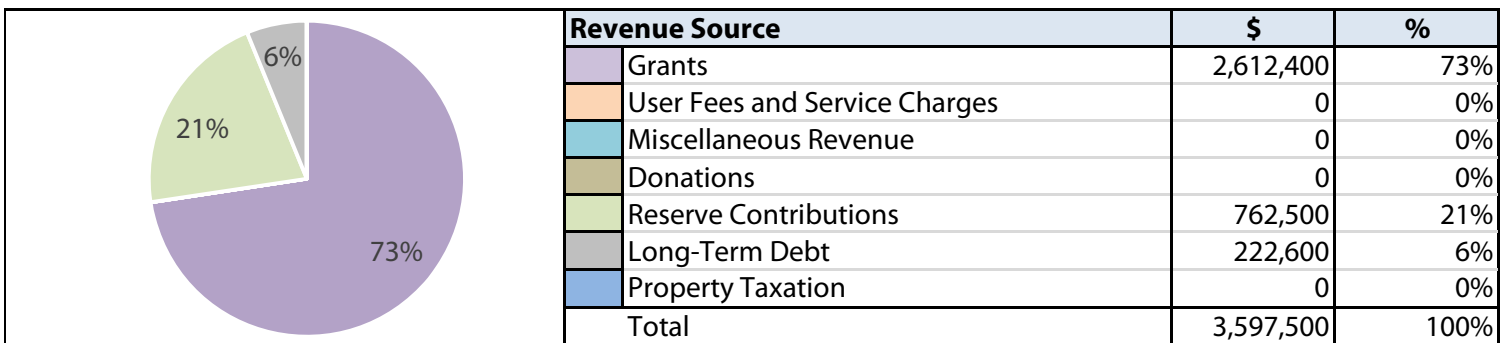
The 2018 Capital Budget for Public Works - Roads and Roadside consists of the full or partial replacement of five municipal roads.

Expense versus Revenue



Analysis of Revenue Source for 2018

For 2018 the largest funding source for Public Works - Roads and Roadside under the Capital Budget is from Grants in the amount of \$2,600,000 or 73%. Gas Tax and OCIF Formula Based at \$1.1 Million make up the largest portion of Grant funding. The remainder of this budget is funded from Contributions from Reserve of \$763,000 and Long-Term Debt of \$223,000 or 6%.



Future Capital and Contributions to Reserve

The 2018 Operating Budget for Public Works - Roads and Roadside includes reserve transfers or lifecycle allocations for future capital assets related to roads and roadside in the amount of \$150,000.

Long-Term Debt (LTD) Impacts on the Operating Budget

The amount of revenue from LTD under the capital budget for Public Works - Roads and Roadside in 2018 is \$0. Future debt payments are estimated using a 5 year term and an interest rate of 1.57%.

The estimated future impact on the operating budget over an average 5 year term is \$46,500.

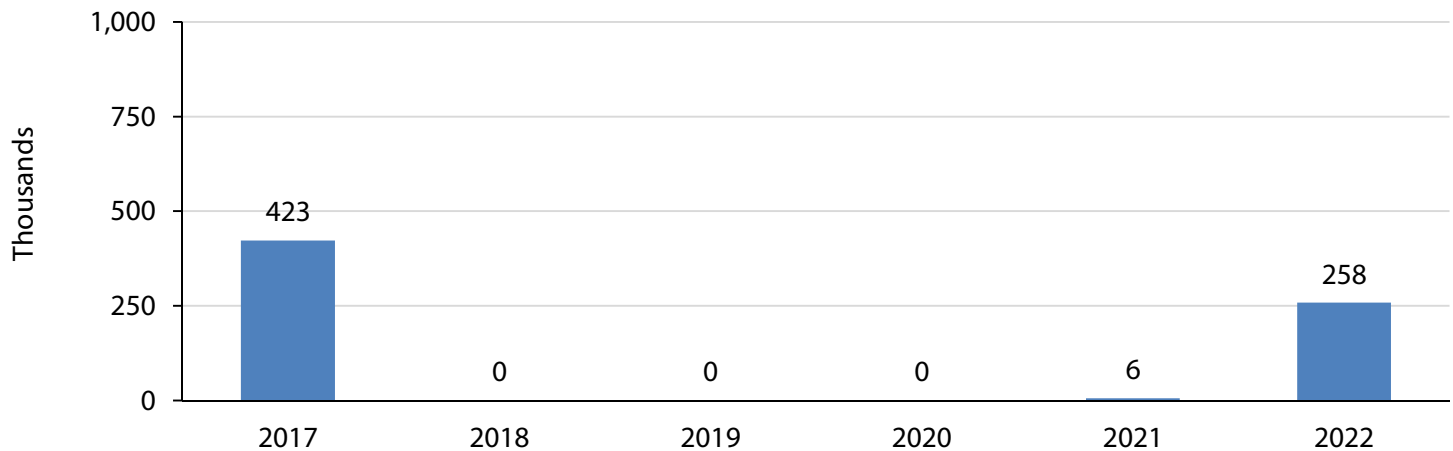


2018 - 2022 Capital Budget

Department: Public Works
Division: Roads and Roadside

Summary			Budget	Change		Forecast			
Category	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenses	3,933,065	2,151,019	3,597,500	1,446,481	67%	2,166,000	2,212,750	1,775,000	2,079,000
Revenues	2,892,084	1,728,157	3,597,500	1,869,343	108%	2,166,000	2,212,750	1,769,500	1,820,764
Net	1,040,981	422,862	0	-422,862	-100%	0	0	5,500	258,236

Net Capital Budget (2017 to 2022)

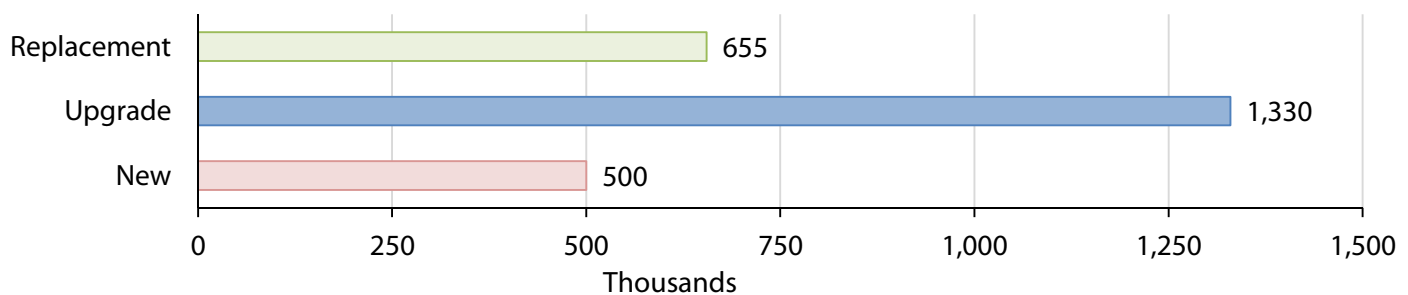


Asset Management Lifecycle Implications

Assets under Public Works - Roads and Roadside are included under Phase 1 of the Town's Asset Management Plan, with the updated version adopted in the third quarter of 2015.

Capital expenditures where the project type is identified as 'Replacement', 'Rehabilitation', or 'Upgrade' for the purpose of this document are considered to be lifecycle activities of existing assets. Expenditures on these assets contribute towards the renewal of existing assets.

2018 Total Expense by Project Type



Capital expenditures where the project type is 'New' will increase the Annual Lifecycle Requirement from their date of acquisition. The annual lifecycle requirement for these assets utilizing an estimated useful life of 10 years are:

New Asset Value	500,000
Less: Land and Studies	- 100,000
	400,000
Estimated Useful Life	10 years
Annual Lifecycle Requirement	40,000 per year



2018 - 2022 Capital Budget

Department: Public Works
Division: Roads and Roadside

			Forecast														
Project Number	Project Name	Project Type	2018 Budget			2019			2020			2021			2022		
			Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
PW-18-0001	14th Concession between County Road 11 to Old Walker Sideroad (Base Lift)	Upgrade	53,000	53,000	0												
PW-18-0006	Overlay 6km (Approximately \$20,000/km) (Maintenance)	Replacement	120,000	120,000	0												
PW-18-0007	Craig Beach Road	Replacement	100,000	100,000	0												
PW-18-0011	North Malden Road (13th Concession and Gesto Sideroad)	Replacement	435,000	435,000	0												
PW-18-0014	Sidewalks/Trails	New	400,000	400,000	0												
PW-18-0026	8th Concession between Coulter and McCormick	Upgrade	262,500	262,500	0												
PW-18-0029	Gore Road County Road 20 to Wright Road (Maintenance)	Upgrade	294,000	294,000	0												
PW-18-0030	Gordon, Wilson (Shave and Pave)	Upgrade	120,000	120,000	0												
PW-18-0035	LAS Roads Assessment	Studies	100,000	100,000	0												
PW-18-0037	LED Conversion of Streetlights	Upgrade	600,000	600,000	0												
PW-18-0038	Ward 1 Streetlight Replacement	Replacement	1,113,000	1,113,000	0												
PW-19-0004	Queen Street North (Shave and Pave)	Replacement				150,000	150,000	0									
PW-19-0005	4th Concession between County Road 23 and McCormick	Replacement				455,000	455,000	0									
PW-19-0006	Gore Road between Wright Road and County Road 13	Replacement				341,000	341,000	0									
PW-19-0007	8th Concession between Ferriss and County Road 23	Replacement				330,000	330,000	0									
PW-19-0008	North Malden Road between Hyland and 12th Concession	Replacement				320,000	320,000	0									
PW-19-0010	Overlay 6km (Approximately \$25,000/km) (Maintenance)	Replacement				150,000	150,000	0									
PW-19-0018	Sidewalks/Trails	New				400,000	400,000	0									
PW-19-0017	Rural Streetlight Installation (Colchester Village)	New				20,000	20,000	0									
PW-20-0009	North Malden Road (County Road 15 and Walker Sideroad) (Maintenance)	Replacement							630,000	630,000	0						
PW-20-0010	Shave and Pave Miscellaneous Roads	Replacement							150,000	150,000	0						
PW-20-0011	Overlay 6km (Approximately \$25,000/km) (Maintenance)	Replacement							150,000	150,000	0						
PW-20-0012	Iler Road between County Road 20 and Huffman (Maintenance)	Replacement							281,750	281,750	0						
PW-20-0013	4th Concession between McCormick and County Road 11 (Maintenance)	Replacement							526,000	526,000	0						
PW-20-0016	Rural Streetlight Installation (Colchester Village)	New							25,000	25,000	0						
PW-20-0017	Sidewalks/Trails	New							450,000	450,000	0						
PW-21-0009	North Malden Road (County Road 15 and Walker Sideroad)	Replacement										440,000	440,000	0			
PW-21-0013	Overlay 6km (Approximately \$25,000/km) (Maintenance)	Replacement										150,000	150,000	0			
PW-21-0014	Shave and Pave Miscellaneous Roads	Replacement										150,000	150,000	0			
PW-21-0023	4th Concession between County Road 11 and Drummond	Replacement										450,000	450,000	0			
PW-21-0007	Sidewalks/Trails	New										450,000	450,000	0			
PW-21-0008	Rural Streetlight Installation	New										25,000	19,500	5,500			
PW-21-0024	Erie Blue (Beach Road)	Replacement										110,000	110,000	0			
PW-22-0004	North Malden Road between Tremblay and County Road 11	Replacement													264,000	264,000	0
PW-22-0006	Overlay 6km (Approximately \$25,000/km) (Maintenance)	Replacement													150,000	150,000	0
PW-22-0007	4th Concession between County Road 11 and Drummond	Replacement													390,000	390,000	0
PW-22-0008	Shave and Pave Miscellaneous Roads	Replacement													200,000	200,000	0
PW-22-0009	Miscellaneous Roadwork (Maintenance)	Replacement													500,000	500,000	0
PW-22-0010	Twin Gables (Beach Road)	Replacement													100,000	100,000	0
PW-22-0011	Sidewalks/Trails	New													450,000	197,264	252,736
PW-22-0012	Rural Streetlight Installation	New													25,000	19,500	5,500
Total			3,597,500	3,597,500	0	2,166,000	2,166,000	0	2,212,750	2,212,750	0	1,775,000	1,769,500	5,500	2,079,000	1,820,764	258,236

2018 - 2021 Approved Forecast Totals	1,802,673	1,782,673	20,000	1,650,000	1,639,976	10,024	1,767,000	1,535,906	231,094	2,002,000	1,602,000	400,000
Increase/(Decrease)	1,794,827	1,814,827	-20,000	516,000	526,024	-10,024	445,750	676,844	-231,094	-227,000	167,500	-394,500



2018 - 2022 Capital Budget

Department: Public Works
Division: Roads and Roadside

Flip Open

2018 - 2022 Capital Budget

Funded by: Property Tax Supported

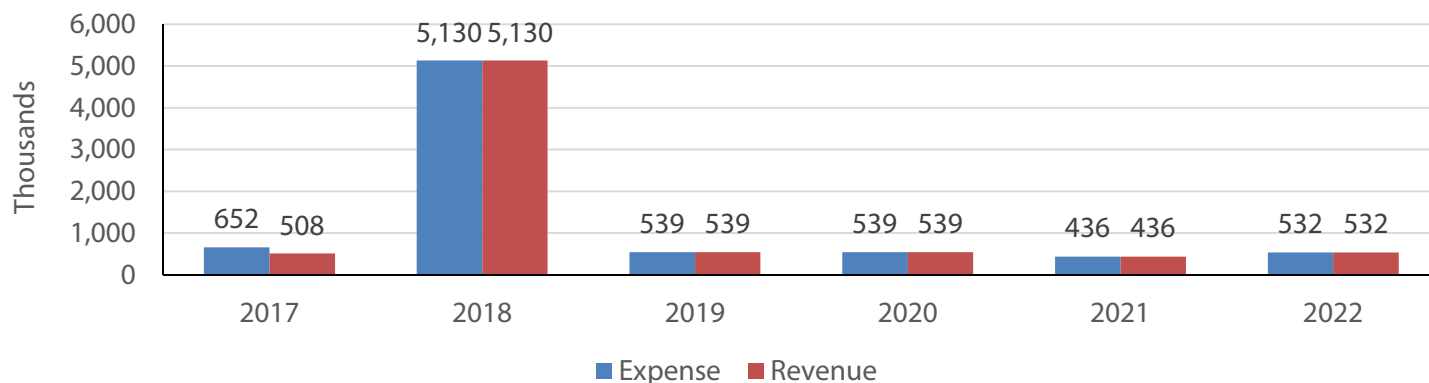
Department: Public Works

Division: Stormwater Management

Executive Summary

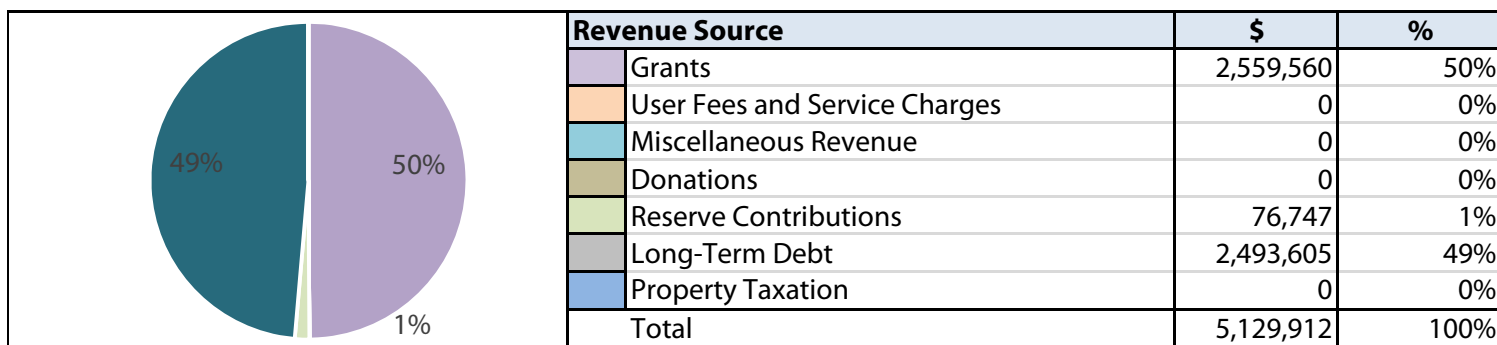
The 2018 Capital Budget for Public Works - Stormwater Management consists of rehabilitation work to six bridges or culverts within the Municipality in the form of either engineering or construction.

Expense versus Revenue



Analysis of Revenue Source for 2018

For 2018 the largest funding source for Public Works - Stormwater Management is funded from Long-Term Debt at 49% or \$2,493,605. The remainder of this budget is funded from Grants at \$2,559,560 or 50% and Contributions from Reserve in the amount of \$77,000 or 1%.



Future Capital and Contributions to Reserve

The 2017 Operating Budget for Corporate Services includes a reserve transfer or lifecycle allocation for future capital assets - Stormwater Management in the amount of \$0.

Long-Term Debt (LTD) Impacts on the Operating Budget

The amount of revenue from LTD under the capital budget for Public Works - Stormwater in 2018 is \$0. Future debt payments are estimated using an average 10 year term and an interest rate of 1.57%.

The estimated future impact on the operating budget over an average 10 year term is \$0.



2018 - 2022 Capital Budget

Department:

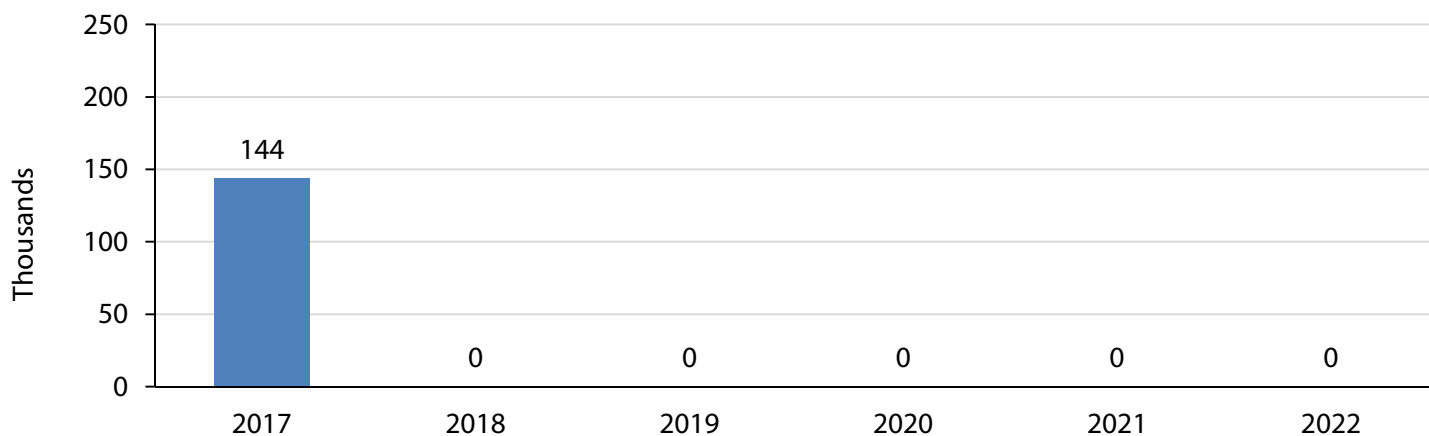
Public Works

Division:

Stormwater Management

Summary			Budget	Change		Forecast			
Category	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenses	1,054,404	651,500	5,129,912	4,478,412	687%	539,000	539,000	436,000	532,000
Revenues	683,795	507,500	5,129,912	4,622,412	911%	539,000	539,000	436,000	532,000
Net	370,609	144,000	0	-144,000	-100%	0	0	0	0

Net Capital Budget (2017 to 2022)

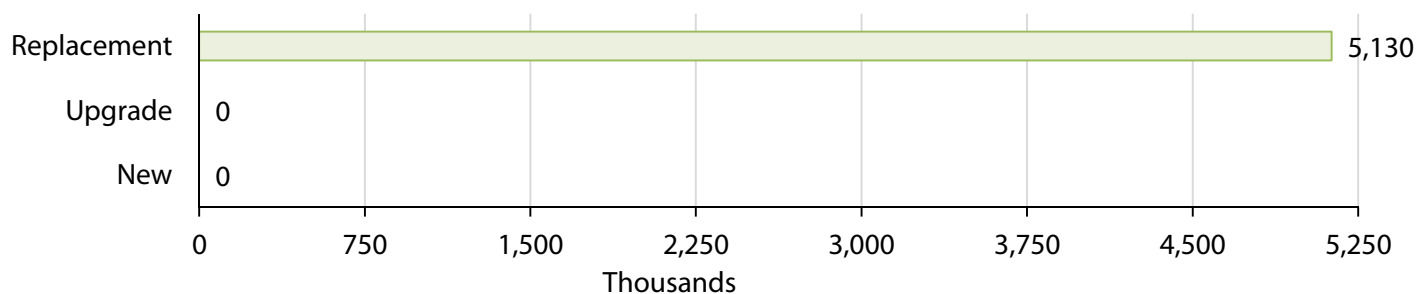


Asset Management Lifecycle Implications

Assets under Public Works - Stormwater Management are included under Phase 1 of the Town's Asset Management Plan, with the updated version adopted in the third quarter of 2015.

Capital expenditures where the project type is identified as 'Replacement', 'Rehabilitation', or 'Upgrade' for the purpose of this document are considered to be lifecycle activities of existing assets. Expenditures on these assets contribute towards the renewal of existing assets.

2018 Total Expense by Project Type



Capital expenditures where the project type is 'New' will increase the Annual Lifecycle Requirement from their date of acquisition. The annual lifecycle requirement for these assets utilizing an estimated useful life of 10 years are:

New Asset Value	-
Estimated Useful Life	10 years
Annual Lifecycle Requirement	- per year



2018 - 2022 Capital Budget

Department: Public Works
Division: Stormwater Management

			Forecast														
Project Number	Project Name	Project Type	2018 Budget			2019			2020			2021			2022		
			Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
PW-18-0024	3rd Concession and Suffolk Culvert 200203 (Engineering)	Replacement	25,000	25,000	0												
PW-18-0016	Engineering for Various Bridges and Culverts	Replacement	40,000	40,000	0												
PW-18-0031	14th Concession and Hyland Road Bridge 103301 (Construction)	Replacement	80,000	80,000	0												
PW-18-0032	South Malden Road and 9th Concession Bridge 103903 (Construction)	Replacement	60,000	60,000	0												
PW-18-0033	5th Concession and McCormick Bridge 200404 (Construction)	Replacement	115,000	115,000	0												
PW-18-0034	4th Concession and Drummond (Construction) Bridge 200302	Replacement	250,000	250,000	0												
PW-18-0036	Ward 1 Storm Improvements	Replacement	4,559,912	4,559,912	0												
PW-19-0025	Engineering for Various Bridges and Culverts	Replacement				40,000	40,000	0									
PW-19-0033	3rd Concession and Suffolk Road Culvert 200203	Replacement				499,000	499,000	0									
PW-20-0018	South Malden Road and Mole Sideroad Bridge 103904	Replacement							175,000	175,000	0						
PW-20-0021	Engineering for Various Bridges and Culverts	Replacement							25,000	25,000	0						
PW-20-0030	McCormick Sideroad and 14th Concession Culvert 208002 (Construction)	Replacement							160,000	160,000	0						
PW-20-0031	Coulter Sideroad Bridge 102205	Replacement							179,000	179,000	0						
PW-21-0011	Engineering for Various Bridges and Culverts	Replacement										50,000	50,000	0			
PW-21-0017	Pinkerton and 14th Concession Bridge 105302	Replacement										106,000	106,000	0			
PW-21-0018	3rd Concession and County Road 23 Bridge 200204	Replacement										55,000	55,000	0			
PW-21-0019	Bridge 200500	Replacement										38,000	38,000	0			
PW-21-0020	6th Concession and Marsh Bridge 200501	Replacement										37,000	37,000	0			
PW-21-0021	Ferris Road and 4th Concession Bridge 204004	Replacement										112,000	112,000	0			
PW-21-0022	12th Concession and County Road 11 Bridge 100302	Replacement										38,000	38,000	0			
PW-22-0001	4th Concession and McLean Bridge 200303	Replacement													235,000	235,000	0
PW-22-0002	5th Concession and McCormick Bridge 200403	Replacement													257,000	257,000	0
PW-22-0003	Engineering for Various Bridges and Culverts	Replacement													40,000	40,000	0
Total			5,129,912	5,129,912	0	539,000	539,000	0	539,000	539,000	0	436,000	436,000	0	532,000	532,000	0

2018 - 2021 Approved Forecast Totals	735,877	735,877	0	679,500	679,500	0	549,000	549,000	0	719,500	719,500	0
Increase/(Decrease)	4,394,035	4,394,035	0	-140,500	-140,500	0	-10,000	-10,000	0	-283,500	-283,500	0



2018 - 2022 Capital Budget

Department: Public Works
Division: Stormwater Management





2018 - 2022 Capital Budget

Funded by: Property Tax Supported

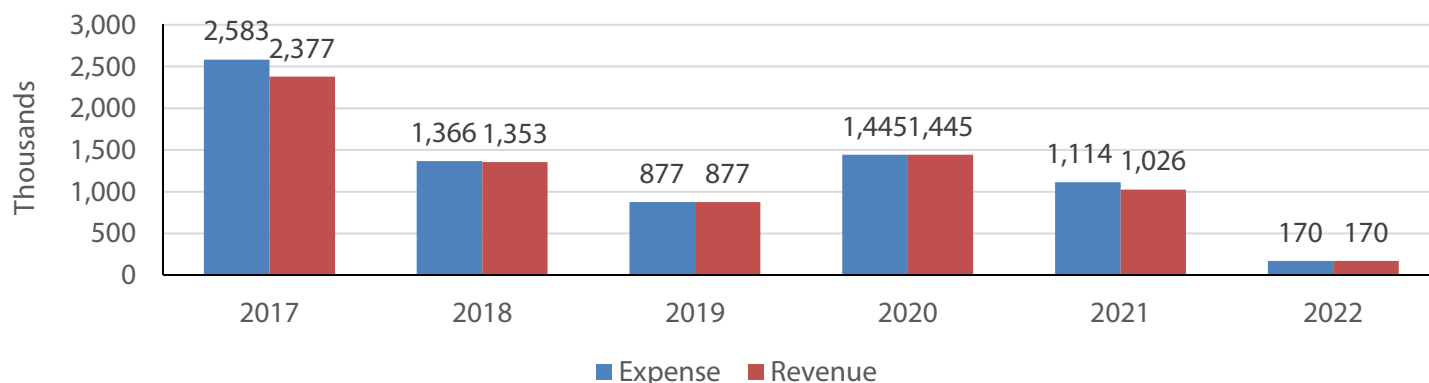
Department: Community Services

Division: Arenas, Community Centres, Harbour, Miscellaneous
Recreation, Parks, Sports Fields

Executive Summary

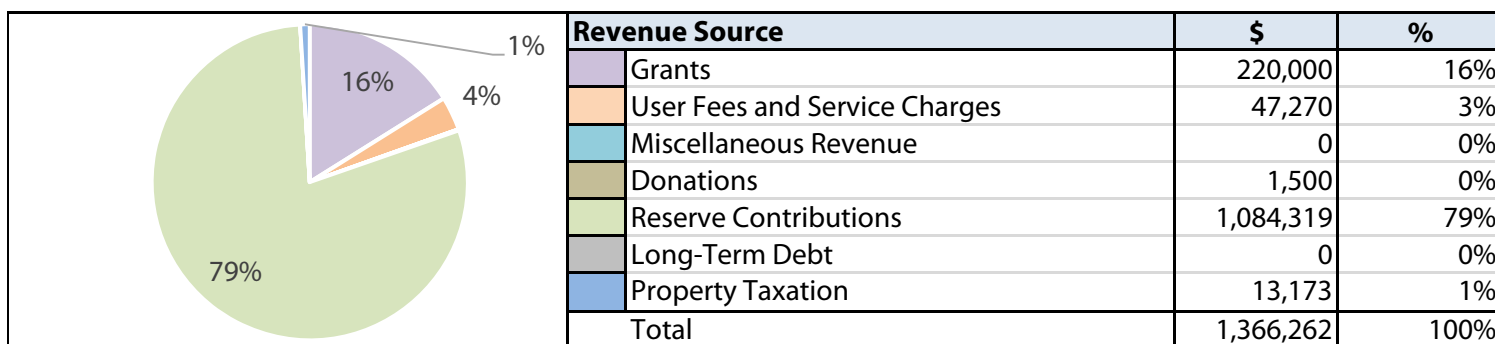
The 2018 Capital Budget for Community Services consists of upgrades and repairs to buildings, the acquisition of various pieces of machinery and equipment, and the construction of an accessible ramp at Colchester Beach.

Expense versus Revenue



Analysis of Revenue Source for 2018

For 2018 the largest funding source for Community Services under the Capital Budget is from Reserve Contributions at \$1,100,000 or 79%. The second largest funding source is from Grants at \$220,000 or 18%. Property Taxation makes up \$13,000 or 1% of the funding. The remaining funding includes donations and contributions from the school board for capital projects located at the Essex Recreation Complex, and Amherstburg's contribution to Capital at Co-An Park.



Future Capital and Contributions to Reserve

The 2018 Operating Budget for Community Services includes reserve transfers or lifecycle allocations for future capital assets under each of its respective divisions. Contributions to Reserve for 2018 under the Community Services department are budgeted at \$688,000.

Long-Term Debt (LTD) Impacts on the Operating Budget

The amount of revenue from LTD under the capital budget for Community Services in 2018 is \$0. Future debt payments are estimated using an average 10 year term and an interest rate of 1.57%.

The estimated future impact on the operating budget over an average 10 year term is \$0.



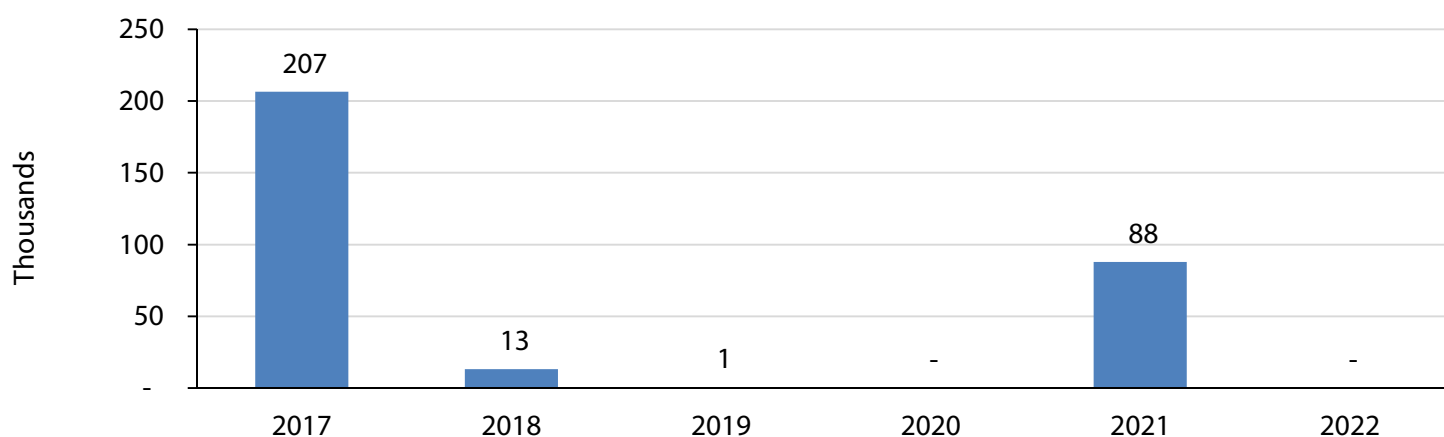
2018 - 2022 Capital Budget

Department: Community Services

Division: Arenas, Community Centres, Harbour, Miscellaneous Recreation, Parks, Sports Fields

Summary			Budget	Change		Forecast			
Category	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenses	2,060,110	2,583,418	1,366,262	-1,217,156	-47%	877,329	1,444,974	1,114,381	169,599
Revenues	887,866	2,376,866	1,353,089	-1,023,777	-43%	876,829	1,444,974	1,026,481	169,599
Net	1,172,243	206,552	13,173	-193,379	-94%	500	0	87,900	0

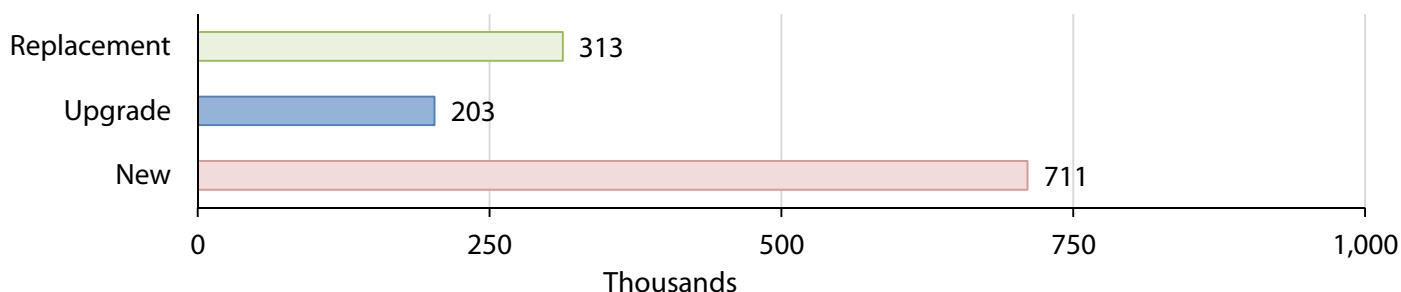
Net Capital Budget (2017 to 2022)



Asset Management Lifecycle Implications

Assets under Community Services are included in Phase 2 of the Town's Asset Management Plan, which was adopted Capital expenditures where the project type is identified as 'Replacement', 'Rehabilitation', or 'Upgrade' for the purpose of this document are considered to be lifecycle activities of existing assets. Expenditures on these assets contribute towards the renewal of existing assets.

2018 Total Expense by Project Type



Capital expenditures where the project type is 'New' (with the exception of land and studies) will increase the Annual Lifecycle Requirement from their date of acquisition. The annual lifecycle requirement for these assets utilizing an estimated useful life of 10 years are:

New Asset Value	710,729
Less: Land and Studies	0
	<u>710,729</u>
Estimated Useful Life	10 years
Annual Lifecycle Requirement	71,073 per year



2018 - 2022 Capital Budget

Department: Community Services

Division: Arenas, Community Centres, Harbour, Miscellaneous Recreation, Parks

			Forecast														
			2018 Budget			2019			2020			2021			2022		
Project Number	Project Name	Project Type	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
CS-18-0001	Ball Diamond Rehabilitation (Annual)	Replacement	15,000	15,000	0												
CS-18-0002	Soccer Field Upgrades	Upgrade	15,000	15,000	0												
CS-18-0008	Slide Stairwell Rehabilitation	Replacement	9,965	9,965	0												
CS-18-0009	Pool Lift Replacement	Replacement	8,304	8,304	0												
CS-18-0010	Lap Pool Pump Replacement	Replacement	3,500	3,500	0												
CS-18-0020	Power Washer at Twin Pad	Replacement	6,700	6,700	0												
CS-18-0024	Roof Replacement over Gym at Essex Community Centre	Replacement	89,000	89,000	0												
CS-18-0026	Toilet Sensors at Essex Community Centre	Upgrade	11,000	11,000	0												
CS-18-0027	Streetlight Refurbishing in Essex Centre	Replacement	25,000	25,000	0												
CS-18-0028	Float B Dock Repairs	Replacement	26,532	26,532	0												
CS-18-0030	Pickup Truck Unit #857-04	Replacement	40,000	40,000	0												
CS-18-0040	Replace Rink Netting at Harrow Centre Sports Complex	Replacement	7,671	7,671	0												
CS-18-0042	New Toro	New	84,000	83,700	300												
CS-18-0045	New Panel Van	New	48,729	43,856	4,873												
CS-18-0046	Planters for Heritage Gardens and Sadler's Park	Upgrade	5,000	5,000	0												
CS-18-0049	Splashpad and Change House in Essex Centre	New	350,000	350,000	0												
CS-18-0050	Train Station Upgrades	Upgrade	88,200	88,200	0												
CS-18-0051	Two (2) New Benches and Cement Pads for Bridlewood Park	Upgrade	3,800	3,800	0												
CS-18-0052	Pickup Truck Unit #855-03	Replacement	40,000	40,000	0												
CS-18-0053	Stanton Park Drainage	Upgrade	15,500	15,500	0												
CS-18-0054	Harbour Stairs	Replacement	35,000	35,000	0												
CS-18-0055	Construction and Installation of 2-Way Glass Wall for Huron Road	Upgrade	9,500	9,500	0												
CS-18-0056	Essex Centre Sports Complex Chiller Equipment Upgrades	Upgrade	24,416	24,416	0												
CS-18-0057	Essex Centre Sports Complex Pylon Sign Letter Replacement	Replacement	6,000	6,000	0												
CS-18-0058	Covered Shelter for Garbage Bins at Harbour	New	8,000	0	8,000												
CS-18-0061	Colchester Beach Accessible Ramp Access	New	220,000	220,000	0												
CS-18-0062	Install Heat at Pole Barn in Essex Centre	Upgrade	15,000	15,000	0												
CS-18-0063	LED Lights at Essex Recreation Complex	Upgrade	15,445	15,445	0												
CS-18-0064	Roof Replacement over Essex Library	Replacement	110,000	110,000	0												
CS-18-0065	Replace 3 New Rooftop Units at Essex Library	Replacement	23,000	23,000	0												
CS-18-0066	Entrance of Essex Library Replacement	Replacement	7,000	7,000	0												
CS-19-0001	Ball Diamond Rehabilitation (Annual)	Replacement				15,000	15,000	0									
CS-19-0002	Soccer Field Upgrades	Upgrade				15,000	15,000	0									
CS-19-0008	Replace 846-09 John Deere HPX Diesel Gator	Replacement				29,000	29,000	0									
CS-19-0012	Pool Controller Replacement	Replacement				7,755	7,755	0									
CS-19-0013	15-HP Pump Replacement at Essex Recreation Complex	Replacement				3,500	3,500	0									
CS-19-0017	Replace Kubota Zero Turn Mower	Replacement				7,500	7,500	0									
CS-19-0020	Replace Gas Pump at Harbour	Replacement				8,884	8,884	0									
CS-19-0021	Wireless Radio Upgrade at Essex Recreation Complex	Upgrade				10,405	10,405	0									
CS-19-0025	Upgrade Outdoor Washrooms at Fieldhouse (Accessible)	Replacement				30,000	30,000	0									
CS-19-0029	Concrete Tables Replacement at Harbour	Replacement				4,742	4,742	0									
CS-19-0030	Sliding Accessible Doors to Dressing Rooms at Harrow Centre	Replacement				10,000	10,000	0									
CS-19-0032	Colchester Schoolhouse Upgrades (carry forward CS-16-0049)	Upgrade				75,000	75,000	0									
CS-19-0035	Harrow Splashpad Controller Reprogram for Potable Water Bypass	Upgrade				5,000	5,000	0									
CS-19-0036	Bridlewood Pavillion Upgrades	Upgrade				15,000	15,000	0									
CS-19-0038	Fence around Harrow Tennis Court	Replacement				11,300	11,300	0									
CS-19-0040	Automatic Floor Scrubber Replacement at Harrow Centre Sports Complex	Replacement				7,022	7,022	0									
CS-19-0041	Power Washer for Dressing Room Replacement at Harrow	Replacement				3,058	3,058	0									



2018 - 2022 Capital Budget

Department: Community Services

Division: Arenas, Community Centres, Harbour, Miscellaneous Recreation, Parks

			Forecast														
Project Number	Project Name	Project Type	2018 Budget			2019			2020			2021			2022		
			Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
CS-19-0042	LED Screen Replacement at Essex Recreation Complex	Replacement				10,238	10,238	0									
CS-19-0044	Field Sprayer (Laser) Replacement for Harrow Soccer Complex	Replacement				2,600	2,600	0									
CS-19-0046	HVAC Replacement in Gym at Essex Community Centre	Replacement				22,500	22,500	0									
CS-19-0047	Manual Flushometers at Harrow Soccer Park	Upgrade				3,000	3,000	0									
CS-19-0049	2 New Lights on Path from McKeown to Sadler's Park	New				30,000	29,500	500									
CS-19-0051	Sliding Accessible Entrance Doors (2 Sets) at Essex Centre Sports Complex	Replacement				35,000	35,000	0									
CS-19-0053	Phase 3 of Parking Lot at Essex Centre Sports Complex	Upgrade				157,000	157,000	0									
CS-19-0054	Replace 4-Wheel Drive Kioti at Harrow Soccer Complex	Upgrade				51,000	51,000	0									
CS-19-0055	Lights at Essex Diamond 1	Upgrade				59,326	59,326	0									
CS-19-0056	Renovate Old Poolhouse	Upgrade				100,000	100,000	0									
CS-19-0059	Replace Rubber at Colchester Playground	Replacement				40,000	40,000	0									
CS-19-0060	New Signage Shared with Essex Library	Replacement				30,000	30,000	0									
CS-19-0061	Remove, Supply and Install Tiles in Various Rooms at Essex Recreation Complex	Replacement				60,000	60,000	0									
CS-19-0062	Replace Pool Starting Blocks	Replacement				18,500	18,500	0									
CS-20-0001	Ball Diamond Rehabilitation (Annual)	Replacement							15,000	15,000	0						
CS-20-0002	Soccer Field Upgrades	Upgrade							15,000	15,000	0						
CS-20-0004	Acidwash lap pool deck, viewing area, and change room tiles at Essex Recreation Complex	Replacement							6,627	6,627	0						
CS-20-0005	Dehumidifier Replacement at Essex Recreation Complex	Replacement							75,000	75,000	0						
CS-20-0006	Stainless Steel Railing Replacement at Essex Recreation Complex	Replacement							4,826	4,826	0						
CS-20-0007	Float B - 30 Finger Docks Replacement	Replacement							148,059	148,059	0						
CS-20-0009	Upgrade Lighting at Harbour	Upgrade							14,288	14,288	0						
CS-20-0011	Tennis Court Rehabilitation in Co-An Park	Replacement							24,982	24,982	0						
CS-20-0014	Retaining Wall	Upgrade							38,533	38,533	0						
CS-20-0016	Canopy Roof Restoration at Essex Recreation Complex	Replacement							15,000	15,000	0						
CS-20-0019	Unit 810-10 Ford F150 Replacement	Replacement							40,000	40,000	0						
CS-20-0020	Replace 2011 Kioti Tractor (Asset 24068)	Replacement							40,000	40,000	0						
CS-20-0021	Ventilation in Mechanical Room at McGregor Community Centre	Upgrade							3,500	3,500	0						
CS-20-0024	Backup Filter Pump Motor Replacement at Essex Recreation Complex	Replacement							2,910	2,910	0						
CS-20-0025	Tennis Court Rehabilitation in Harrow Centre	Replacement							97,080	97,080	0						
CS-20-0032	Relocate Pavillion at Sadler's Park	Replacement							8,000	8,000	0						
CS-20-0033	New Leaf and Turf Vacuum	Replacement							15,000	15,000	0						
CS-20-0034	Colchester Building Upper Parking Lot	Upgrade							200,000	200,000	0						
CS-20-0035	Infielder for Harrow and Essex Parks	Upgrade							26,000	26,000	0						
CS-20-0036	In-Ground Waste Management Containers (8)	Upgrade							9,373	9,373	0						
CS-20-0037	Paved Driveway at Co-An Park	Upgrade							38,796	38,796	0						
CS-20-0038	Ice Resurfacer at Harrow Centre Sports Complex	Replacement							85,000	85,000	0						
CS-20-0039	Roof Restoration at Fieldhouse	Replacement							37,000	37,000	0						
CS-20-0040	Dugouts at Harrow Diamonds	New							15,000	15,000	0						
CS-20-0041	Pave Lot at Colchester Park (next to Frosty's)	Upgrade							160,000	160,000	0						
CS-20-0042	Tennis Courts in Essex	New							240,000	240,000	0						
CS-20-0043	Essex Centre Sports Complex Dressing Room Floor Upgrade	Upgrade							25,000	25,000	0						
CS-20-0044	Replace Rubber Tiles in Two Dressing Rooms and the Main Hall of the Libro Rink at Essex Centre Sports Complex	Replacement							45,000	45,000	0						



2018 - 2022 Capital Budget

Department: Community Services

Division: Arenas, Community Centres, Harbour, Miscellaneous Recreation, Parks

			Forecast														
			2018 Budget			2019			2020			2021			2022		
Project Number	Project Name	Project Type	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
CS-21-0001	Replace Ice Resurfacer 850-00 at Essex Centre Sports Complex	Replacement										92,000	92,000	0			
CS-21-0002	Replace Skate Sharpener at Harrow Centre Sports Complex	Replacement										10,875	10,875	0			
CS-21-0003	Replace Battery Operated Ice Edger at Harrow Centre Sports Complex	Replacement										5,147	5,147	0			
CS-21-0004	Replace Rink Netting at Essex Centre Sports Complex	Replacement										25,000	25,000	0			
CS-21-0005	Replace Ice Edger at Essex Centre Sports Complex	Replacement										5,217	5,217	0			
CS-21-0006	Top Coat for Parking Lot at Essex Centre Sports Complex	Replacement										196,932	196,932	0			
CS-21-0007	Replace Heater Units and Switch in gym at Essex Community Centre	Replacement										3,289	3,289	0			
CS-21-0008	Replace Chair Lift at McGregor Community Centre	Replacement										1,654	1,654	0			
CS-21-0009	Wireless Upgrade at McGregor Community Centre	Upgrade										13,441	13,441	0			
CS-21-0010	Replace Tilt Shower Commode at Essex Recreation Complex	Replacement										1,628	1,628	0			
CS-21-0012	Exterior Signage at Essex Recreation Complex	Replacement										3,829	3,829	0			
CS-21-0013	Replace Pump for Lap Pool at Essex Recreation Complex	Replacement										3,049	3,049	0			
CS-21-0014	Replace Intercom/PA System at Essex Recreation Complex	Replacement										2,386	2,386	0			
CS-21-0015	New Tile in Showers at Essex Recreation Complex	Replacement										6,609	6,609	0			
CS-21-0016	Ball Field Finisher	Replacement										1,617	1,617	0			
CS-21-0019	Ball Diamond Rehabilitation (Annual)	Replacement										15,000	15,000	0			
CS-21-0020	Soccer Park Rehabilitation (Annual)	Replacement										15,000	15,000	0			
CS-21-0021	Pickup Truck	Replacement										35,000	35,000	0			
CS-21-0022	New Picnic Tables for Parks	Replacement										15,000	15,000	0			
CS-21-0023	Buoys for Harbour	Replacement										3,396	3,396	0			
CS-21-0026	Folding Tables for Jackson Park	New										8,000	0	8,000			
CS-21-0028	Expansion Float and Brine Pump Replacement at Essex Centre Sports Complex	Replacement										3,956	3,956	0			
CS-21-0029	Projector and Screen Replacement at Essex Centre Sports	Replacement										4,344	4,344	0			
CS-21-0030	Replace Dishwasher at McGregor Community Centre	Replacement										3,640	3,640	0			
CS-21-0032	Dock Scrubber Replacement	Replacement										2,355	2,355	0			
CS-21-0038	Replace Lights on Towers at Co-An Park	Replacement										30,000	30,000	0			
CS-21-0039	Replace 844-09 Toro Mower	Replacement										81,000	81,000	0			
CS-21-0040	Cement Walkway into Stanton Park	New										26,000	26,000	0			
CS-21-0041	Condenser Replacement at Harrow Centre Sports Complex	Replacement										57,792	57,792	0			
CS-21-0042	Ice Maintenance Laser Level	Replacement										10,000	10,000	0			
CS-21-0043	New Public Washrooms/Change Room at Harrow Splash Pad	New										150,000	120,100	29,900			
CS-21-0034	Sadler's Park Power Pedestals	New										50,000	0	50,000			
CS-21-0035	Automatic Door Replacement at Essex Centre Sports Complex	Replacement										30,432	30,432	0			
CS-21-0036	Skateboard Ramp Replacement in Harrow	Replacement										43,781	43,781	0			
CS-21-0037	Replace Skateboard Ramp in Essex Centre	Replacement										43,511	43,511	0			
CS-21-0044	Replace Rubber Tiles in Two Dressing Rooms and in the Main Hall of Libro Rink	Replacement										45,000	45,000	0			
CS-21-0045	Parks Outdoor Tools and Equipment	New										12,500	12,500	0			
CS-21-0046	Parks Equipment Upgrades	Upgrade										28,000	28,000	0			
CS-21-0047	Top Dresser for Sports Fields	New										28,000	28,000	0			
CS-22-0001	Fence in All-Purpose Room at Essex Recreation Complex	Replacement													1,759	1,759	0
CS-22-0002	Replace Rubber Tiles in Two Dressing Rooms at Essex Centre Sports Complex	Replacement													28,000	28,000	0
CS-22-0003	Upgrade Lighting to LED at Essex Centre Sprots Complex (Libro Rink)	Upgrade													40,000	40,000	0
CS-22-0004	Boiler Equipment Upgrades at Essex Centre Sports Complex	Upgrade													32,000	32,000	0



2018 - 2022 Capital Budget

Department: Community Services
Division: Arenas, Community Centres, Harbour, Miscellaneous Recreation, Parks

			Forecast														
			2018 Budget			2019			2020			2021			2022		
Project Number	Project Name	Project Type	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
CS-22-0005	Boiler Equipment Upgrades at Essex Centre Sports Complex	Upgrade													28,840	28,840	0
CS-22-0006	Parking Lot Upgrades at Essex Centre Sports Complex	Upgrade													30,000	30,000	0
CS-22-0007	Roof Upgrades at Essex Centre Sports Complex	Upgrade													9,000	9,000	0
Total			1,366,262	1,353,089	13,173	877,329	876,829	500	1,444,974	1,444,974	0	1,114,381	1,026,481	87,900	169,599	169,599	0
2018 - 2021 Approved Forecast Totals			867,902	834,366	33,536	773,829	738,829	35,000	1,374,974	1,279,974	95,000	1,002,640	843,640	159,000			
Increase/(Decrease)			498,360	518,723	-20,363	103,500	138,000	-34,500	70,000	165,000	-95,000	111,741	182,841	-71,100			



2018 - 2022 Capital Budget

Funded by: Property Tax Supported

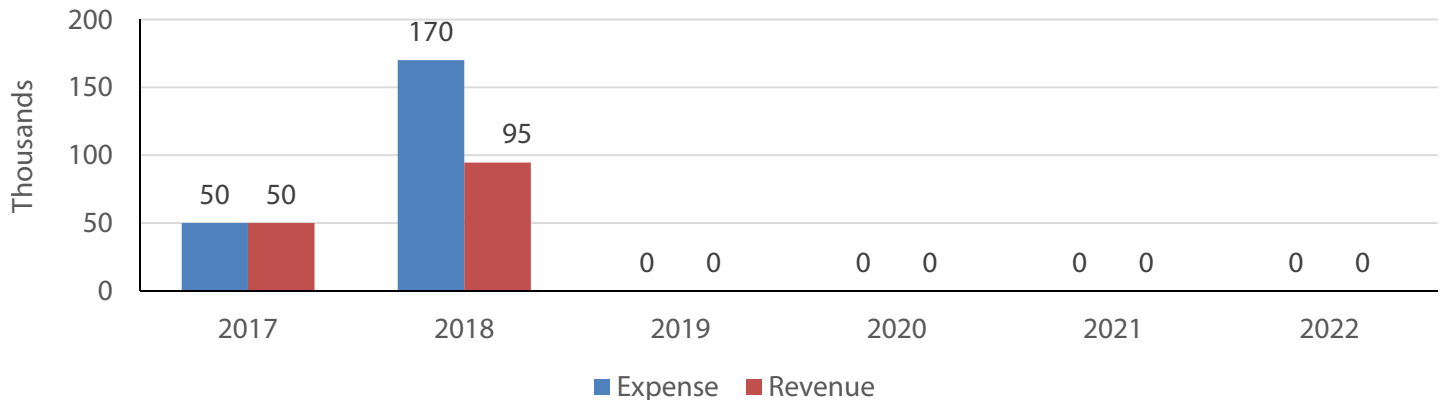
Department: Planning and Development

Division: Planning and Zoning

Executive Summary

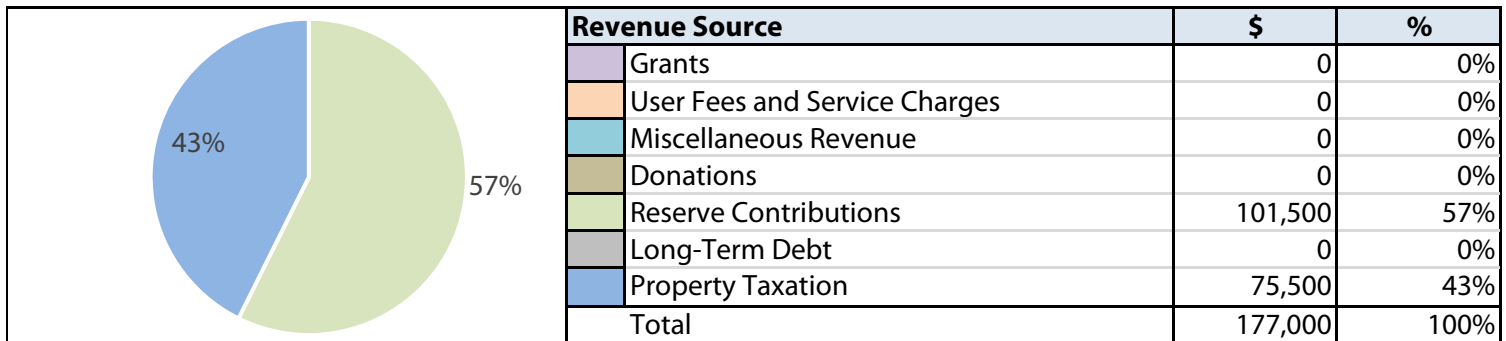
The 2018 Capital Budget for Planning and Development - Planning and Zoning consists of two studies. They are the Development Charge Study and Development Standards Manual review. It also includes the replacement of Ward 1 Streetlights.

Expense versus Revenue



Analysis of Revenue Source for 2018

For 2018 the largest funding source for Planning and Development - Planning and Zoning under the Capital Budget is Reserve contributions in the amount of \$102,000 or 57% and Property Taxation at \$76,000 or 43% make up the balance of the funding.



Future Capital and Contributions to Reserve

The 2018 Operating Budget for Planning and Development - Planning and Zoning does not include any transfers to reserve or lifecycle contributions for future capital.

Long-Term Debt (LTD) Impacts on the Operating Budget

The amount of revenue from LTD under the capital budget for Planning and Development - Planning and Zoning in 2018 is \$0. Future debt payments are estimated using an average 5 year term and an interest rate of 1.57%.

The estimated future impact on the operating budget over an average 5 year term is \$46,500.

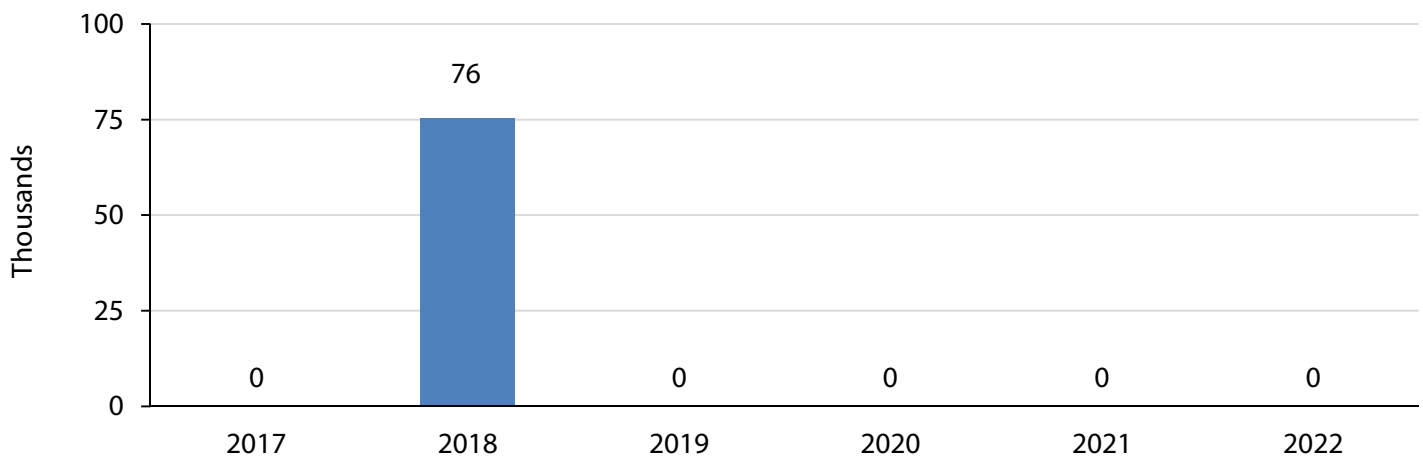


2018 - 2022 Capital Budget

Department: Planning and Development
Division: Planning and Zoning

Summary			Budget	Change		Forecast			
Category	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenses	0	50,000	170,000	120,000	240%	0	0	0	0
Revenues	0	50,000	94,500	44,500	89%	0	0	0	0
Net	0	0	75,500	75,500	100%	0	0	0	0

Net Capital Budget (2017 to 2022)

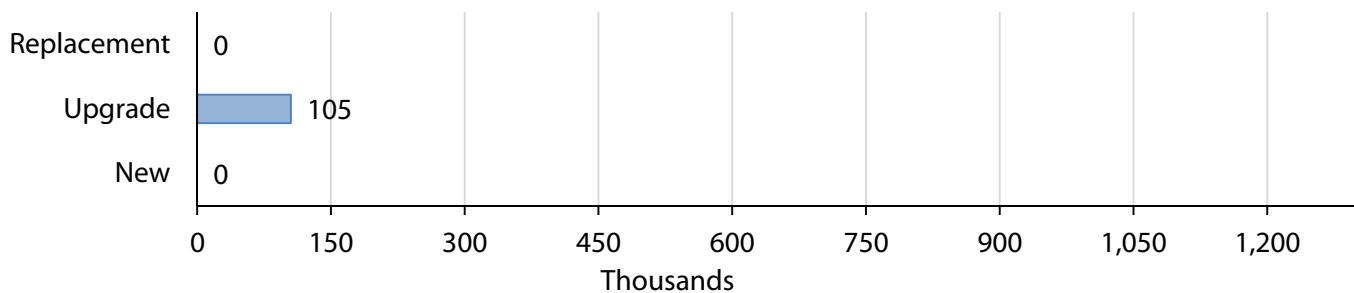


Asset Management Lifecycle Implications

Assets under Planning and Development - Planning and Zoning are included in Phase 2 of the Town's Asset Management Plan, which was adopted March 27, 2017.

Capital expenditures where the project type is identified as 'Replacement', 'Rehabilitation', or 'Upgrade' for the purpose of this document are considered to be lifecycle activities of existing assets. Expenditures on these assets contribute towards the renewal of existing assets.

2018 Total Expense by Project Type



Capital expenditures where the project type is 'New' will increase the Annual Lifecycle Requirement from their date of acquisition. The annual lifecycle requirement for these assets utilizing an estimated useful life of 10 years are:

New Asset Value	-
Estimated Useful Life	10 years
Annual Lifecycle Requirement	- per year



2018 - 2022 Capital Budget

Department: Planning and Development
Division: Planning and Zoning

			Forecast														
			2018 Budget			2019			2020			2021			2022		
Project Number	Project Name	Project Type	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
PZ-18-0001	Development Charge Study	Studies	35,000	31,500	3,500												
PZ-18-0002	Development Standards Manual	Studies	70,000	63,000	7,000												
PZ-18-0006	Gesto Office Renovations	Upgrade	65,000	0	65,000												
Total			170,000	94,500	75,500	0	0	0	0	0	0	0	0	0	0	0	0

2018 - 2021 Approved Forecast Totals	35,000	35,000	0														
Increase/(Decrease)	135,000	59,500	75,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0



2018 - 2022 Capital Budget

Department: Planning and Development
Division: Planning and Zoning

Flip Open



User Rate Supported

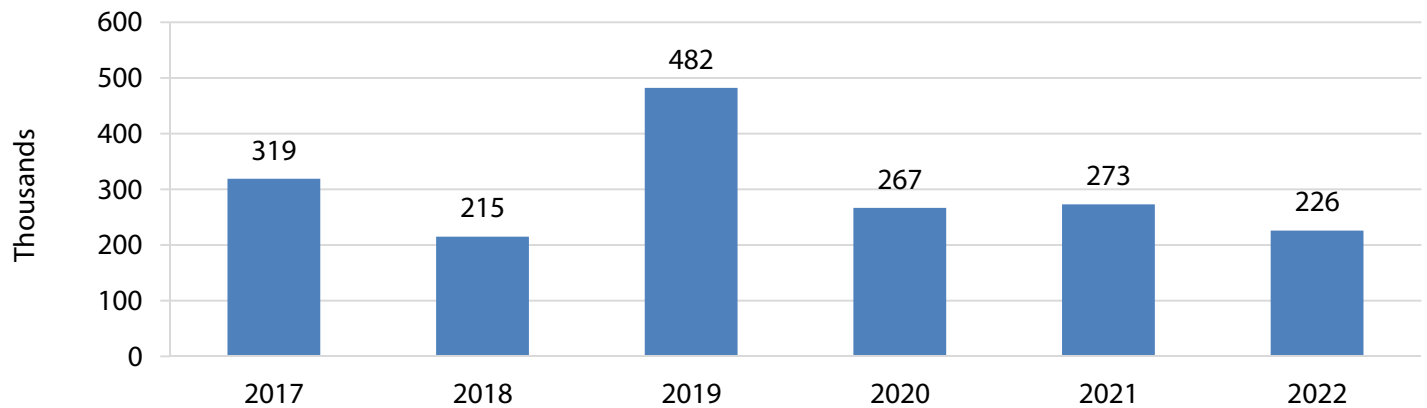


2018 - 2022 Capital Budget

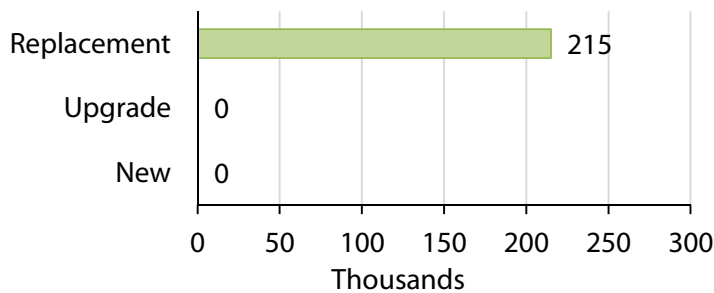
Department: Environmental Services
Division: Waterworks

Summary			Budget	Change		Forecast			
Category	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenses	434,979	319,000	215,000	-104,000	-33%	482,100	267,000	273,200	226,000
Revenues	434,979	319,000	215,000	-104,000	-33%	482,100	267,000	273,200	226,000
Net	0	0	0	0	0%	0	0	0	0

Capital Expenditures (2017 to 2022)



2018 Total Expense by Project Type



Asset Management Lifecycle Implications

Environmental Services assets were captured under Phase 1 of the Town's asset management plan.

The lifecycle implications where the project type is 'New', assuming an estimated useful life of 10 years, is calculated as:

New Asset Value	0
Estimated Useful Life	10 years
Annual Lifecycle Requirement	0 per year



2018 - 2022 Capital Budget

Department: Environmental Services
Division: Waterworks

			Forecast														
Project Number	Project Name	Project Type	2018 Budget			2019			2020			2021			2022		
			Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
WW-18-0001	Equipment Contingency Wards 1 and 2 Distribution and Transmission (50%)	Replacement	7,500	7,500	0												
WW-18-0002	Equipment Contingency Wards 3 and 4 Distribution and Transmission (50%)	Replacement	7,500	7,500	0												
WW-18-0003	Harrow Colchester South Water Treatment Plant Contingency Wards 3 and 4	Replacement	200,000	200,000	0												
WW-18-0009	Gordon, Wilson, Fox, Station Street Main Replacement	Replacement	216,000	216,000	0												
WW-18-0010	Upgrades to Harrow-Colchester South Water Treatment Plant	Replacement	260,000	260,000	0												
WW-18-0011	Backflow Prevention and Monitoring Program Wards 1/2	Replacement	15,000	15,000	0												
WW-18-0012	Backflow Prevention and Monitoring Program Wards 3/4	Replacement	15,000	15,000	0												
WW-19-0001	New Pickup Truck	Replacement				45,000	45,000	0									
WW-19-0002	Equipment Contingency Wards 1 and 2 Distribution and Transmission (50%)	Replacement				8,500	8,500	0									
WW-19-0003	Equipment Contingency Wards 3 and 4 Distribution and Transmission (50%)	Replacement				8,500	8,500	0									
WW-19-0004	Harrow Colchester South Water Treatment Plant Contingency Wards 3 and 4	Replacement				199,000	199,000	0									
WW-19-0009	Queen Street Main Replacement	Replacement				191,100	191,100	0									
WW-19-0010	Backflow Prevention and Monitoring Program Wards 1/2	Replacement				15,000	15,000	0									
WW-19-0011	Backflow Prevention and Monitoring Program Wards 3/4	Replacement				15,000	15,000	0									
WW-20-0001	Equipment Contingency Wards 1 and 2 Distribution and Transmission (50%)	Replacement							8,500	8,500	0						
WW-20-0002	Equipment Contingency Wards 3 and 4 Distribution and Transmission (50%)	Replacement							8,500	8,500	0						
WW-20-0003	Harrow Colchester South Water Treatment Plant Contingency Wards 3 and 4	Replacement							240,000	240,000	0						
WW-20-0006	Backflow Prevention and Monitoring Program Wards 1/2 (Maintenance)	Replacement							5,000	5,000	0						
WW-20-0007	Backflow Prevention and Monitoring Program Wards 3/4 (Maintenance)	Replacement							5,000	5,000	0						
WW-21-0001	Equipment Contingency Wards 1 and 2 Distribution and Transmission (50%)	Replacement										7,600	7,600	0			
WW-21-0002	Equipment Contingency Wards 3 and 4 Distribution and Transmission (50%)	Replacement										7,600	7,600	0			
WW-21-0003	Harrow Colchester South Water Treatment Plant Contingency Wards 3 and 4	Replacement										228,000	228,000	0			
WW-21-0004	Replace Full-Size Van	Replacement										30,000	30,000	0			
WW-21-0005	Backflow Prevention and Monitoring Program Wards 1/2 (Maintenance)	Replacement										5,000	5,000	0			
WW-21-0006	Backflow Prevention and Monitoring Program Wards 3/4 (Maintenance)	Replacement										5,000	5,000	0			
WW-22-0001	Backflow Prevention and Monitoring Program Wards 1/2 (Maintenance)	Replacement													5,000	5,000	0
WW-22-0002	Backflow Prevention and Monitoring Program Wards 3/4 (Maintenance)	Replacement													5,000	5,000	0
WW-22-0003	Equipment Contingency Wards 1 and 2 Distribution and Transmission (50%)	Replacement													8,000	8,000	0



2018 - 2022 Capital Budget

Department: Environmental Services
Division: Waterworks

			Forecast														
Project Number	Project Name	Project Type	2018 Budget			2019			2020			2021			2022		
			Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
WW-22-0004	Equipment Contingency Wards 3 and 4 Distribution and	Replacement													8,000	8,000	0
WW-22-0005	Harrow Colchester South Water Treatment Plant Contingency	Replacement													200,000	200,000	0
Total			721,000	721,000	0	482,100	482,100	0	267,000	267,000	0	283,200	283,200	0	226,000	226,000	0
2018 - 2021 Approved Forecast Totals			372,000	372,000	0	615,500	615,500	0	416,776	416,776	0	273,200	273,200	0			
Increase/(Decrease)			349,000	349,000	0	-133,400	-133,400	0	-149,776	-149,776	0	10,000	10,000	0			



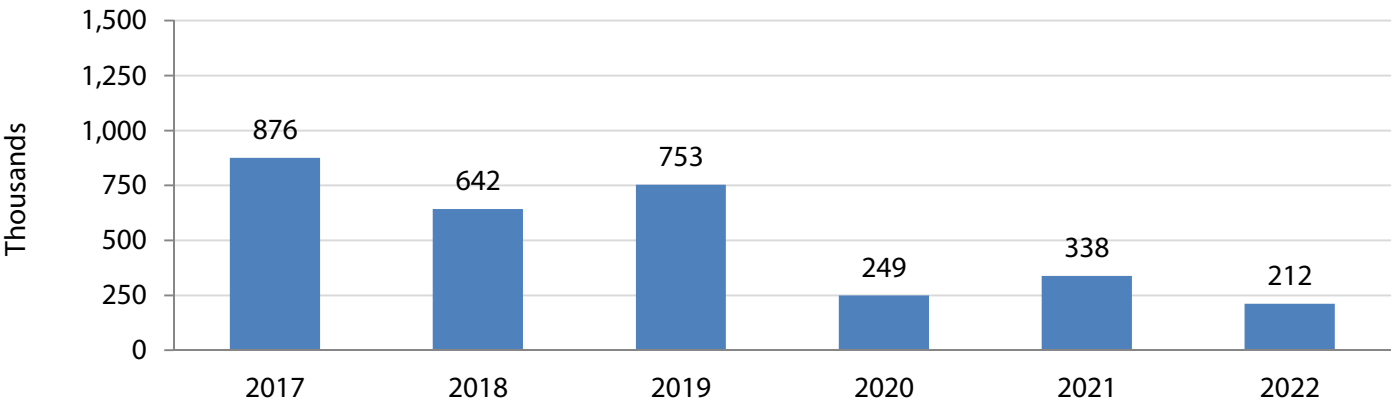


2018 - 2022 Capital Budget

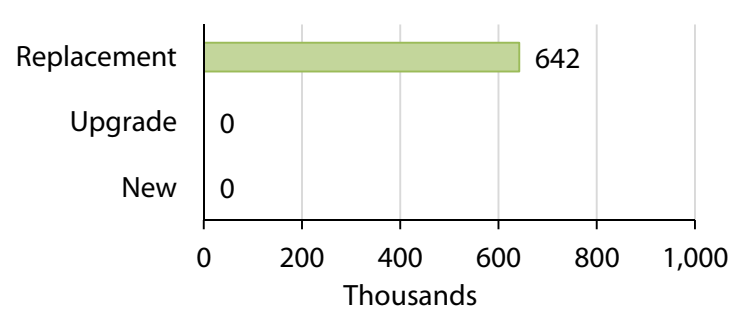
Department: Environmental Services
 Division: Sanitary Sewer

Summary			Budget	Change		Forecast			
Category	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenses	5,070,500	876,000	642,000	-234,000	-27%	753,000	249,000	337,600	212,150
Revenues	2,373,904	876,000	642,000	-234,000	-27%	753,000	249,000	337,600	212,150
Net	2,696,596	0	0	0	0%	0	0	0	0

Capital Expenditures (2017 to 2022)



2018 Total Expense by Project Type



Asset Management Lifecycle Implications

Environmental Services assets were captured under Phase 1 of the Town's asset management plan.

The lifecycle implications where the project type is 'New', assuming an estimated useful life of 10 years, is calculated as:

New Asset Value	0
Estimated Useful Life	10 years
Annual Lifecycle Requirement	0 per year



2018 - 2022 Capital Budget

Department: Environmental Services
Division: Sanitary Sewer

			Forecast														
Project Number	Project Name	Project Type	2018 Budget			2019			2020			2021			2022		
			Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net	Expense	Revenue	Net
SS-18-0001	Treatment - Ward 1 Contingency	Replacement	83,000	83,000	0												
SS-18-0002	Treatment - Ward 3 Contingency	Replacement	83,000	83,000	0												
SS-18-0003	Treatment - Ward 4 Contingency	Replacement	56,000	56,000	0												
SS-18-0004	Collection and Conveyance - Ward 1 Contingency	Replacement	26,000	26,000	0												
SS-18-0005	Collection and Conveyance - Ward 3 Contingency	Replacement	27,000	27,000	0												
SS-18-0006	Collection and Conveyance - Ward 4 Contingency	Replacement	22,000	22,000	0												
SS-18-0007	Upgrades to Ward 3 Lagoons and Pump Station	Replacement	120,000	120,000	0												
SS-18-0008	Grit Blower Replacement at Pollution Control Plant	Replacement	10,000	10,000	0												
SS-18-0009	Upgrades to Ward 4 Lagoons and Pump Station	Replacement	115,000	115,000	0												
SS-18-0010	Harrow Sanitary Optimization Study	Studies	100,000	100,000	0												
SS-19-0001	Treatment - Ward 1 Contingency	Replacement				93,000	93,000	0									
SS-19-0002	Treatment - Ward 3 Contingency	Replacement				51,000	51,000	0									
SS-19-0003	Treatment - Ward 4 Contingency	Replacement				31,000	31,000	0									
SS-19-0004	Treatment - Ward 4 Cell Treatment	Replacement				500,000	500,000	0									
SS-19-0005	Collection and Conveyance - Ward 1 Contingency	Replacement				26,000	26,000	0									
SS-19-0006	Collection and Conveyance - Ward 3 Contingency	Replacement				30,000	30,000	0									
SS-19-0007	Collection and Conveyance - Ward 4 Contingency	Replacement				22,000	22,000	0									
SS-20-0001	Treatment - Ward 1 Contingency	Replacement							78,000	78,000	0						
SS-20-0002	Treatment - Ward 3 Contingency	Replacement							51,000	51,000	0						
SS-20-0003	Treatment - Ward 4 Contingency	Replacement							31,000	31,000	0						
SS-20-0004	Collection and Conveyance - Ward 1 Contingency	Replacement							30,000	30,000	0						
SS-20-0005	Collection and Conveyance - Ward 3 Contingency	Replacement							32,500	32,500	0						
SS-20-0006	Collection and Conveyance - Ward 4 Contingency	Replacement							26,500	26,500	0						
SS-21-0001	Treatment - Ward 1 Contingency	Replacement										121,000	121,000	0			
SS-21-0002	Treatment - Ward 3 Contingency	Replacement										72,200	72,200	0			
SS-21-0003	Treatment - Ward 4 Contingency	Replacement										36,000	36,000	0			
SS-21-0004	Collection and Conveyance - Ward 1 Contingency	Replacement										25,200	25,200	0			
SS-21-0005	Collection and Conveyance - Ward 3 Contingency	Replacement										27,100	27,100	0			
SS-21-0006	Collection and Conveyance - Ward 4 Contingency	Replacement										21,100	21,100	0			
SS-21-0007	Pickup Truck	Replacement										35,000	35,000	0			
SS-22-0001	Treatment - Ward 1 Contingency	Replacement													70,500	70,500	0
SS-22-0002	Treatment - Ward 3 Contingency	Replacement													51,550	51,550	0
SS-22-0003	Treatment - Ward 4 Contingency	Replacement													30,750	30,750	0
SS-22-0004	Collection and Conveyance - Ward 1 Contingency	Replacement													20,300	20,300	0
SS-22-0005	Collection and Conveyance - Ward 3 Contingency	Replacement													21,650	21,650	0
SS-22-0006	Collection and Conveyance - Ward 4 Contingency	Replacement													17,400	17,400	0
Total			642,000	642,000	0	753,000	753,000	0	249,000	249,000	0	337,600	337,600	0	212,150	212,150	0
2018 - 2021 Approved Forecast Totals			297,000	297,000	0	753,000	753,000	0	249,000	249,000	0	337,700	337,700	0			
Increase/(Decrease)			345,000	345,000	0	0	0	0	0	0	0	-100	-100	0			



2018 - 2022 Capital Budget

Department: Environmental Services
Division: Sanitary Sewer

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2018 Operating Budget 2019 to 2022 Operating Forecast

Prepared by: Finance and Business Services



2018 - 2022 Operating Forecast

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Town of Essex
Operating / Capital Summary - All Departments
2018 - 2022 Budget
(with comparative figures for 2017)

Grouping	2017 Budget	Budget	Change		Forecast			
		2018	\$	%	2019	2020	2021	2022
Operating Revenues								
Amounts Added to Taxes and Special Levies	2,329,006	2,390,027	61,021	3%	2,429,869	2,446,750	2,406,214	2,377,266
Conditional and Unconditional Grants	6,089,091	6,300,726	211,635	3%	6,521,949	6,561,879	6,561,879	6,561,879
Contributions from Developers	404,997	429,904	24,907	6%	438,693	447,704	456,941	466,408
Fines and Penalties	363,200	379,955	16,755	5%	363,200	363,200	363,200	363,200
Interfund Transfers - Revenue	4,968,019	4,096,242	-871,778	-18%	4,275,924	3,679,963	3,685,575	3,685,575
Internal Allocations - Revenue	334,309	348,889	14,580	4%	346,545	350,728	351,821	351,821
Investment and Other Income	203,161	213,813	10,652	5%	213,985	213,672	213,865	213,865
License and Permit Fees	270,365	303,665	33,300	12%	303,665	300,665	298,665	298,665
Payments in Lieu of Taxation	57,415	62,570	5,155	9%	62,570	62,570	62,570	62,570
Property Taxation	13,266,708	13,857,213	590,506	4%	14,487,837	15,138,143	15,440,906	15,981,337
Prior Years' Surplus	0	634,474	634,474	100%	0	0	0	0
Supplementary Taxation	153,544	153,544	0	0%	153,544	153,544	153,544	153,544
User Fees and Service Charges	11,435,015	11,406,167	-28,849	0%	11,594,451	11,695,753	11,753,892	11,753,892
Total Operating Revenues	39,874,830	40,577,188	702,359	2%	41,192,232	41,414,571	41,749,071	42,270,021
Operating Expenses								
Amortization Expense	90,982	90,982	0	0%	90,982	90,982	90,982	90,982
Contracted Services	7,904,777	7,919,748	14,971	0%	8,016,841	8,125,801	8,205,201	8,244,252
Debt Servicing	2,372,852	2,555,981	183,130	8%	3,083,668	3,144,863	3,131,610	3,044,843
External Transfers	858,756	753,179	-105,577	-12%	706,238	619,357	622,539	622,539
Interfund Transfers - Expense	10,326,516	11,089,375	762,859	7%	11,326,839	11,132,718	11,049,987	11,264,272
Internal Allocations - Expense	403,899	419,464	15,566	4%	408,709	411,765	411,764	411,764
Materials and Supplies	2,871,429	2,602,550	-268,879	-9%	2,669,424	2,681,852	2,817,724	2,813,757
Miscellaneous Services	581,315	698,194	116,879	20%	580,780	580,042	581,428	581,624
Professional Fees	452,247	519,176	66,929	15%	399,965	429,955	399,965	429,965
Rents and Financial Services	305,027	292,663	-12,364	-4%	292,901	293,143	292,228	292,326
Repairs and Maintenance	884,520	886,729	2,209	0%	891,095	898,756	898,807	906,727
Salaries, Wages, Benefits and Personnel Expenses	9,491,442	10,279,110	787,668	8%	10,424,126	10,674,480	10,784,268	10,937,901
Taxation Adjustments	322,000	201,954	-120,046	-37%	197,000	197,000	197,000	197,000
Uncollectible Taxes and Accounts Receivable	13,425	15,425	2,000	15%	15,425	15,425	15,425	15,425
Utilities, Insurance and Property Taxes	1,847,696	2,078,485	230,789	12%	2,087,739	2,097,151	2,106,743	2,108,408
Total Operating Expenses	38,726,883	40,403,015	1,676,132	4%	41,191,732	41,393,292	41,605,672	41,961,785



Town of Essex
Operating / Capital Summary - All Departments
2018 - 2022 Budget
(with comparative figures for 2017)

Grouping	2017 Budget	Budget	Change		Forecast			
		2018	\$	%	2019	2020	2021	2022
Operating Surplus/(Deficit)	1,147,947	174,173	-973,774	-85%	500	21,279	143,400	308,236
Capital Revenue								
Canada Conditional Grants	25,000	0	-25,000	-100%	0	25,000	0	0
Ontario Conditiional Grants	0	3,854,707	3,854,707	100%	0	0	0	0
Revenue Contributions from General Funds	0	0	0	0%	0	0	0	0
Revenue Contributions from Reserve Funds	4,706,078	5,680,485	974,407	21%	5,713,834	5,106,461	4,956,233	5,013,511
Donations	10,000	1,500	-8,500	-85%	0	0	0	0
Land and Equipment Sales	0	0	0	0%	0	0	0	0
Miscellaneous Revenue	10,820	0	-10,820	-100%	9,000	31,889	15,000	0
Long Term Debt Financing	2,337,361	3,116,205	778,844	33%	0	1,500,000	0	0
Unfinanced Capital to be Financed	0	0	0	0%	0	0	0	0
Aquatics - School Board Share	40,125	18,607	-21,518	-54%	55,199	52,182	8,750	880
Recovered Drain Billing Costs	0	0	0	0%	0	0	0	0
Total Capital Revenue	7,129,384	12,671,504	5,542,120	78%	5,778,032	6,715,532	4,979,983	5,014,390
Capital Expenses								
Contracted Services	4,998,034	11,094,664	-6,096,631	-122%	4,632,164	4,425,351	3,544,376	3,293,749
Materials and Supplies	1,884,027	1,254,013	630,014	33%	1,074,518	2,286,459	1,529,007	1,903,877
Miscellaneous Services	2,500	0	2,500	100%	0	0	0	0
Professional Fees	282,288	497,000	-214,712	-76%	71,850	25,000	50,000	0
Repairs and Maintenance	0	0	0	0%	0	0	0	125,000
Salaries, Wages, Benefits and Personnel Expenses	0	0	0	0%	0	0	0	0
Unfinanced Capital - Prior Years	1,110,482	0	1,110,482	100%	0	0	0	0
Utilities, Insurance and Property Taxes	0	0	0	0%	0	0	0	0
Total Capital Expenses	8,277,331	12,845,677	-4,568,346	-38%	5,778,532	6,736,810	5,123,383	5,322,626
Capital Surplus/(Deficit)	-1,147,947	-174,173	10,110,467	-41%	-500	-21,279	-143,400	-308,236
Net Surplus/(Deficit)	-0	-0	9,136,693	-100%	0	0	0	0



2018 - 2022 Operating Budget

Municipal-Wide Revenues

The revenues identified below have been removed from the cost centres that they are collected under, and summarized here, as they support all property tax supported services.

		Budget	Change		Forecast			
	2017 Budget	2018	\$	%	2019	2020	2021	2022
Municipal-Wide Revenues								
Property Taxes	12,850,381	13,380,170	529,789	4%	14,015,748	14,666,054	14,968,817	15,200,430
Payments In Lieu of Taxes	57,415	62,570	5,155	9%	62,570	62,570	62,570	62,570
Supplementary Property Taxes	153,544	153,544	0	0%	153,544	153,544	153,544	153,544
Capital Levy	96,326	277,089	180,763	188%	277,089	277,089	277,089	585,907
Transfer to Reserve for Future Capital	-96,326	-180,763	-84,437	88%	-277,089	-277,089	-277,089	-585,907
Urban Area Levy	619,979	634,049	14,070	2%	649,850	665,870	669,175	669,175
Transfer to Reserve for Future Capital	-393,306	-405,806	-12,500	3%	-417,806	-430,306	-430,306	-430,306
Rural Area Levy	175,615	179,278	3,663	2%	211,756	225,971	226,782	226,782
Transfer to Reserve for Future Capital	0	-19,000	-19,000	-100%	-51,300	-60,000	-2,000	-2,000
Subtotal	13,463,628	14,081,131	617,503	5%	14,624,362	15,283,703	15,648,582	15,880,195
Ontario Municipal Partnership Fund	4,373,300	4,373,300	0	0%	4,231,200	4,231,200	4,231,200	4,231,200
Ontario Community Infrastructure Fund	400,515	566,985	166,470	42%	867,708	867,708	867,708	867,708
Transfer to Reserve	-400,515	-566,985	-166,470	42%	-867,708	-867,708	-867,708	-867,708
Transfer from Contingency and Landfill	1,292,727	289,958	-1,002,769	-78%	326,515	0	0	0
Prior Years' Surplus	0	634,474	634,474	100%	0	0	0	0
Subtotal	5,666,027	5,297,733	-368,294	-7%	4,557,715	4,231,200	4,231,200	4,231,200
Total	19,129,655	19,378,864	249,209	0	19,182,077	19,514,903	19,879,782	20,111,395

2018 - 2022 Operating Budget

Division Level Summary

Cost Centre	2016 Actual	2017 Budget	Budget		%	Forecast			
			2018	\$		2019	2020	2021	2022
Council	312,012	368,528	447,448	78,920	21%	364,928	361,327	361,587	450,149
Office of the Chief Administrative Officer	554,286	828,809	1,154,811	326,002	39%	1,046,861	1,062,687	1,086,138	1,148,724
Corporate Services	1,574,738	1,861,432	1,762,675	-98,757	-5%	2,010,086	1,915,141	1,949,198	1,927,975
Police	3,391,248	3,439,533	3,622,595	183,063	5%	3,413,398	3,447,508	3,482,060	3,516,275
Fire	1,771,349	1,871,528	1,971,136	99,608	5%	1,886,452	2,030,983	2,045,881	2,025,415
Conservation Authority and Animal Control	169,057	181,631	184,162	2,531	1%	178,663	185,285	190,980	190,980
Building	129,233	202,997	225,807	22,810	11%	114,183	114,410	120,455	121,450
Public Works	4,331,145	4,438,182	4,174,170	-264,013	-6%	4,666,528	4,890,453	4,975,150	4,986,318
Health Services	68,216	69,951	74,284	4,333	6%	75,637	76,876	77,152	77,309
Community Services	3,758,016	3,964,762	4,620,102	655,341	17%	4,553,161	4,539,133	4,563,884	4,472,503
Planning and Development	553,120	607,949	829,179	221,230	36%	723,507	719,403	732,919	734,691
Agriculture and Reforestation	123,257	146,407	138,323	-8,085	-6%	148,175	150,418	150,979	151,372
Total	16,735,116	17,981,708	19,204,691	1,222,983	7%	19,181,577	19,493,624	19,736,383	19,803,160
Municipal-Wide Revenues	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Property Taxes	12,737,223	12,850,381	13,380,170	529,789	4%	14,015,748	14,666,054	14,968,817	15,200,430
Payments In Lieu of Taxes	65,974	57,415	62,570	5,155	9%	62,570	62,570	62,570	62,570
Supplementary Property Taxes	138,394	153,544	153,544	0	0%	153,544	153,544	153,544	153,544
Capital Levy	0	96,326	277,089	180,763	0%	277,089	277,089	277,089	585,907
Transfer to Reserve for Future Capital	0	-96,326	-180,763	-84,437	0%	-277,089	-277,089	-277,089	-585,907
Urban Area Levy	553,478	619,979	634,049	14,070	2%	649,850	665,870	669,175	669,175
Transfer to Reserve for Future Capital	-553,478	-393,306	-405,806	-12,500	3%	-417,806	-430,306	-430,306	-430,306
Rural Area Levy	135,853	175,615	179,278	3,663	2%	211,756	225,971	226,782	226,782
Transfer to Reserve for Future Capital	-135,853	0	-19,000	-19,000	0%	-51,300	-60,000	-2,000	-2,000
Subtotal	12,941,591	13,463,628	14,081,131	617,503	5%	14,624,362	15,283,703	15,648,582	15,880,195
Ontario Municipal Partnership Fund	4,086,800	4,373,300	4,373,300	0	0%	4,231,200	4,231,200	4,231,200	4,231,200
Ontario Community Infrastructure Fund	219,754	400,515	566,985	166,470	42%	867,708	867,708	867,708	867,708
Transfer to Reserve	-219,754	-400,515	-566,985	-166,470	42%	-867,708	-867,708	-867,708	-867,708
Transfer from Contingency and Landfill Reserve	3,590,854	1,292,727	289,958	-1,002,769	-78%	326,515	0	0	0
Prior Years' Surplus	0	0	634,474	634,474	100%	0	0	0	0
Subtotal	7,677,654	5,666,027	5,297,733	-368,295	-7%	4,557,715	4,231,200	4,231,200	4,231,200
Total Municipal-Wide Revenues and Expenses	20,619,245	19,129,655	19,378,864	249,208	1%	19,182,077	19,514,903	19,879,782	20,111,395
Operating Surplus	3,884,129	1,147,947	174,173	-973,775	-85%	500	21,279	143,400	308,236

2018 - 2022 Operating Forecast

Expense and Revenue Summary

Grouping	2016 Actual	2017 Budget	Budget	Change		Forecast			
			2018	\$	%	2019	2020	2021	2022
Expenditures									
Personnel Expenses	8,545,436	9,491,442	10,279,110	787,668	8%	10,424,126	10,674,480	10,784,268	10,937,901
Supplies and Services	12,699,176	14,688,377	14,400,064	-288,313	-2%	14,269,360	14,344,079	14,533,064	14,606,362
Transfers to Reserves	12,436,705	10,326,516	11,089,375	762,859	7%	11,326,839	11,132,718	11,049,987	11,264,272
Utilities and Insurance	2,039,297	1,847,696	2,078,485	230,789	12%	2,087,739	2,097,151	2,106,743	2,108,408
Total Expenditures	35,720,615	36,354,031	37,847,034	1,493,003	4%	38,108,064	38,248,429	38,474,061	38,916,942
Revenues									
Property Taxation	12,941,591	15,806,672	16,463,354	656,682	4%	17,133,820	17,801,007	18,063,234	18,574,717
Provincial and Federal Funding	5,605,325	6,089,091	6,300,726	211,635	3%	6,521,949	6,561,879	6,561,879	6,561,879
Other Revenue	16,485,257	13,011,047	13,082,392	71,345	1%	13,260,539	13,371,722	13,438,384	13,447,850
Prior Years' Surplus	0	0	634,474	634,474	100%	0	0	0	0
Transfers from Reserves	7,150,337	4,968,019	4,096,242	-871,778	-18%	4,275,924	3,679,963	3,685,575	3,685,575
Total Revenues	42,182,510	39,874,830	40,577,188	702,358	2%	41,192,232	41,414,571	41,749,071	42,270,021
Net	6,461,896	3,520,798	2,730,154	-790,645	-22%	3,084,168	3,166,142	3,275,010	3,353,079
Debt Charges	2,577,767	2,372,852	2,555,981	183,130	8%	3,083,668	3,144,863	3,131,610	3,044,843
Net	3,884,129	1,147,947	174,173	-973,775	-85%	500	21,279	143,400	308,236



2018 - 2022 Operating Budget

Personnel Expenses

As Budgeted	Existing					New		Total Increase / (Decrease)
Department	Annual Negotiated Increases	Part-Time	Benefits	Other Personnel Expenses	Sub-Total	New Position and Vacancy	Description	
Council	0	0	0	0	0	1,761	Additional Councillor/Deputy Mayor at Large (One Month)	1,761
Office of the CAO	16,900	195	82,720	100,900	200,715	12,152	Contingency for Bill 148/Salary Review/Deputy CAO	212,868
Corporate Services	19,570	-2,999	-2,919	600	14,251	57,177	Technology Specialist (Start Date March 31, 2018)/Financial Analyst moved to Assistant Manager, Financial Services	71,428
Police	0	0	0	0	0	0		0
Fire	8,751	-2,423	4,067	500	10,895	0		10,895
Emergency Operations	0	0	0	0	0	0		0
Building	11,289	0	5,722	8,000	25,011	40,472	Deputy Chief Building Official	65,484
Animal Control	0	8,250	0	0	8,250	0		8,250
Public Works	15,881	367	7,666	0	23,914	118,637	Assistant Mechanic and Operator (Start Date March 2018)	142,551
Health Services	1,476	0	112	0	1,588	0		1,588
Community Services	34,826	20,364	12,396	2,502	70,088	60,768	Facility Maintenance Technician (Start Date March 2018)	130,856
Planning and Development	429	959	3,809	200	5,397	58,151	Director of Development Services	63,548
Environmental Services	7,476	0	2,202	23	9,701	68,740	Lead Hand, Environmental Services (Start Date March 2018)	78,441
Total	116,598	24,713	115,774	112,725	369,811	417,858		787,669

Other Personnel Expenses includes overtime, per-diem, conventions and conference, clothing and uniform, mileage, and meals.

¹Includes benefits



2018 - 2022 Operating Budget

Personnel Expenses

Full-Year Equivalent Department	Existing					New		Total Increase / (Decrease)
	Annual Negotiated Increases	Part-Time	Benefits	Other Personnel Expenses	Sub-Total	New Position and Vacancy	Description	
Council	0	0	0	0	0	19,479	Additional Councillor/Deputy Mayor at Large	19,479
Office of the CAO	16,900	195	82,720	100,900	200,715	12,152	Contingency for Bill 148/Salary Review/Deputy CAO	212,868
Corporate Services	19,570	-2,999	-2,919	600	14,251	71,782	Technology Specialist	86,033
Police	0	0	0	0	0	0		0
Fire	8,751	-2,423	4,067	500	10,895	0		10,895
Emergency Operations	0	0	0	0	0	0		0
Building	11,289	0	5,722	8,000	25,011	80,836	Deputy Chief Building Official	105,847
Animal Control	0	8,250	0	0	8,250	0		8,250
Public Works	15,881	367	7,666	0	23,914	158,183	Assistant Mechanic and Operator	182,097
Health Services	1,476	0	112	0	1,588	0		1,588
Community Services	34,826	20,364	12,396	2,502	70,088	81,024	Facility Maintenance Technician	151,112
Planning and Development	429	959	3,809	200	5,397	58,151	Director of Development Services	63,548
Environmental Services	7,476	0	2,202	23	9,701	91,653	Lead Hand, Environmental Services	101,354
Total	116,598	24,713	115,774	112,725	369,811	573,260		943,071

Other Personnel Expenses includes overtime, per-diem, conventions and conference, clothing and uniform, mileage, and meals.

¹Includes benefits

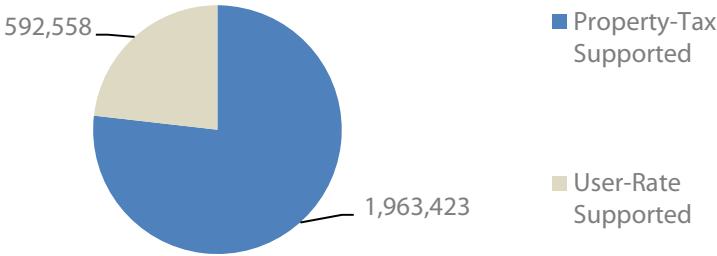


2018 - 2022 Operating Budget

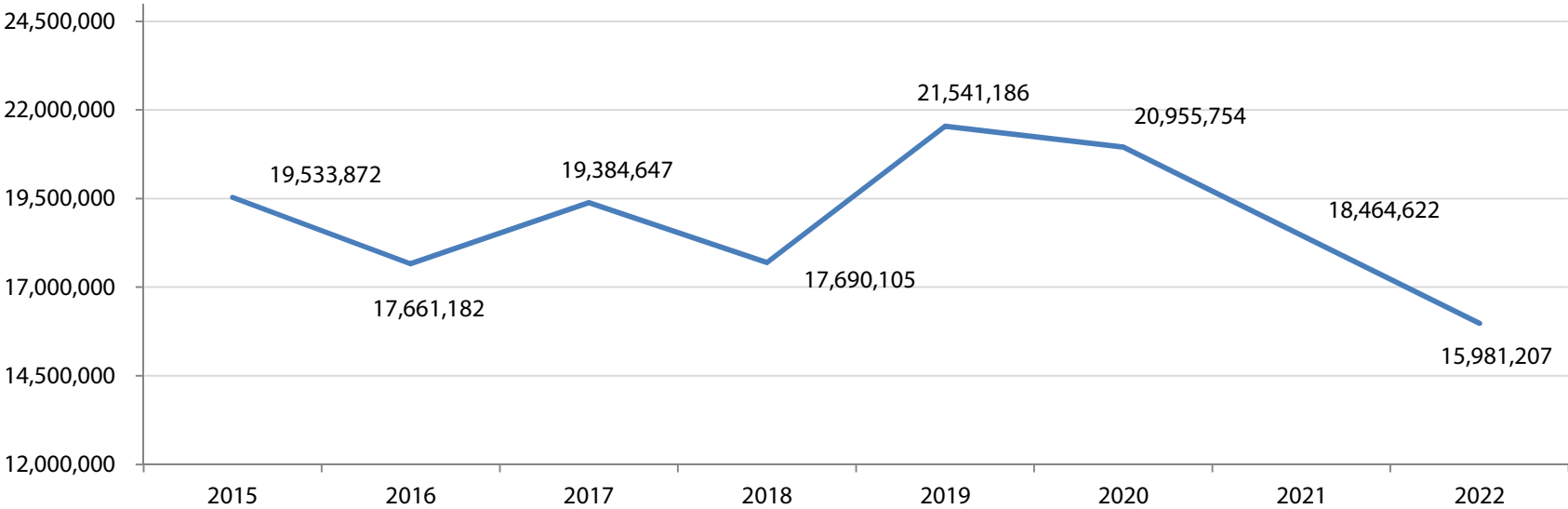
Long-Term Debt

The Town’s annual repayment limit (ARL) is calculated by the Ministry of Municipal Affairs and Housing. The 2017 ARL indicates that the Town has \$4.5 million available to service debt, down \$0.1 million from the previous year. Based on an interest rate of 7%, the Town would be permitted to enter into new borrowing of \$18.4 million for a five-year term. As illustrated in the chart below long-term debt outstanding has been declining since 2014, with the exception of the increase in 2017, with new debt added to finance items from the 2016 Budget, including the reconstruction of Erie Street, replacement of the salt shed, purchase of recreational lands, and replacement of vehicles and equipment.

2018 Long-Term Debt Charges by Support



Long-Term Debt by Year





2018 - 2022 Operating Budget

Long-Term Debt

Property Tax Supported	Balance, December 31, 2017	Balance, December 31, 2018	Balance, December 31, 2019	Balance, December 31, 2020	Balance, December 31, 2021	Balance, December 31, 2022
Supported by Levy						
Protection to Persons and Property	3,362,451	3,037,746	3,086,272	4,291,629	3,850,528	3,451,354
General Government	51,531	44,281	36,796	29,068	21,091	12,856
Public Works	1,636,869	1,456,499	3,946,090	3,775,823	3,374,201	2,957,742
Community Services	9,786,568	9,180,891	8,529,365	7,761,227	6,962,618	6,138,988
Drainage	1,043	896	745	588	427	260
Subtotal	14,838,463	13,720,313	15,599,266	15,858,336	14,208,865	12,561,201
Property Tax Supported	Balance, December 31, 2017	Balance, December 31, 2018	Balance, December 31, 2019	Balance, December 31, 2020	Balance, December 31, 2021	Balance, December 31, 2022
Amounts Added to Taxes						
Drainage	184,332	116,811	72,929	28,334	0	0
Shoreline Assistance	1,611	0	0	0	0	0
Shoreline Protection	19,945	13,543	6,897	0	0	0
Tile Drainage	26,218	8,811	1,500	0	0	0
Water	10,043	5,108	0	0	0	0
Subtotal	242,150	144,272	81,326	28,334	0	0
Total	15,080,613	13,864,586	15,680,593	15,886,669	14,208,865	12,561,201
User Rate Supported	Balance, December 31, 2017	Balance, December 31, 2018	Balance, December 31, 2019	Balance, December 31, 2020	Balance, December 31, 2021	Balance, December 31, 2022
Water	20,207	17,364	14,429	11,399	8,270	5,041
Sanitary Sewer	4,283,827	3,808,156	5,846,165	5,057,686	4,247,486	3,414,966
Total	4,304,034	3,825,520	5,860,594	5,069,085	4,255,757	3,420,007
Total - All	19,384,647	17,690,105	21,541,186	20,955,754	18,464,622	15,981,207



2018 - 2022 Operating Budget

Net Budget by Cost Centre

Cost Centre	2016 Actual	2017 Budget	Budget	Change		Forecast			
			2018	\$	%	2019	2020	2021	2022
Council	312,012	368,528	447,448	78,920	21%	364,928	361,327	361,587	450,149
Office of the CAO									
Office of the CAO	176,534	249,333	558,444	309,112	124%	443,981	447,241	447,241	447,241
Communications	120,932	176,939	196,550	19,611	11%	179,731	186,220	191,529	252,996
Human Resources	135,065	170,688	186,957	16,268	10%	172,751	172,765	172,845	173,733
Economic Development	67,620	144,302	125,294	-19,008	-13%	162,833	168,895	186,957	187,189
Training and Development	53,459	86,863	86,863	0	0%	86,863	86,863	86,863	86,863
Green Fund	676	685	703	18	3%	702	702	702	702
Corporate Services									
Director of Corporate Services	553,846	635,327	569,837	-65,490	-10%	686,573	545,585	547,455	547,855
Finance and Business Services	403,545	484,385	343,518	-140,867	-29%	490,134	513,495	518,526	520,049
Legislative Services	260,844	343,997	388,649	44,651	13%	389,019	400,316	401,303	402,118
Information Technology	356,503	397,723	460,672	62,949	16%	444,360	455,746	481,915	457,953
Police									
Police	3,373,236	3,410,942	3,594,004	183,063	5%	3,384,807	3,418,917	3,453,469	3,487,684
Police Services Board	18,012	28,591	28,591	0	0%	28,591	28,591	28,591	28,591
Fire									
Fire - Administration	583,191	518,368	543,095	24,727	5%	454,291	459,594	451,588	454,142
Public Education	6,883	8,020	9,020	1,000	12%	9,020	10,020	10,020	10,400
Prevention and Inspection	148,810	145,199	154,174	8,975	6%	156,754	158,862	159,343	160,090
Fire - Station 1	507,709	585,742	640,030	54,288	9%	600,407	598,544	601,413	558,453
Fire - Station 2	249,051	294,655	293,908	-747	0%	325,023	449,067	451,590	461,450
Fire - Station 3	254,843	298,681	301,416	2,736	1%	311,465	325,404	342,435	351,168
Emergency Operations	20,862	20,862	29,492	8,630	41%	29,492	29,492	29,492	29,712
Protection to Persons and Property									
Conservation Authority	146,127	149,923	152,921	2,998	2%	155,980	159,099	162,281	162,281
Animal Control	22,930	31,708	31,241	-467	-1%	22,683	26,186	28,699	28,699
Building	4,974	55,156	67,047	11,891	22%	43,209	41,645	46,588	47,406
By-Law Enforcement	124,204	147,841	158,760	10,919	7%	70,974	72,765	73,867	74,044
Development Charges	55	0	0	0	0%	0	0	0	0
Public Works									
Administration	774,593	877,006	1,063,340	186,334	21%	1,094,432	1,201,756	1,205,410	1,261,578
Infrastructure and Development	0	-0	-0	0	0%	-0	-0	-0	-0
Equipment	6,460	4,124	-0	-4,124	100%	-102,664	-214,285	-246,235	-246,235
Paved Roads	493,123	514,535	587,725	73,190	14%	597,491	685,839	704,702	704,702



2018 - 2022 Operating Budget

Net Budget by Cost Centre

Cost Centre	2016 Actual	2017 Budget	Budget	Change		Forecast			
			2018	\$	%	2019	2020	2021	2022
Shoulder Maintenance	210,422	159,424	106,738	-52,686	-33%	162,404	170,449	173,917	173,917
Roadside Maintenance	324,764	358,342	400,909	42,567	12%	421,410	448,552	464,172	464,172
Road Traffic Operations	263,447	272,220	280,933	8,713	3%	302,085	316,004	326,673	326,673
Stormwater Management	805,195	717,937	501,122	-216,816	-30%	855,338	1,003,849	985,783	1,015,783
Unpaved Roads	328,195	336,070	260,049	-76,020	-23%	343,032	273,490	350,843	275,843
Winter Control	854,395	965,769	661,098	-304,671	-32%	680,744	692,543	697,629	697,629
Streetlighting	270,551	232,756	312,256	79,500	34%	312,256	312,256	312,256	312,256
Health Services									
Nurse Practitioner	7,401	15,454	15,042	-412	-3%	16,271	17,384	17,534	17,576
Public Health	2,200	4,000	4,000	0	0%	4,000	4,000	4,000	4,000
Cemeteries	58,615	50,496	55,241	4,745	9%	55,366	55,493	55,618	55,733
Community Services									
Administration	266,180	281,513	281,139	-374	0%	285,264	289,463	290,740	290,740
Events and Tourism	10,690	37,000	17,000	-20,000	-54%	17,000	17,000	17,000	17,000
Parks	1,331,721	1,250,854	1,617,788	366,934	29%	1,581,482	1,662,714	1,666,322	1,565,607
Essex FunFest	0	0	0	0	0%	0	0	0	0
Miscellaneous Recreation Programs	87,759	183,282	189,888	6,606	4%	198,532	202,129	204,405	205,967
Arenas	1,435,000	1,511,410	1,715,183	203,773	13%	1,655,916	1,537,999	1,540,212	1,547,808
Essex Recreation Complex	276,440	374,336	359,796	-14,540	-4%	355,832	367,164	379,602	379,602
Concessions	0	0	0	0	0%	0	0	0	0
Harbour	221,144	188,372	230,889	42,517	23%	255,320	258,419	260,930	260,931
Libraries	4,410	8,099	5,970	-2,129	-26%	5,887	5,817	5,745	5,920
Arts, Culture and Tourism	16,797	20,219	29,112	8,893	44%	29,112	29,112	29,112	29,112
Communities in Bloom	74,119	15,943	86,960	71,017	445%	87,294	87,649	88,004	88,004
Urban Centre Revitalization	0	40,000	30,000	-10,000	100%	30,000	30,000	30,000	30,000
Accessibility	0	3,203	3,203	0	0%	3,203	3,203	3,203	3,203
Heritage Committee	33,756	50,532	53,176	2,644	5%	48,320	48,464	48,608	48,608
Environmental Services									
Garbage Collection and Disposal	0	0	0	-0	0%	0	0	0	0
Sanitary Sewer	0	-0	-0	-0	0%	-0	-0	-0	-0
Water	-561	0	-0	-0	0%	-0	-0	-0	-0
Planning and Development									
Planning and Zoning	390,254	454,812	525,342	70,529	16%	470,370	555,566	569,781	570,854
Committee of Adjustment	-38,710	-36,863	-36,163	700	-2%	-36,863	-36,163	-36,863	-36,163
Parkland Contributions	0	0	0	0	0%	0	0	0	0



2018 - 2022 Operating Budget

Net Budget by Cost Centre

Cost Centre	2016 Actual	2017 Budget	Budget	Change		Forecast			
			2018	\$	%	2019	2020	2021	2022
Business Improvement Area	30,000	0	0	-0	0%	0	0	0	0
Community Improvement Plan - Essex	75,000	100,000	150,000	50,000	50%	100,000	100,000	100,000	100,000
Community Improvement Plan - Harrow	96,576	90,000	190,000	100,000	111%	190,000	100,000	100,000	100,000
Agriculture and Reforestation									
Drainage	123,257	146,407	138,323	-8,085	-6%	148,175	150,418	150,979	151,372
Tile Drainage	0	0	0	0	0%	0	0	0	0
Shoreline Protection	0	0	0	0	0%	0	0	0	0
Shoreline Assistance	0	0	0	0	0%	0	0	0	0
Total	16,735,116	17,981,708	19,204,691	1,222,984	7%	19,181,577	19,493,624	19,736,382	19,803,160

Municipal-Wide Revenues	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Property Taxes	12,737,223	12,850,381	13,380,170	529,789	4%	14,015,748	14,666,054	14,968,817	15,200,430
Payments In Lieu of Taxes	65,974	57,415	62,570	5,155	9%	62,570	62,570	62,570	62,570
Supplementary Property Taxes	138,394	153,544	153,544	0	0%	153,544	153,544	153,544	153,544
Capital Levy	0	96,326	277,089	180,763	188%	277,089	277,089	277,089	585,907
Transfer to Reserve for Future Capital	0	-96,326	-180,763	-84,437	88%	-277,089	-277,089	-277,089	-585,907
Urban Area Levy	553,478	619,979	634,049	14,070	2%	649,850	665,870	669,175	669,175
Transfer to Reserve for Future Capital	-553,478	-393,306	-405,806	-12,500	3%	-417,806	-430,306	-430,306	-430,306
Rural Area Levy	135,853	175,615	179,278	3,663	2%	211,756	225,971	226,782	226,782
Transfer to Reserve for Future Capital	-135,853	0	-19,000	-19,000	0%	-51,300	-60,000	-2,000	-2,000
Subtotal	12,941,591	13,463,628	14,081,131	617,503	5%	14,624,362	15,283,703	15,648,582	15,880,195
Ontario Municipal Partnership Fund	4,086,800	4,373,300	4,373,300	0	0%	4,231,200	4,231,200	4,231,200	4,231,200
Ontario Community Infrastructure Fund	219,754	400,515	566,985	166,470	42%	867,708	867,708	867,708	867,708
Transfer to Reserve	-219,754	-400,515	-566,985	-166,470	42%	-867,708	-867,708	-867,708	-867,708
Transfer from Contingency and Landfill Reserve	3,590,854	1,292,727	289,958	-1,002,769	-78%	326,515	0	0	0
Prior Years' Surplus	0	0	634,474	634,474	0%	0	0	0	0
Subtotal	7,677,654	5,666,027	5,297,733	-368,294	-7%	4,557,715	4,231,200	4,231,200	4,231,200
Total Municipal-Wide Revenues and Expenses	20,619,245	19,129,655	19,378,864	249,209	1%	19,182,077	19,514,903	19,879,782	20,111,395
Operating Surplus	3,884,129	1,147,947	174,173	-973,775	-85%	500	21,279	143,400	308,236



Property Tax Supported

2018 - 2022 Operating Forecast

Department: General Government

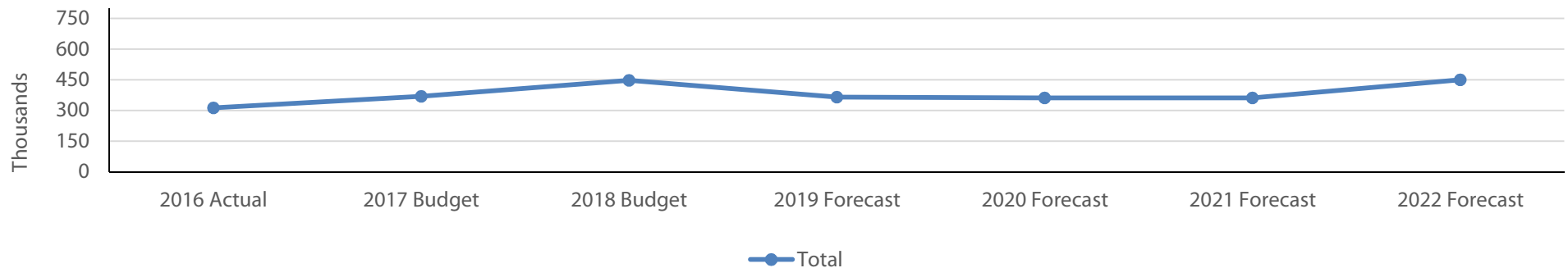
Division: Council

The division of Council will change for the 2018 Election with the Deputy Mayor being elected at large. This division includes the Mayor, Deputy Mayor and six Councillors. Of the five Councillors, two represent Ward 1, one represents Ward 2, two represent Ward 3, and one represents Ward 4.

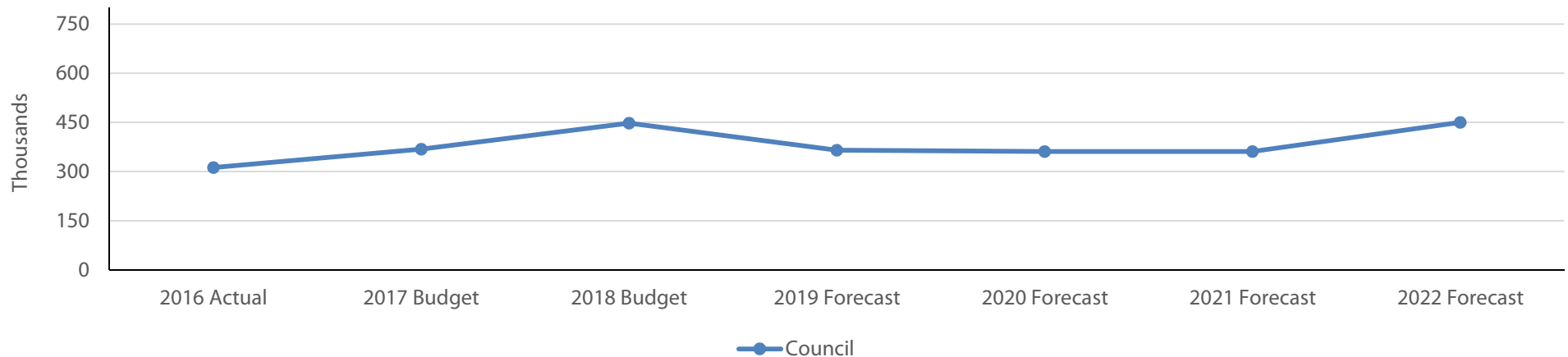
Budget Change Summary

The net cost for Council in 2018 is \$79,000 higher than the previous year, and is mainly due to the election in 2018, with a small portion of this is attributed to the additional councillor based on the Deputy Mayor being elected at large for one month after election.

Budget Trend by Division (2016 to 2022)



Budget Trend by Cost Centre (2016 to 2022)



2018 - 2022 Operating Forecast

Department: General Government

Division: Council

Breakdown of Net Budget by Cost Centre			Budget		Change	Forecast			
Cost Centre	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Council	312,012	368,528	447,448	78,920	18%	364,928	361,327	361,587	450,149
Total	312,012	368,528	447,448	78,920	18%	364,928	361,327	361,587	450,149

Budget Breakdown by Expense and Revenue Grouping			Budget		Change	Forecast			
Grouping	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenditures									
Personnel Expenses	181,227	228,940	230,700	1,760	1%	249,858	250,752	250,905	250,997
Supplies and Services	193,849	219,568	288,650	69,082	24%	206,475	201,980	202,087	290,557
Transfers to Reserves	115,684	98,425	98,500	75	0%	78,500	78,500	78,500	78,500
Utilities and Insurance	20,230	6,417	6,417	-0	0%	6,417	6,417	6,417	6,417
Total Expenditures	510,990	553,350	624,268	70,917	11%	541,250	537,649	537,909	626,471
Revenues									
Property Taxation	0	0	0	0	0%	0	0	0	0
Provincial and Federal Funding	0	0	0	0	0%	0	0	0	0
Other Revenue	107,221	91,322	91,820	498	1%	91,322	91,322	91,322	91,322
Transfers from Reserves	91,757	93,500	85,000	-8,500	-10%	85,000	85,000	85,000	85,000
Total Revenues	198,978	184,822	176,820	-8,002	-5%	176,322	176,322	176,322	176,322
Sub-Total	312,012	368,528	447,448	78,920	18%	364,928	361,327	361,587	450,149
Debt Charges	0	0	0	0	0%	0	0	0	0
Net	312,012	368,528	447,448	78,920	18%	364,928	361,327	361,587	450,149

2018 - 2022 Operating Forecast

Department: General Government

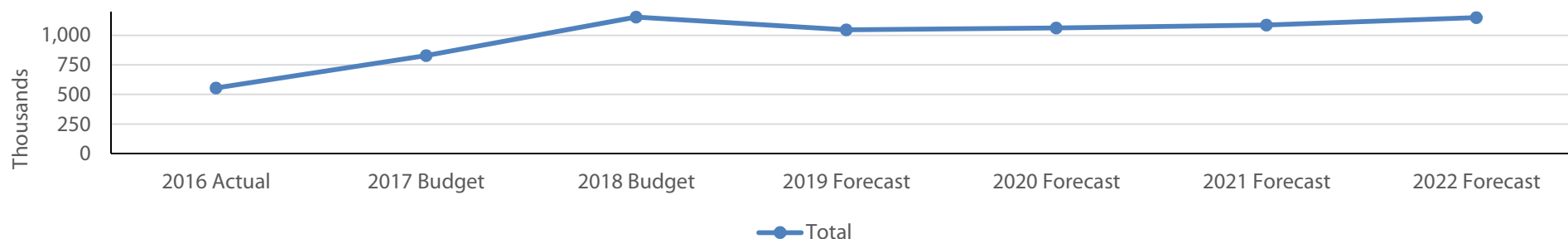
Division: Office of the Chief Administrative Officer

The Office of the Chief Administrative Officer (Office of the CAO) includes the Chief Administrative Officer (CAO), Human Resources, Communications, Economic Development, training and development, and the green fund cost centres.

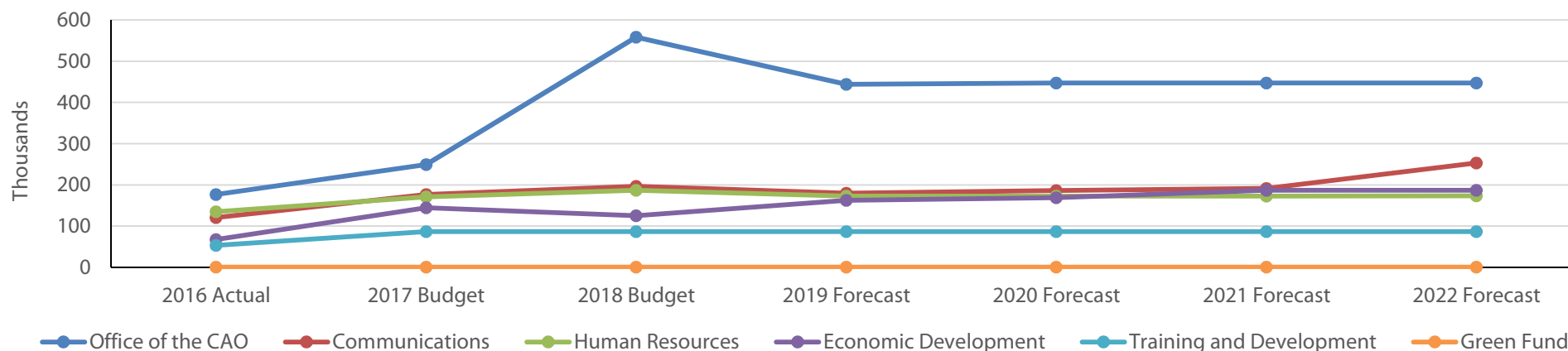
Budget Change Summary

Net expenses for the Office of the CAO reflect an increase of 39% or \$326,000 over 2017. Factors contributing to this increase include; \$100,000 contingency allowance for Bill 148, \$100,000 corporate staff salary and benefit change contingency, and \$100,000 for a general corporate contingency due to the early adoption of the 2018 Budget. Expenses within Communications has an increase of \$20,000, for website upgrades, while Human Resources has an increase to expenses of \$16,000 for part-time assistance to complete various initiatives approved by council as well as salary and grid changes. Economic Development reflects a decrease in expenses of \$19,000 due to various changes in the budget to better reflect the needs of the position.

Budget Trend by Division (2016 to 2022)



Budget Trend by Cost Centre (2016 to 2022)



2018 - 2022 Operating Forecast

Department: General Government

Division: Office of the Chief Administrative Officer

Breakdown of Net Budget by Cost Centre			Budget		Change	Forecast			
Cost Centre	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Office of the CAO	176,534	249,333	558,444	309,112	124%	443,981	447,241	447,241	447,241
Communications	120,932	176,939	196,550	19,611	11%	179,731	186,220	191,529	252,996
Human Resources	135,065	170,688	186,957	16,268	10%	172,751	172,765	172,845	173,733
Economic Development	67,620	144,302	125,294	-19,008	-13%	162,833	168,895	186,957	187,189
Training and Development	53,459	86,863	86,863	0	0%	86,863	86,863	86,863	86,863
Green Fund	676	685	703	18	3%	702	702	702	702
Total	554,286	828,809	1,154,811	326,002	39%	1,046,861	1,062,687	1,086,138	1,148,724

Budget Breakdown by Expense and Revenue Grouping			Budget		Change	Forecast			
Grouping	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenditures									
Personnel Expenses	473,257	647,601	860,469	212,868	33%	884,873	900,826	924,267	986,709
Supplies and Services	76,418	216,243	331,593	115,350	53%	170,427	170,417	170,426	170,571
Transfers to Reserves	122,800	36,000	36,000	0	0%	36,000	36,000	36,000	36,000
Utilities and Insurance	1,849	1,487	1,487	0	0%	1,487	1,487	1,487	1,487
Total Expenditures	674,324	901,331	1,229,549	328,218	36%	1,092,787	1,108,730	1,132,180	1,194,767
Revenues									
Property Taxation	0	0	0	0	0%	0	0	0	0
Provincial and Federal Funding	0	0	0	0	0%	0	0	0	0
Other Revenue	119,692	47,109	54,737	7,628	16%	45,926	46,042	46,042	46,042
Transfers from Reserves	346	25,412	20,000	-5,412	-21%	0	0	0	0
Total Revenues	120,038	72,521	74,737	2,216	3%	45,926	46,042	46,042	46,042
Sub-Total	554,286	828,809	1,154,811	326,002	39%	1,046,861	1,062,687	1,086,138	1,148,724
Debt Charges	0	0	0	0	0%	0	0	0	0
Net	554,286	828,809	1,154,811	326,002	39%	1,046,861	1,062,687	1,086,138	1,148,724

2018 - 2022 Operating Forecast

Department: General Government

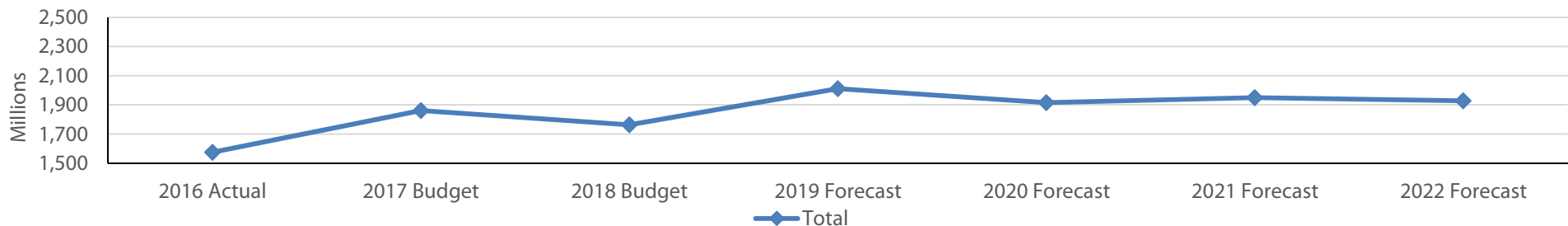
Division: Corporate Services

Corporate Services includes the Director of Corporate Services, Finance and Business Services, Legislative Services, and Information Technology cost centres.

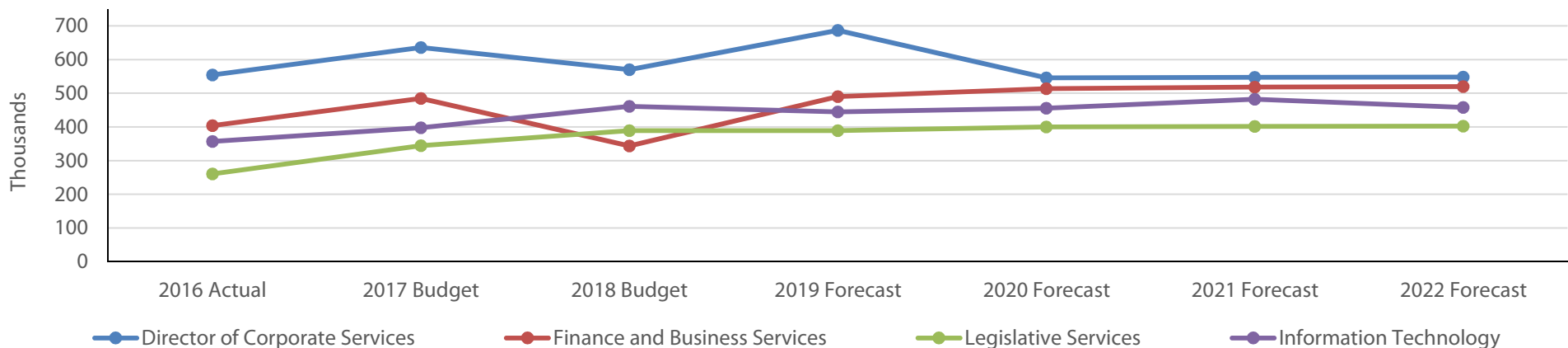
Budget Change Summary

Net expenses for Corporate Services show an overall decrease of \$99,000 or 5%. The major factor impacting this decrease is the elimination of the Tax Capping Program in the amount of \$130,000. Other factors impacting this budget include the Deputy-Clerk in Legislative Services position now reflecting a full year, an increase in salaries as a result of negotiated increases for union and non-union employees and an increase in benefits. The decrease of \$66,000 or 10% in the Director of Corporate Services cost centre is mainly due to recent succession planning within the Town. In 2017 there was a transfer to reserve for the future replacement of the generator at the Town Hall, which has been removed for 2018.

Budget Trend by Division (2016 to 2022)



Budget Trend by Cost Centre (2016 to 2022)



2018 - 2022 Operating Forecast

Department: General Government

Division: Corporate Services

Breakdown of Net Budget by Cost Centre			Budget		Change	Forecast			
Cost Centre	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Director of Corporate Services	553,846	635,327	569,837	-65,490	-10%	686,573	545,585	547,455	547,855
Finance and Business Services	403,545	484,385	343,518	-140,867	-29%	490,134	513,495	518,526	520,049
Legislative Services	260,844	343,997	388,649	44,651	13%	389,019	400,316	401,303	402,118
Information Technology	356,503	397,723	460,672	62,949	16%	444,360	455,746	481,915	457,953
Total	1,574,738	1,861,432	1,762,675	-98,757	-5%	2,010,086	1,915,141	1,949,198	1,927,975

Budget Breakdown by Expense and Revenue Grouping			Budget		Change	Forecast			
Grouping	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenditures									
Personnel Expenses	1,475,506	1,624,976	1,696,404	71,428	4%	1,681,979	1,737,792	1,756,488	1,759,764
Supplies and Services	565,028	600,675	609,232	8,557	1%	563,147	571,351	594,451	569,951
Transfers to Reserves	1,654,567	992,679	999,132	6,453	1%	1,164,142	1,045,553	1,039,062	1,039,062
Utilities and Insurance	125,202	121,650	122,233	583	0%	121,715	121,798	121,882	121,882
Total Expenditures	3,820,303	3,339,979	3,427,000	87,021	3%	3,530,983	3,476,493	3,511,883	3,490,659
Revenues									
Property Taxation	0	0	0	0	0%	0	0	0	0
Provincial and Federal Funding	953,474	953,103	998,268	45,165	5%	998,268	1,038,198	1,038,198	1,038,198
Other Revenue	1,289,347	522,291	544,904	22,613	4%	531,476	532,001	533,334	533,334
Transfers from Reserves	11,591	12,000	130,000	118,000	983%	0	0	0	0
Total Revenues	2,254,412	1,487,394	1,673,172	185,778	12%	1,529,744	1,570,199	1,571,532	1,571,532
Sub-Total	1,565,891	1,852,585	1,753,828	-98,757	-5%	2,001,239	1,906,294	1,940,351	1,919,128
Debt Charges	8,847	8,847	8,847	0	0%	8,847	8,847	8,847	8,847
Sub-Total	1,574,738	1,861,432	1,762,675	-98,757	-5%	2,010,086	1,915,141	1,949,198	1,927,975

2018 - 2022 Operating Forecast

Department: Protection to Persons and Property

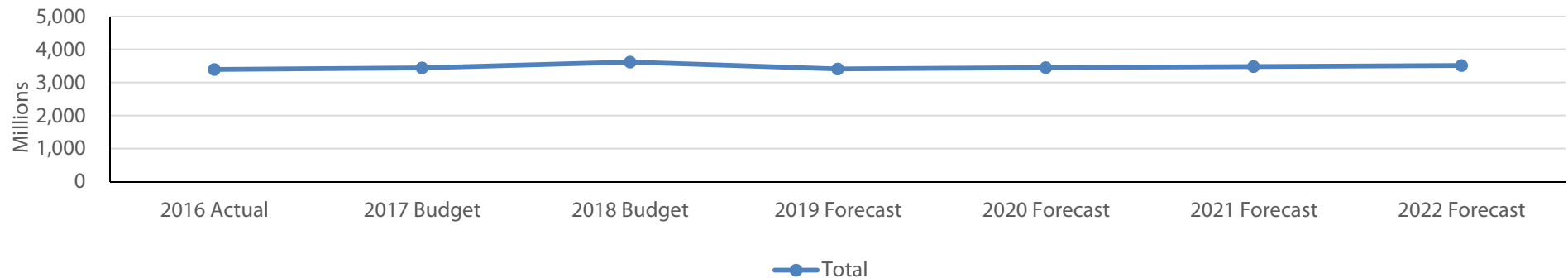
Division: Police

Police services includes policing services provided under contract by the Ontario Provincial Police and the police services board. The Police Services Board is comprised of two council members, one member of the public appointed by council, and two provincial appointments.

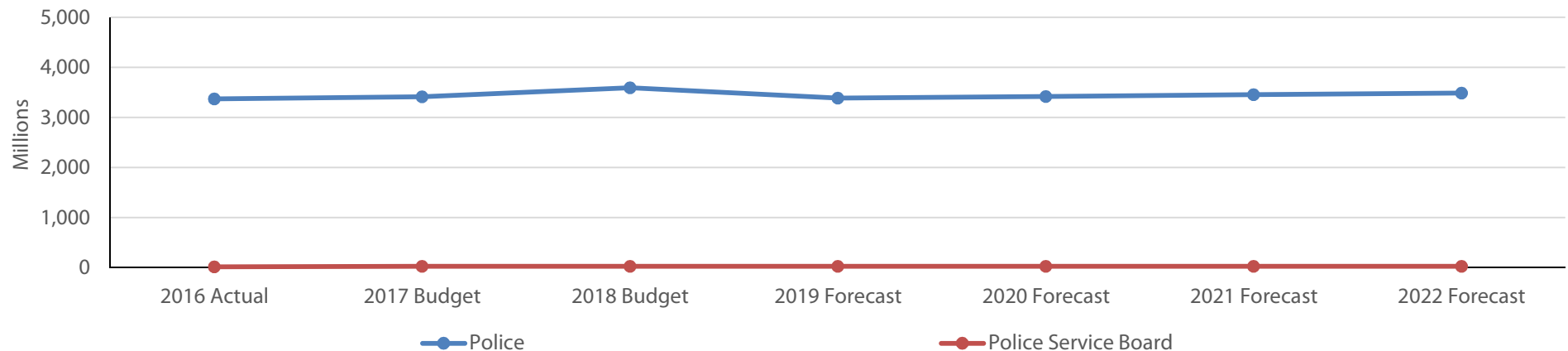
Budget Change Summary

The operating budget for Police shows an increase of \$183,000 or 5%, with \$180,000 being a transfer to reserve for 2018.

Budget Trend by Division (2016 to 2022)



Budget Trend by Cost Centre (2016 to 2022)



2018 - 2022 Operating Forecast

Department: Protection to Persons and Property

Division: Police

Breakdown of Net Budget by Cost Centre			Budget		Change	Forecast			
Cost Centre	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Police	3,373,236	3,410,942	3,594,004	183,063	5%	3,384,807	3,418,917	3,453,469	3,487,684
Police Service Board	18,012	28,591	28,591	0	0%	28,591	28,591	28,591	28,591
Total	3,391,248	3,439,533	3,622,595	183,063	5%	3,413,398	3,447,508	3,482,060	3,516,275

Budget Breakdown by Expense and Revenue Grouping			Budget		Change	Forecast			
Grouping	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenditures									
Personnel Expenses	86,392	103,983	103,983	0	0%	103,983	103,983	103,983	103,983
Supplies and Services	3,316,118	3,408,147	3,411,513	3,366	0%	3,470,200	3,504,125	3,538,489	3,572,704
Transfers to Reserves	200,000	50,000	230,466	180,466	361%	50,000	50,000	50,000	50,000
Utilities and Insurance	35,566	35,999	35,229	-769	-2%	35,411	35,596	35,784	35,784
Total Expenditures	3,638,076	3,598,129	3,781,191	183,063	5%	3,659,594	3,693,704	3,728,256	3,762,471
Revenues									
Property Taxation	0	0	0	0	0%	0	0	0	0
Provincial and Federal Funding	108,352	147,800	147,800	0	0%	210,400	210,400	210,400	210,400
Other Revenue	15,880	16,200	16,200	0	0%	16,200	16,200	16,200	16,200
Transfers from Reserves	128,000	0	0	0	0%	25,000	25,000	25,000	25,000
Total Revenues	252,232	164,000	164,000	0	0%	251,600	251,600	251,600	251,600
Sub-Total	3,385,844	3,434,129	3,617,191	183,063	5%	3,407,994	3,442,104	3,476,656	3,510,871
Debt Charges	5,404	5,404	5,404	0	0%	5,404	5,404	5,404	5,404
Net	3,391,248	3,439,533	3,622,595	183,063	5%	3,413,398	3,447,508	3,482,060	3,516,275

2018 - 2022 Operating Forecast

Department: Protection to Persons and Property

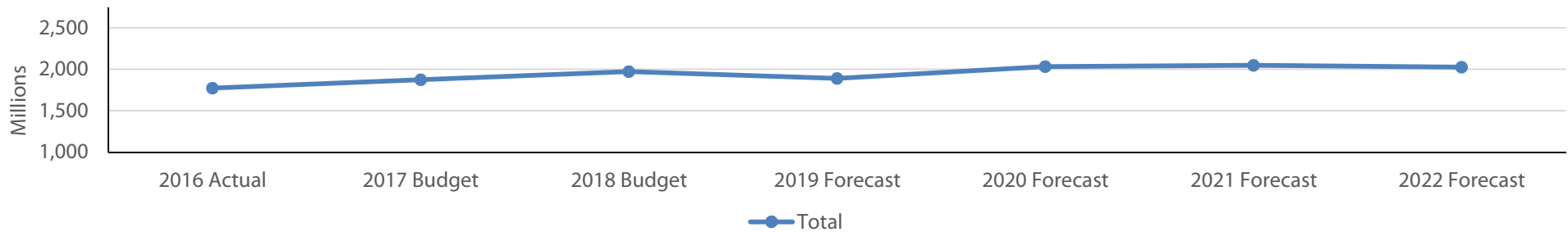
Division: Fire

The Fire Department includes administration, public education, prevention and inspection, fire stations 1, 2 and 3, and emergency operations.

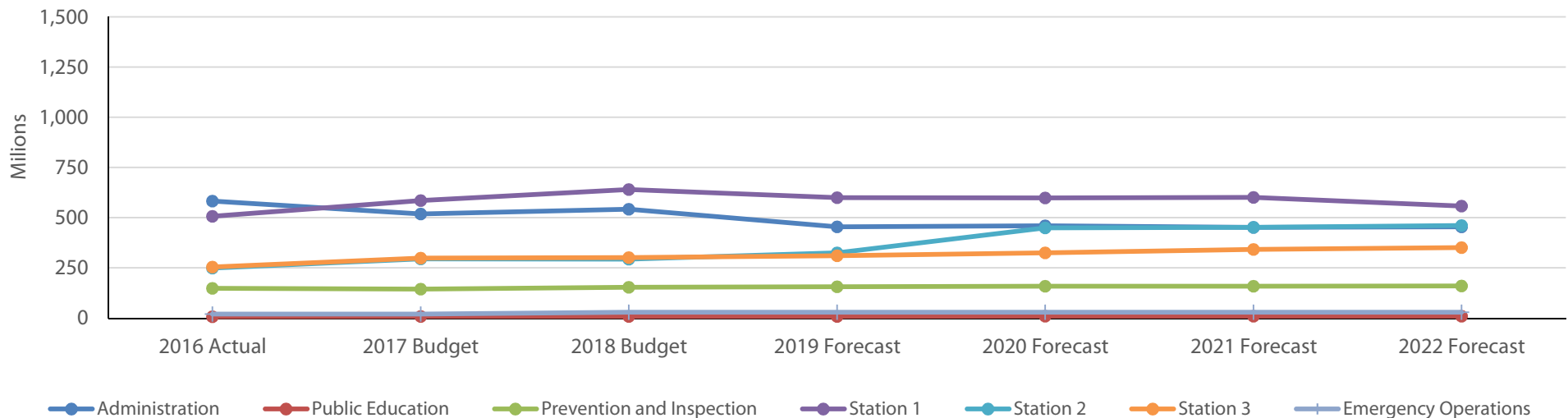
Budget Change Summary

Operating expenses for the Fire Department reflect an overall net increase of 3% before long-term debt charges and 5% with debt charges included. Increases in salaries and wages associated with fire are due to salary/grid changes as well as the discontinuation of the auxiliary program. Long-Term Debt charges increased by \$52,000 or 14% and now reflect a full year commitment for the long-term debt financing for the replacement of Engine 1 at Station 1 in 2016. An increase of \$8,000 is due to the implementation of the Critical Communication System in Emergency Operations and a transfer to reserve in the amount of \$10,000 for the purchase of bunker gear for new hires due to the cost savings associated with the discontinuation of the auxiliary program.

Budget Trend by Division (2016 to 2022)



Budget Trend by Cost Centre (2016 to 2022)



2018 - 2022 Operating Forecast

Department: Protection to Persons and Property

Division: Fire

Breakdown of Net Budget by Cost Centre			Budget		Change	Forecast			
Cost Centre	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Administration	583,191	518,368	543,095	24,727	5%	454,291	459,594	451,588	454,142
Public Education	6,883	8,020	9,020	1,000	12%	9,020	10,020	10,020	10,400
Prevention and Inspection	148,810	145,199	154,174	8,975	6%	156,754	158,862	159,343	160,090
Station 1	507,709	585,742	640,030	54,288	9%	600,407	598,544	601,413	558,453
Station 2	249,051	294,655	293,908	-747	0%	325,023	449,067	451,590	461,450
Station 3	254,843	298,681	301,416	2,735	1%	311,465	325,404	342,435	351,168
Emergency Operations	20,862	20,862	29,492	8,630	41%	29,492	29,492	29,492	29,712
Total	1,771,349	1,871,528	1,971,136	99,608	5%	1,886,452	2,030,983	2,045,881	2,025,415

Budget Breakdown by Expense and Revenue Grouping			Budget		Change	Forecast			
Grouping	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenditures									
Personnel Expenses	940,890	1,060,973	1,071,868	10,895	1%	1,104,743	1,107,855	1,118,487	1,141,997
Supplies and Services	235,257	260,250	284,627	24,377	9%	284,827	287,377	286,877	294,547
Transfers to Reserves	243,797	146,326	156,326	10,000	7%	68,326	68,326	59,826	59,826
Utilities and Insurance	74,799	66,073	68,747	2,674	4%	68,961	69,177	69,398	69,413
Total Expenditures	1,494,743	1,533,623	1,581,568	47,946	3%	1,526,857	1,532,735	1,534,587	1,565,783
Revenues									
Property Taxation	0	0	0	0	0%	0	0	0	0
Provincial and Federal Funding	0	0	0	0	0%	0	0	0	0
Other Revenue	40,293	36,447	36,447	0	0%	36,447	36,447	36,447	36,447
Transfers from Reserves	5,792	0	0	0	0%	51,662	0	0	0
Total Revenues	46,085	36,447	36,447	0	0%	88,109	36,447	36,447	36,447
Net	1,448,658	1,497,176	1,545,121	47,946	3%	1,438,747	1,496,288	1,498,140	1,529,336
Debt Charges	322,691	374,353	426,015	51,662	14%	447,704	534,695	547,741	496,079
Net	1,771,349	1,871,528	1,971,136	99,608	5%	1,886,452	2,030,983	2,045,881	2,025,415

2018 - 2022 Operating Forecast

Department: Protection to Persons and Property

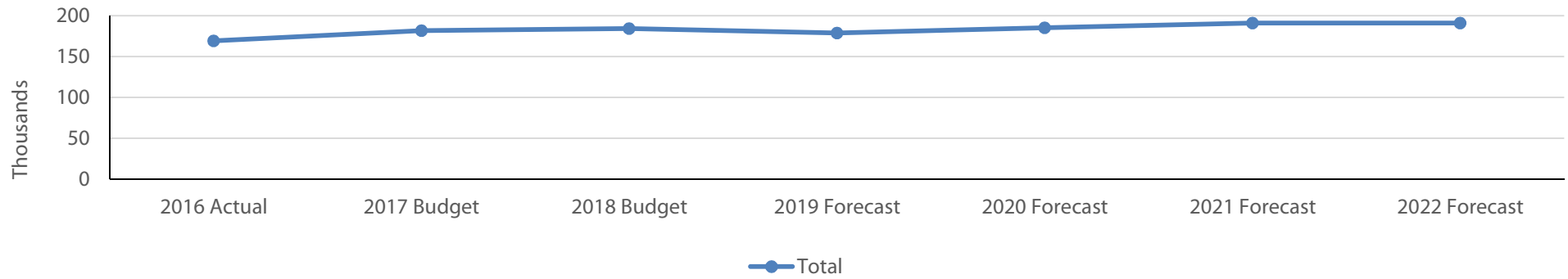
Division: Conservation Authority and Animal Control

This department provides services that include animal control services and conservation authority. Essex Region Conservation Authority provides conservation services on behalf of the town. The animal control services are provided on a contract basis.

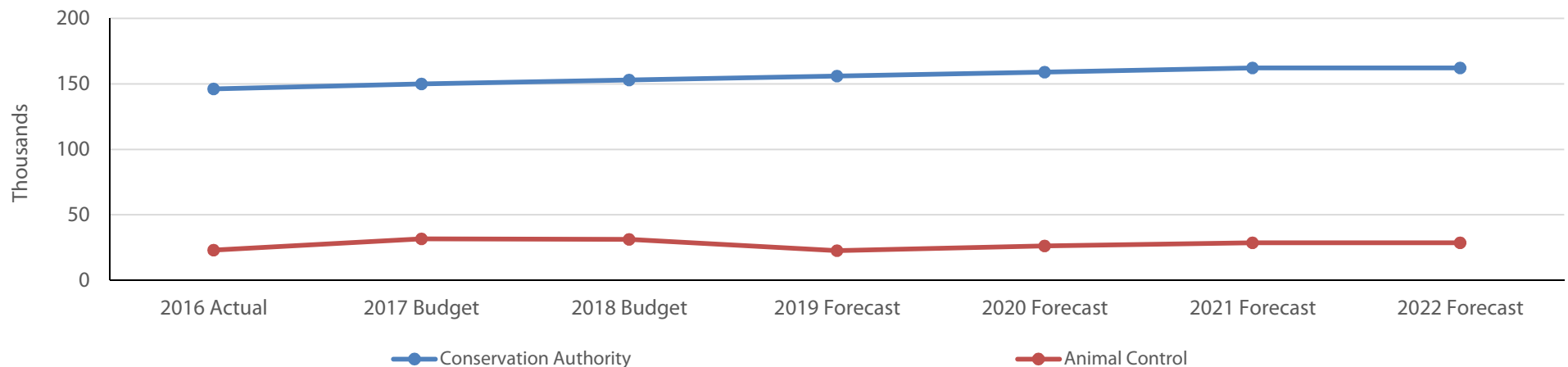
Budget Change Summary

The overall decrease for Conservation Authority and Animal Control is 1% or \$2,500 with the majority of the increase attributable to an increase in the Conservation Authority Levy of 2% in 2018 to 2022.

Budget Trend by Division (2016 to 2022)



Budget Trend by Cost Centre (2016 to 2022)



2018 - 2022 Operating Forecast

Department: Protection to Persons and Property

Division: Conservation Authority and Animal Control

Breakdown of Net Budget by Cost Centre			Budget		Change	Forecast			
Cost Centre	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Conservation Authority	146,127	149,923	152,921	2,998	2%	155,980	159,099	162,281	162,281
Animal Control	22,930	31,708	31,241	-467	-1%	22,683	26,186	28,699	28,699
Total	169,057	181,631	184,162	2,531	1%	178,663	185,285	190,980	190,980

Budget Breakdown by Expense and Revenue Grouping			Budget		Change	Forecast			
Grouping	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenditures									
Personnel Expenses	345	0	8,250	8,250	0%	0	0	0	0
Supplies and Services	211,578	227,656	231,937	4,281	2%	234,688	238,310	242,005	242,005
Transfers to Reserves	9,894	0	0	0	0%	0	0	0	0
Utilities and Insurance	0	0	0	0	0%	0	0	0	0
Total Expenditures	221,817	227,656	240,187	12,531	6%	234,688	238,310	242,005	242,005
Revenues									
Property Taxation	0	0	0	0	0%	0	0	0	0
Provincial and Federal Funding	0	0	0	0	0%	0	0	0	0
Other Revenue	48,260	46,025	56,025	10,000	22%	56,025	53,025	51,025	51,025
Transfers from Reserves	4,500	0	0	0	0%	0	0	0	0
Total Revenues	52,760	46,025	56,025	10,000	22%	56,025	53,025	51,025	51,025
Sub-Total	169,057	181,631	184,162	2,531	1%	178,663	185,285	190,980	190,980
Debt Charges	0	0	0	0	0%	0	0	0	0
Net	169,057	181,631	184,162	2,531	1%	178,663	185,285	190,980	190,980

2018 - 2022 Operating Forecast

Department: Protection to Persons and Property

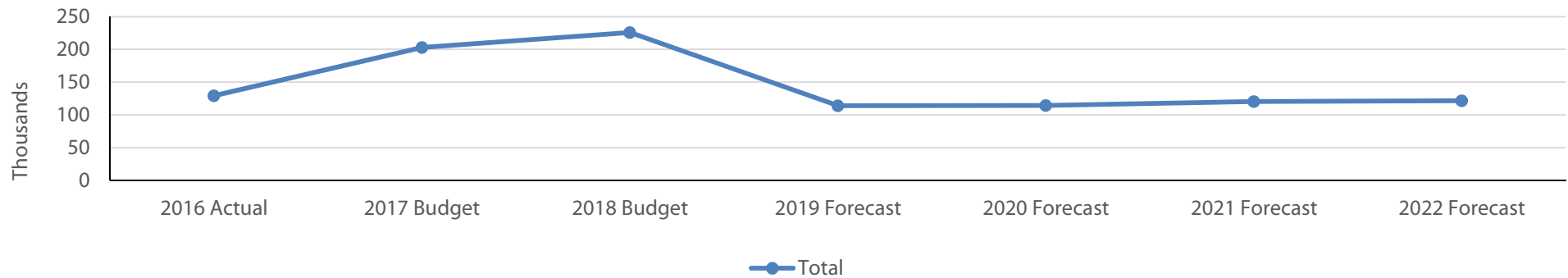
Division: Building

The Building Department includes Building, By-law enforcement, Property standards, and Development charges.

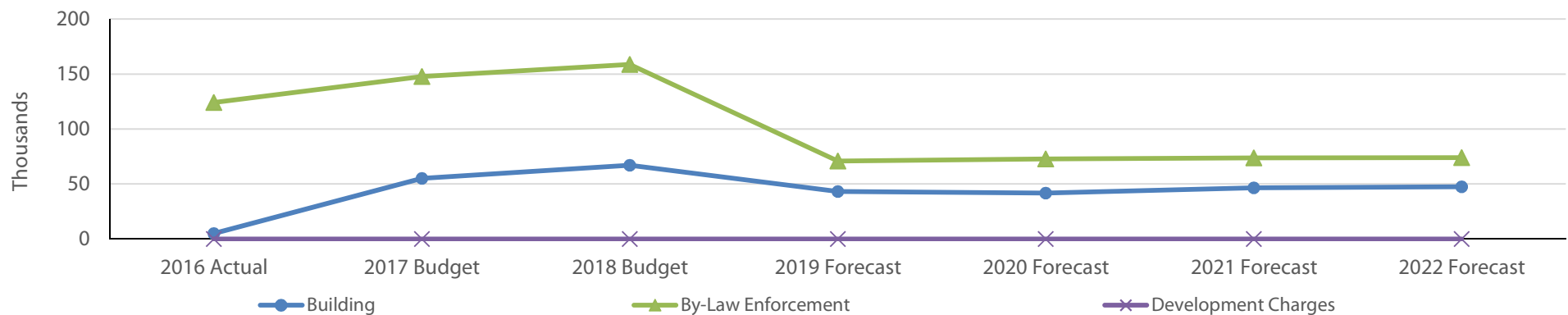
Budget Change Summary

Overall, the operating budget for the Building division reflects an increase of 11%. Personnel expenses are budgeted to increase \$65,000 due to a full year of the Building Inspector position, movement in the salary grid, and negotiated increases and increases in benefit costs. Other expense categories related to vehicle fuel and insurance, computer leases have increased slightly to reflect the additional staffing. Permit revenues have increased by \$47,000 to better reflect prior years actual revenue. The decrease in expenditures of By-Law Enforcement starting in 2019 reflect the fact that the amount paid back to the Building Department annually in the amount of \$77,000 for by-law enforcement costs previously absorbed by the Building Department will be complete in 2018.

Budget Trend by Division (2016 to 2022)



Budget Trend by Cost Centre (2016 to 2022)



2018 - 2022 Operating Forecast

Department: Protection to Persons and Property

Division: Building

Breakdown of Net Budget by Cost Centre			Budget		Change	Forecast			
Cost Centre	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Building	4,974	55,156	67,047	11,891	22%	43,209	41,645	46,588	47,406
By-Law Enforcement	124,204	147,841	158,760	10,919	7%	70,974	72,765	73,867	74,044
Development Charges	55	0	0	0	0%	0	0	0	0
Total	129,233	202,997	225,807	22,810	11%	114,183	114,410	120,455	121,450

Budget Breakdown by Expense and Revenue Grouping			Budget		Change	Forecast			
Grouping	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenditures									
Personnel Expenses	357,909	402,649	468,133	65,483	16%	443,266	448,352	453,338	454,333
Supplies and Services	174,668	145,875	139,652	-6,223	-4%	131,105	131,685	131,685	131,685
Transfers to Reserves	387,742	443,494	447,401	3,907	1%	378,721	387,732	396,969	406,436
Utilities and Insurance	25,583	26,600	27,295	694	3%	27,313	27,340	27,367	27,367
Total Expenditures	945,902	1,018,619	1,082,481	63,862	6%	980,406	995,109	1,009,360	1,019,821
Revenues									
Property Taxation	0	0	0	0	0%	0	0	0	0
Provincial and Federal Funding	0	0	0	0	0%	0	0	0	0
Other Revenue	710,353	595,428	646,135	50,707	9%	654,924	663,935	673,172	682,639
Transfers from Reserves	106,746	220,624	210,969	-9,655	-4%	211,729	217,194	216,163	216,163
Total Revenues	817,099	816,051	857,103	41,052	5%	866,652	881,129	889,334	898,801
Sub-Total	128,803	202,567	225,378	22,810	11%	113,753	113,980	120,026	121,020
Debt Charges	430	430	430	0	0%	430	430	430	430
Net	129,233	202,997	225,807	22,810	11%	114,183	114,410	120,455	121,450

2018 - 2022 Operating Forecast

Department: Public Works

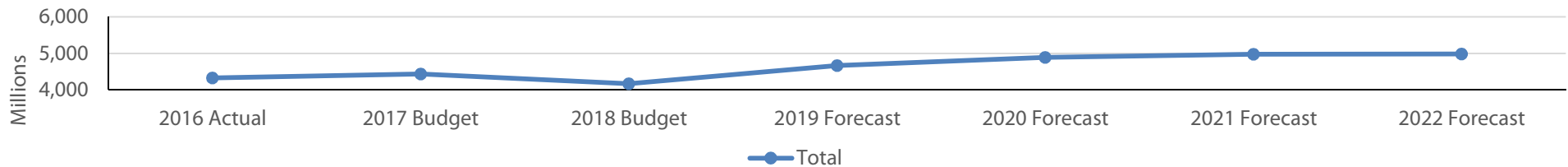
Division: Public Works

The public works division includes administration, infrastructure and development, paved roads, shoulder maintenance, roadside maintenance such as grass moving and weed control, brushing and tree removal, sidewalks, debris and litter pickup, and sweeping. This department also provides stormwater management, winter control, and streetlighting.

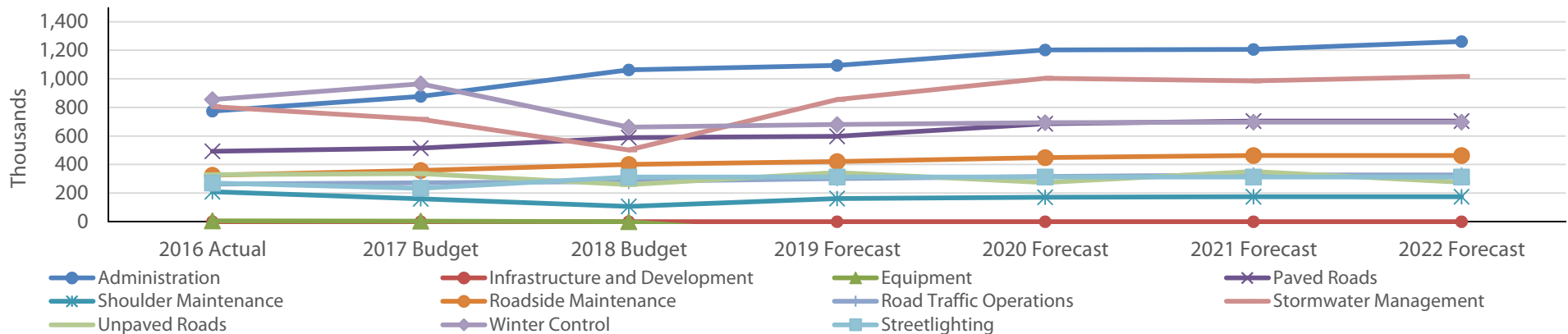
Budget Change Summary

The Public Works operating budget reflects a decrease of 8% or \$366,000 before long-term debt charges, with a 6% decrease overall with debt charges included. Factors impacting this budget include the addition of an Operator and Assistant Mechanic position in March 2018, with an impact of \$118,000 including benefits and \$158,000 for a full year in 2019. Negotiated increases in salaries, together with increases in benefit costs, in the amount of \$25,000 are also impacting the 2018 budget. Increased funding for spray patching and crack sealing of paved roads in the amount of \$30,000, line painting in the amount of \$5,000 and long-term debt charges in the amount of \$101,000 for new debt related to completed 2016 projects (Erie Street, equipment and salt shed) are showing a full year payment in 2018. These increases are offset by a decrease in expenses for Winter Control to reflect the past three-year average and a decrease in transfers to reserve of \$25,000.

Budget Trend by Division (2016 to 2022)



Budget Trend by Cost Centre (2016 to 2022)



2018 - 2022 Operating Forecast

Department: Public Works

Division: Public Works

Breakdown of Net Budget by Cost Centre			Budget		Change	Forecast			
Cost Centre	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Administration	774,593	877,006	1,063,340	186,334	21%	1,094,432	1,201,756	1,205,410	1,261,578
Infrastructure and Development	0	-0	-0	0	0%	-0	-0	-0	-0
Equipment	6,460	4,124	-0	-4,124	100%	-102,664	-214,285	-246,235	-246,235
Paved Roads	493,123	514,535	587,725	73,190	14%	597,491	685,839	704,702	704,702
Shoulder Maintenance	210,422	159,424	106,738	-52,686	-33%	162,404	170,449	173,917	173,917
Roadside Maintenance	324,764	358,342	400,909	42,567	12%	421,410	448,552	464,172	464,172
Road Traffic Operations	263,447	272,220	280,933	8,713	3%	302,085	316,004	326,673	326,673
Stormwater Management	805,195	717,937	501,122	-216,816	-30%	855,338	1,003,849	985,783	1,015,783
Unpaved Roads	328,195	336,070	260,049	-76,020	-23%	343,032	273,490	350,843	275,843
Winter Control	854,395	965,769	661,098	-304,671	-32%	680,744	692,543	697,629	697,629
Streetlighting	270,551	232,756	312,256	79,500	34%	312,256	312,256	312,256	312,256
Total	4,331,145	4,438,182	4,174,170	-264,013	-6%	4,666,528	4,890,453	4,975,150	4,986,318

Budget Breakdown by Expense and Revenue Grouping			Budget		Change	Forecast			
Grouping	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenditures									
Personnel Expenses	1,387,020	1,446,308	1,588,859	142,551	10%	1,597,769	1,622,859	1,627,389	1,683,557
Supplies and Services	2,344,214	3,030,483	2,673,590	-356,892	-12%	2,942,556	3,037,681	3,150,739	3,105,739
Transfers to Reserves	1,056,461	331,448	306,883	-24,565	-7%	325,000	285,000	285,000	285,000
Utilities and Insurance	460,029	376,620	461,835	85,215	23%	461,992	462,152	462,314	462,314
Total Expenditures	5,247,724	5,184,859	5,031,168	-153,691	-3%	5,327,317	5,407,693	5,525,442	5,536,610
Revenues									
Property Taxation	0	0	0	0	0%	0	0	0	0
Provincial and Federal Funding	0	0	0	0	0%	0	0	0	0
Other Revenue	835,503	780,849	734,525	-46,324	-6%	853,859	931,521	964,564	964,564
Transfers from Reserves	83,805	70,000	328,088	258,088	369%	161,443	60,000	60,000	60,000
Total Revenues	919,308	850,849	1,062,613	211,765	25%	1,015,302	991,521	1,024,564	1,024,564
Net	4,328,416	4,334,010	3,968,555	-365,455	-8%	4,312,015	4,416,172	4,500,879	4,512,047
Debt Charges	2,729	104,172	205,615	101,443	97%	354,513	474,282	474,272	474,272
Net	4,331,145	4,438,182	4,174,170	-264,013	-6%	4,666,528	4,890,453	4,975,150	4,986,318

2018 - 2022 Operating Forecast

Department: Health Services

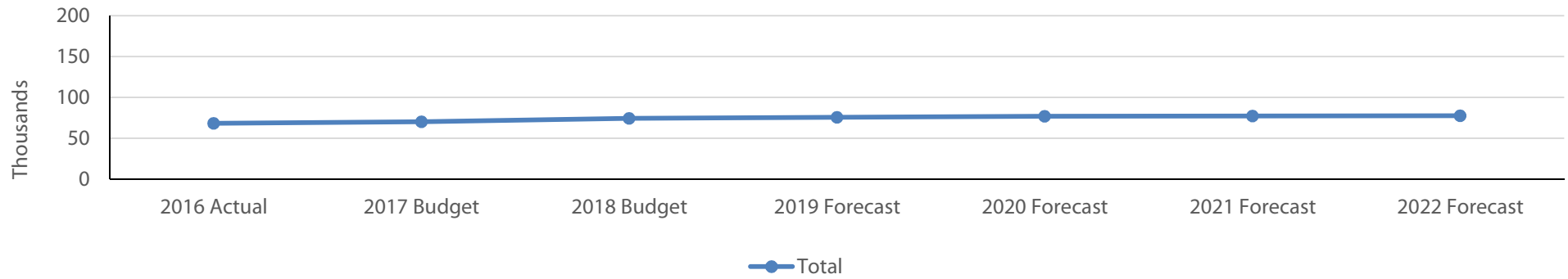
Division: Health Services

The Health Services division includes the nurse practitioner, west nile virus protection, and cemetery care and maintenance. There is no change in full-time equivalents under the 2018 budget.

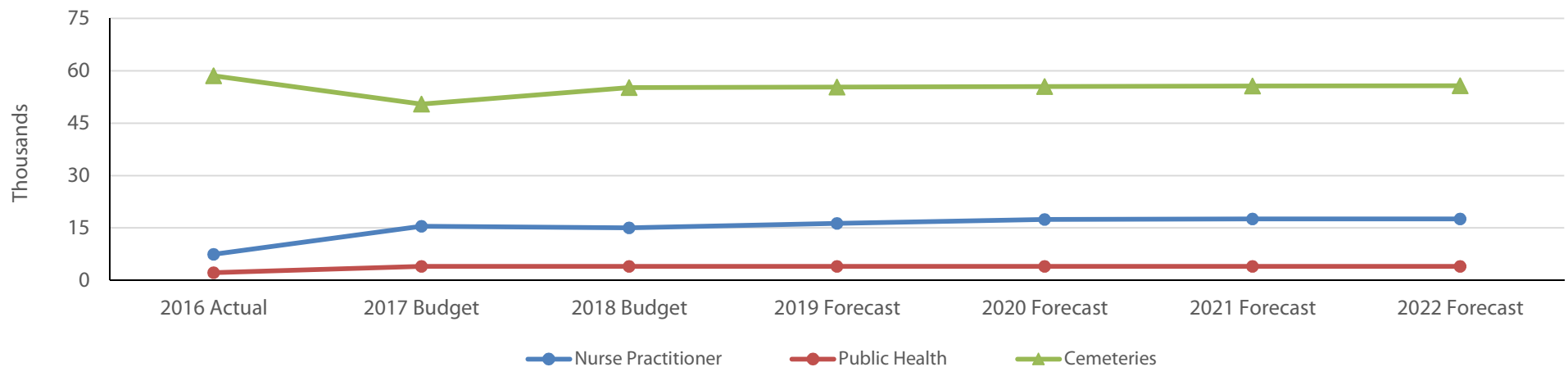
Budget Change Summary

The operating budget for Health Services reflects an increase of \$4,000 for 2018, the majority of which can be attributed to negotiated increases for the Nurse Practitioner and the effects of increases in the Consumer Price Index.

Budget Trend by Division (2016 to 2022)



Budget Trend by Cost Centre (2016 to 2022)



2018 - 2022 Operating Forecast

Department: Health Services

Division: Health Services

Breakdown of Net Budget by Cost Centre			Budget		Change		Forecast			
Cost Centre	2016 Actual	2017 Budget	2018	\$	%		2019	2020	2021	2022
Nurse Practitioner	7,401	15,454	15,042	-412	-3%		16,271	17,384	17,534	17,576
Public Health	2,200	4,000	4,000	0	0%		4,000	4,000	4,000	4,000
Cemeteries	58,615	50,496	55,241	4,745	9%		55,366	55,493	55,618	55,733
Total	68,216	69,951	74,284	4,333	6%		75,637	76,876	77,152	77,309

Budget Breakdown by Expense and Revenue Grouping			Budget		Change		Forecast			
Grouping	2016 Actual	2017 Budget	2018	\$	%		2019	2020	2021	2022
Expenditures										
Personnel Expenses	124,877	130,287	131,875	1,588	1%		133,104	134,217	134,367	134,409
Supplies and Services	122,833	126,661	124,775	-1,886	-1%		124,889	125,004	125,118	125,233
Transfers to Reserves	6,320	9,880	9,880	0	0%		9,880	9,880	9,880	9,880
Utilities and Insurance	1,451	1,978	1,908	-70	-4%		1,919	1,931	1,942	1,942
Total Expenditures	255,481	268,807	268,439	-368	0%		269,793	271,032	271,307	271,464
Revenues										
Property Taxation		0	0	0	0%		0	0	0	0
Provincial and Federal Funding	129,003	131,053	131,053	0	0%		131,053	131,053	131,053	131,053
Other Revenue	52,400	60,803	56,102	-4,701	-8%		56,102	56,102	56,102	56,102
Transfers from Reserves	5,862	7,000	7,000	0	0%		7,000	7,000	7,000	7,000
Total Revenues	187,265	198,856	194,155	-4,701	-2%		194,155	194,155	194,155	194,155
Sub-Total	68,216	69,951	74,284	4,333	6%		75,637	76,876	77,152	77,309
Debt Charges	0	0	0	0	0%		0	0	0	0
Net	68,216	69,951	74,284	4,333	6%		75,637	76,876	77,152	77,309

2018 - 2022 Operating Forecast

Department: Community Services

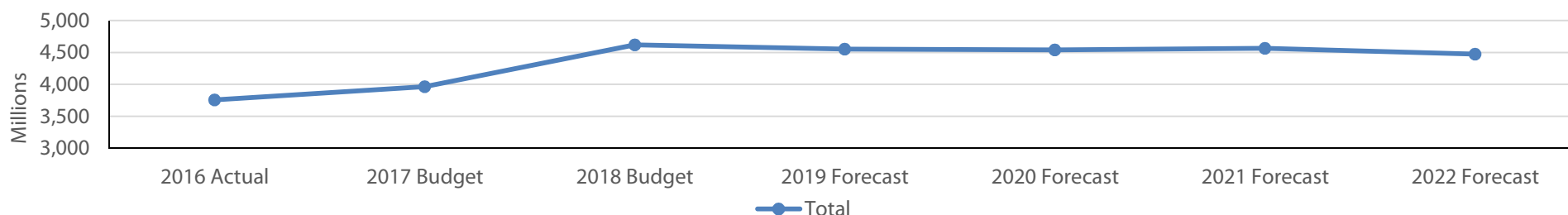
Division: Community Services

The Community Services division includes administration, events and tourism, parks, community centres, arenas, aquatics centre, harbour, libraries, murals, and downtown beautification.

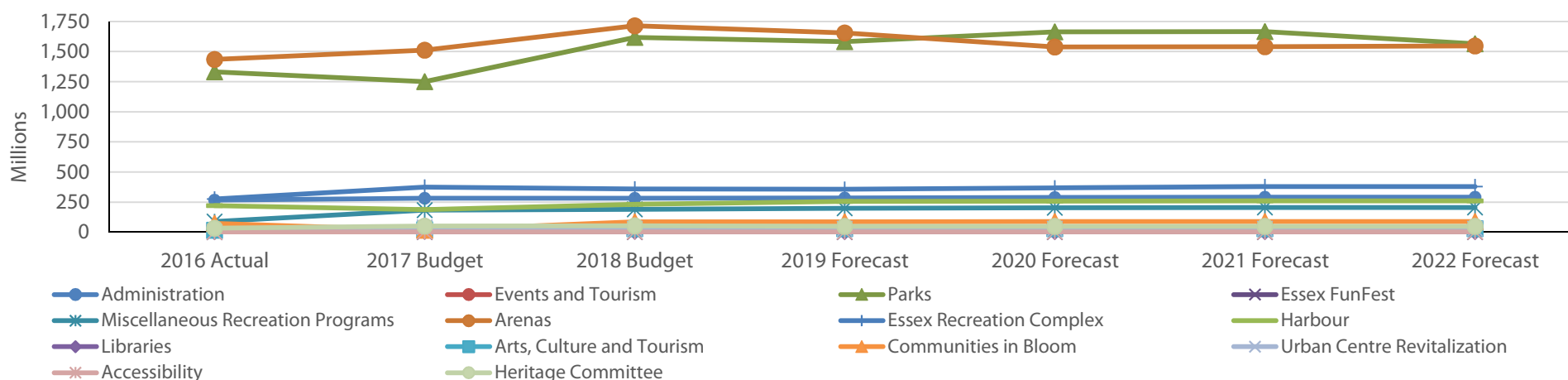
Budget Change Summary

The budget for Community Services reflects an increase of \$624,000 before long-term debt charges, or \$655,000 with long-term debt charges included. Factors contributing to this increase include additional long-term debt charges of \$122,000 associated with the new long-term debt for the purchase of recreational lands and equipment in 2016. Personnel expenses have increased by \$130,000 due to the addition of a Maintenance Technician position identified during the organizational review, negotiated salary increases, additional part-time staff, and increased benefit costs. Transfers to reserves have increased with the introduction of an annual contribution towards the future development of recreational lands. The methodology, for transfers to reserve related to the replacement of vehicles and equipment has been revised to provide for annual contributions based on the useful life of the assets to be replaced rather than contributions based on the year the asset will be replaced.

Budget Trend by Division (2016 to 2022)



Budget Trend by Cost Centre (2016 to 2022)



2018 - 2022 Operating Forecast

Department: Community Services

Division: Community Services

Breakdown of Net Budget by Cost Centre			Budget		Change	Forecast			
Cost Centre	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Administration	266,180	281,513	281,139	-374	0%	285,264	289,463	290,740	290,740
Events and Tourism	10,690	37,000	17,000	-20,000	-54%	17,000	17,000	17,000	17,000
Parks	1,331,721	1,250,854	1,617,788	366,934	29%	1,581,482	1,662,714	1,666,322	1,565,607
Essex FunFest	0	0	0	0	0%	0	0	0	0
Miscellaneous Recreation Programs	87,759	183,282	189,888	6,606	4%	198,532	202,129	204,405	205,967
Arenas	1,435,000	1,511,410	1,715,183	203,773	13%	1,655,916	1,537,999	1,540,212	1,547,808
Essex Recreation Complex	276,440	374,336	359,796	-14,540	-4%	355,832	367,164	379,602	379,602
Harbour	221,144	188,372	230,889	42,517	23%	255,320	258,419	260,930	260,931
Libraries	4,410	8,099	5,970	-2,129	-26%	5,887	5,817	5,745	5,920
Arts, Culture and Tourism	16,797	20,219	29,112	8,893	44%	29,112	29,112	29,112	29,112
Communities in Bloom	74,119	15,943	86,960	71,017	445%	87,294	87,649	88,004	88,004
Urban Centre Revitalization	0	40,000	30,000	-10,000	-25%	30,000	30,000	30,000	30,000
Accessibility	0	3,203	3,203	0	0%	3,203	3,203	3,203	3,203
Heritage Committee	33,756	50,532	53,176	2,644	5%	48,320	48,464	48,608	48,608
Total	3,758,016	3,964,762	4,620,102	655,341	17%	4,553,161	4,539,133	4,563,884	4,472,503

Budget Breakdown by Expense and Revenue Grouping			Budget		Change	Forecast			
Grouping	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenditures									
Personnel Expenses	2,657,846	2,852,205	2,983,062	130,856	5%	3,086,964	3,134,888	3,163,967	3,169,611
Supplies and Services	1,290,101	1,486,626	1,469,853	-16,773	-1%	1,428,485	1,435,466	1,435,558	1,447,029
Transfers to Reserves	618,061	312,215	688,279	376,064	120%	657,216	600,716	596,083	492,083
Utilities and Insurance	783,868	730,311	870,669	140,359	19%	873,510	876,403	879,377	881,047
Total Expenditures	5,349,876	5,381,358	6,011,863	630,506	12%	6,046,174	6,047,473	6,074,985	5,989,771
Revenues									
Provincial and Federal Funding	73,697	30,000	30,000	0	0%	30,000	30,000	30,000	30,000
Other Revenue	2,510,007	2,364,659	2,381,552	16,893	1%	2,431,393	2,434,997	2,437,767	2,437,767
Transfers from Reserves	66,398	201,932	191,410	-10,522	-5%	284,163	162,410	162,411	162,410
Total Revenues	2,650,102	2,596,591	2,602,962	6,371	0%	2,745,556	2,627,407	2,630,178	2,630,176
Sub-Total	2,699,774	2,784,767	3,408,902	624,135	22%	3,300,619	3,420,066	3,444,807	3,359,594
Debt Charges	1,058,242	1,179,995	1,211,201	31,206	3%	1,252,542	1,119,067	1,119,077	1,112,909
Net	3,758,016	3,964,762	4,620,102	655,341	17%	4,553,161	4,539,133	4,563,884	4,472,503

2018 - 2022 Operating Forecast

Department: Planning and Development

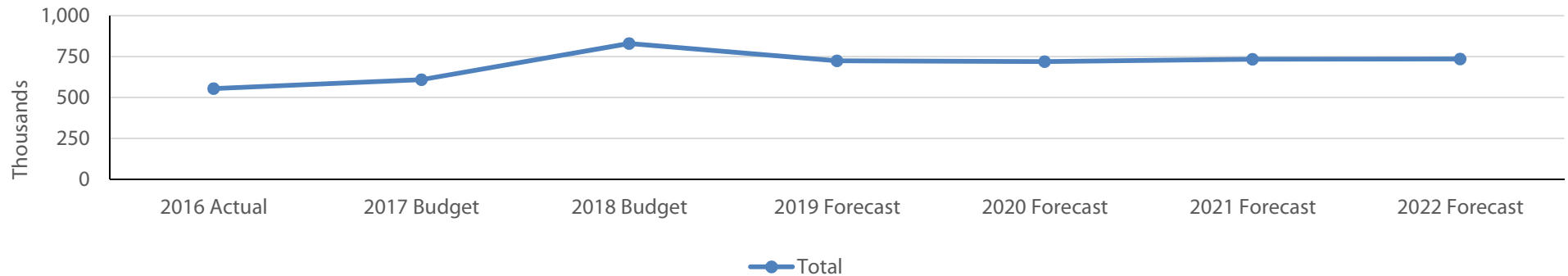
Division: Planning and Zoning

The Planning and Zoning division includes planning services as well as the committee of adjustment, parkland contributions, Business Improvement Area, and the Essex and Harrow Community Improvement Plans.

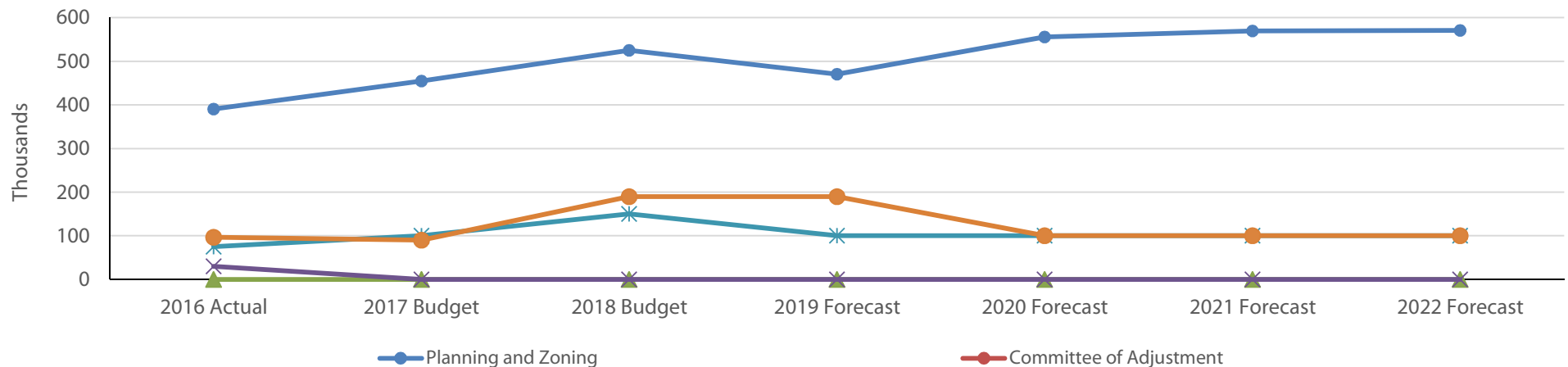
Budget Change Summary

The Planning and Zoning Department is reflecting an overall increase of \$221,000 for 2018. Impacting this budget is an increase of \$50,000 in the Community Improvement Plan (CIP) for Essex Centre to bring total CIP amounts for Essex up to \$150,000. The Harrow CIP shows increase of \$100,000 with funding of \$90,000 allocated towards Tax Increment Financing.

Budget Trend by Division (2016 to 2022)



Budget Trend by Cost Centre (2016 to 2022)



2018 - 2022 Operating Forecast

Department: Planning and Development

Division: Planning and Zoning

Breakdown of Net Budget by Cost Centre

Cost Centre	2016 Actual	2017 Budget	Budget		Change		Forecast			
			2018	\$	%		2019	2020	2021	2022
Planning and Zoning	390,254	454,812	525,342	70,529	16%		470,370	555,566	569,781	570,854
Committee of Adjustment	-38,710	-36,863	-36,163	700	-2%		-36,863	-36,163	-36,863	-36,163
Parkland Contributions	0	0	0	0	0%		0	0	0	0
Business Improvement Area	30,000	0	0	-0	0%		0	0	0	0
Community Improvement Plan - Essex Centre	75,000	100,000	150,000	50,000	50%		100,000	100,000	100,000	100,000
Community Improvement Plan - Harrow/Colchester South	96,576	90,000	190,000	100,000	111%		190,000	100,000	100,000	100,000
Total	553,120	607,949	829,179	221,230	36%		723,507	719,403	732,918	734,691

Budget Breakdown by Expense and Revenue Grouping

Grouping	2016 Actual	2017 Budget	Budget		Change		Forecast			
			2018	\$	%		2019	2020	2021	2022
Expenditures										
Personnel Expenses	305,521	394,266	453,294	59,029	15%		407,185	491,735	505,940	507,023
Supplies and Services	390,307	680,965	611,607	-69,358	-10%		554,544	465,958	465,258	465,958
Transfers to Reserves	129,405	42,130	19,653	-22,477	-53%		17,152	17,085	17,085	17,085
Utilities and Insurance	252	1,144	55	-1,089	-95%		55	55	55	55
Total Expenditures	825,485	1,118,504	1,084,609	-33,896	-3%		978,937	974,833	988,338	990,121
Revenues										
Property Taxation		120,000	132,000	12,000	10%		132,000	132,000	132,000	132,000
Provincial and Federal Funding		0	0	0	0%		0	0	0	0
Other Revenue	241,726	131,980	123,430	-8,550	-6%		123,430	123,430	123,430	123,430
Transfers from Reserves	30,639	258,575	0	-258,575	-100%		0	0	0	0
Total Revenues	272,365	510,555	255,430	-255,125	-50%		255,430	255,430	255,430	255,430
Sub-Total	553,120	607,949	829,179	221,230	36%		723,507	719,403	732,908	734,691
Debt Charges	0	0	0	0	0%		0	0	0	0
Net	553,120	607,949	829,179	221,230	36%		723,507	719,403	732,908	734,691

2018 - 2022 Operating Forecast

Department: Planning and Development

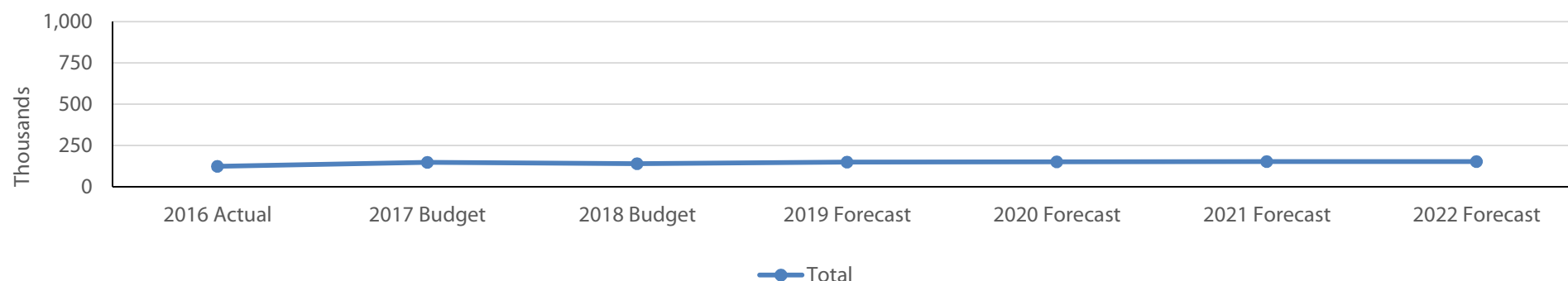
Division: Agriculture and Reforestation

The Agriculture and Reforestation department provides drainage services including municipal drains, tile drainage, shoreline protection, and shoreline assistance.

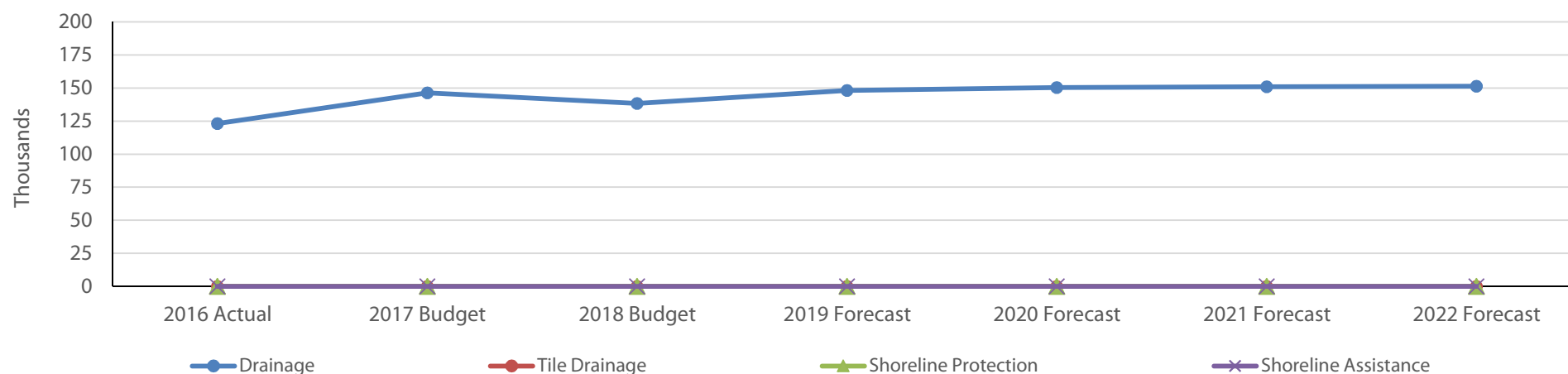
Budget Change Summary

Operating expenses for the Agriculture and Reforestation department are showing a decrease of \$8,100 or 6% over 2017. Salaries and wages reflect an increase of \$4,400, which includes negotiated union and non-union salary increases, as well as an increase in benefit costs. Also impacting this budget is the transfer of weed cutting to by-law enforcement.

Budget Trend by Division (2016 to 2022)



Budget Trend by Cost Centre (2016 to 2022)



2018 - 2022 Operating Forecast

Department: Planning and Development

Division: Agriculture and Reforestation

Breakdown of Net Budget by Cost Centre			Budget		Change	Forecast			
Cost Centre	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Drainage	123,257	146,407	138,323	-8,085	-6%	148,175	150,418	150,980	151,371
Tile Drainage	0	0	0	0	0%	0	0	0	0
Shoreline Protection	0	0	0	0	0%	0	0	0	0
Shoreline Assistance	0	0	0	0	0%	0	0	0	0
Total	123,257	146,407	138,323	-8,085	-6%	148,175	150,418	150,980	151,371

Budget Breakdown by Expense and Revenue Grouping			Budget		Change	Forecast			
Grouping	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenditures									
Personnel Expenses	135,492	172,446	176,966	4,519	3%	186,807	189,041	189,593	189,984
Supplies and Services	14,275	36,181	20,961	-15,220	-42%	20,961	20,961	20,961	20,961
Transfers to Reserves	5,036	36	2,536	2,500	6944%	2,536	2,536	2,536	2,536
Utilities and Insurance	3,488	3,085	3,202	117	4%	3,211	3,221	3,231	3,231
Total Expenditures	158,291	211,749	203,664	-8,085	-4%	213,516	215,759	216,321	216,712
Revenues									
Property Taxation	0	101,630	100,448	-1,182	-1%	62,050	55,247	28,949	0
Provincial and Federal Funding	34,245	53,320	53,320	0	0%	53,320	53,320	53,320	53,320
Other Revenue	94,392	12,200	12,200	0	0%	12,200	12,200	12,200	12,200
Transfers from Reserves	0	0	0	0	0%	0	0	0	0
Total Revenues	128,637	167,150	165,968	-1,182	-1%	127,570	120,767	94,469	65,520
Sub-Total	29,654	44,598	37,696	-6,902	-15%	85,945	94,993	121,852	151,192
Debt Charges	93,603	101,809	100,627	-1,182	-1%	62,229	55,426	29,128	179
Net	123,257	146,407	138,323	-8,085	-6%	148,175	150,418	150,980	151,371

2018 - 2022 Operating Forecast

Department: Environmental Services

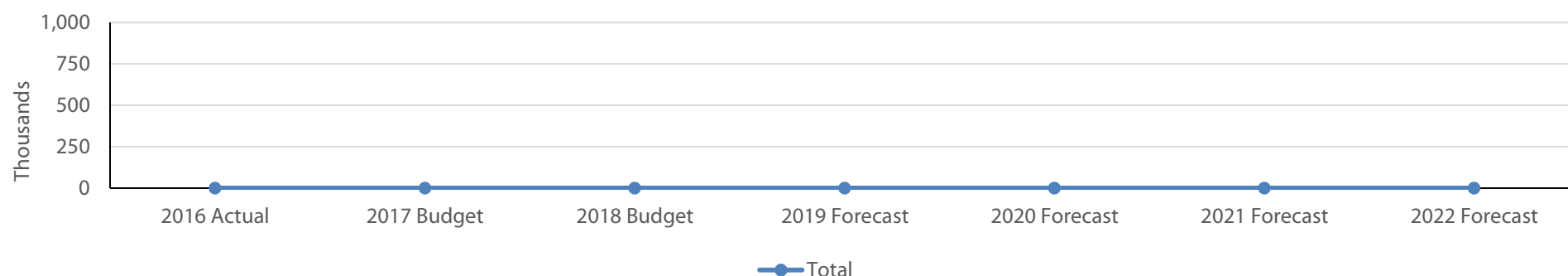
Division: Garbage Collection and Disposal

Garbage collection and disposal costs include the waste collection contract and tipping fees paid to the Essex Windsor Solid Waste Authority. These costs benefit certain property classes and are, therefore only levied against those property classes that receive the benefit of this service.

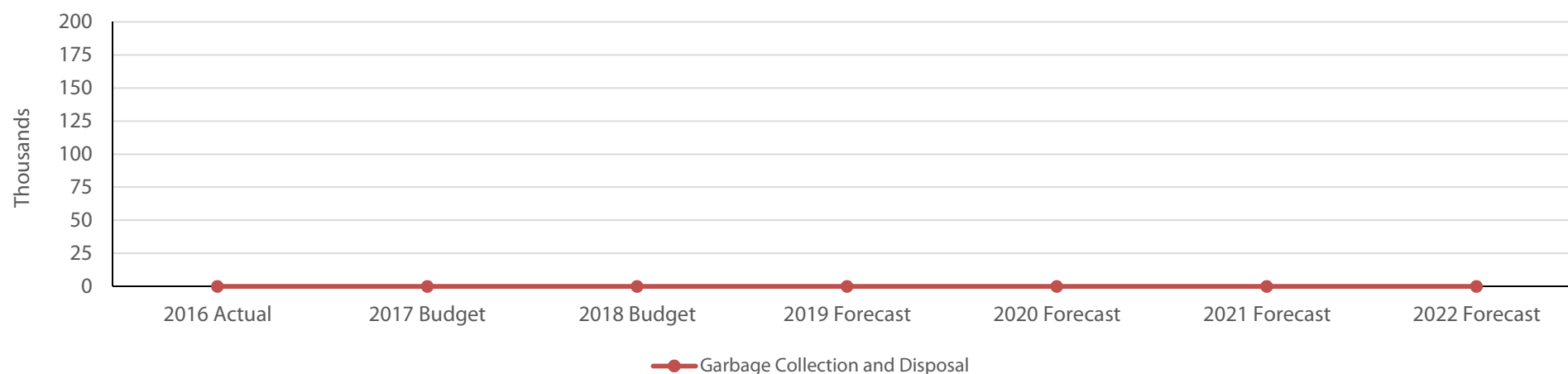
Budget Change Summary

The 2018 Budget has been adjusted to reflect the change in the consumer price index on the contract for waste collection and the charges from the Essex Windsor Solid Waste Authority. As well, the revenue from landfill compensation has been increased for changes in the consumer price index, with a corresponding increase in the amount transferred to reserve.

Budget Trend by Division (2016 to 2022)



Budget Trend by Cost Centre (2016 to 2022)



2018 - 2022 Operating Forecast

Department: Environmental Services

Division: Garbage Collection and Disposal

Breakdown of Net Budget by Cost Centre			Budget	Change		Forecast			
Cost Centre	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Garbage Collection and Disposal	0	0	0	-0	0%	0	0	0	0
Total	0	0	0	0	0%	0	0	0	0

Budget Breakdown by Expense and Revenue Grouping			Budget	Change		Forecast			
Grouping	2016 Actual	2017 Budget	2018	\$	%	2019	2020	2021	2022
Expenditures									
Personnel Expenses	0	0	0	0	0%	0	0	0	0
Supplies and Services	1,268,899	1,221,467	1,239,728	18,261	0%	1,254,975	1,270,424	1,286,071	1,286,071
Transfers to Reserves	2,259,081	1,527,201	1,563,991	36,790	0%	1,606,911	1,608,175	1,597,787	1,597,787
Utilities and Insurance	0	0	0	0	0%	0	0	0	0
Total Expenditures	3,527,980	2,748,668	2,803,719	55,051	0%	2,861,886	2,878,599	2,883,858	2,883,858
Revenues									
Property Taxation	2,259,081	1,243,258	1,275,728	32,470	0%	1,310,975	1,304,424	1,286,071	1,286,071
Provincial and Federal Funding	0	0	0	0	0%	0	0	0	0
Other Revenue	1,231,635	1,505,410	1,527,991	22,581	0%	1,550,911	1,574,175	1,597,787	1,597,787
Transfers from Reserves	37,264	0	0	0	0%	0	0	0	0
Total Revenues	3,527,980	2,748,668	2,803,719	55,051	0%	2,861,886	2,878,599	2,883,858	2,883,858
Sub-Total	0	0	0	0	0%	0	0	0	0
Debt Charges	0	0	0	0	0%	0	0	0	0
Net	0	0	0	0	0%	0	0	0	0



User Rate Supported

2018 - 2022 Operating Budget

Department: Environmental Services

Division: Environmental Services

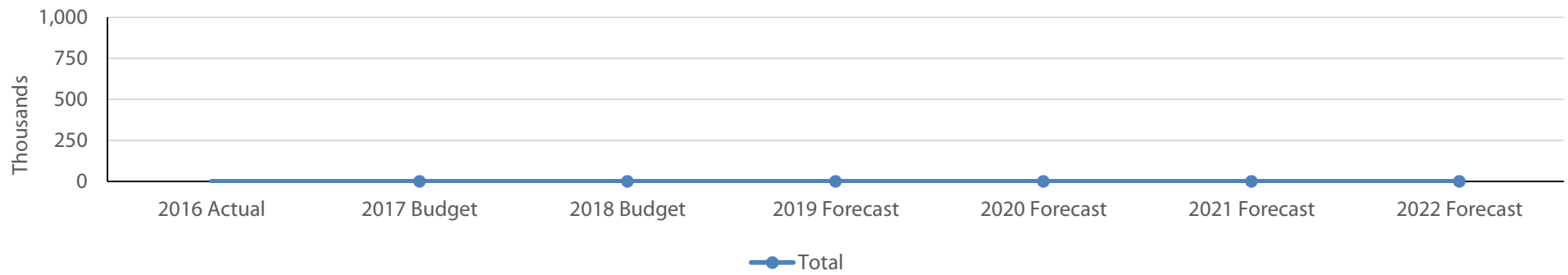
The Environmental Services division includes sanitary sewer and waterworks.

Budget Change Summary

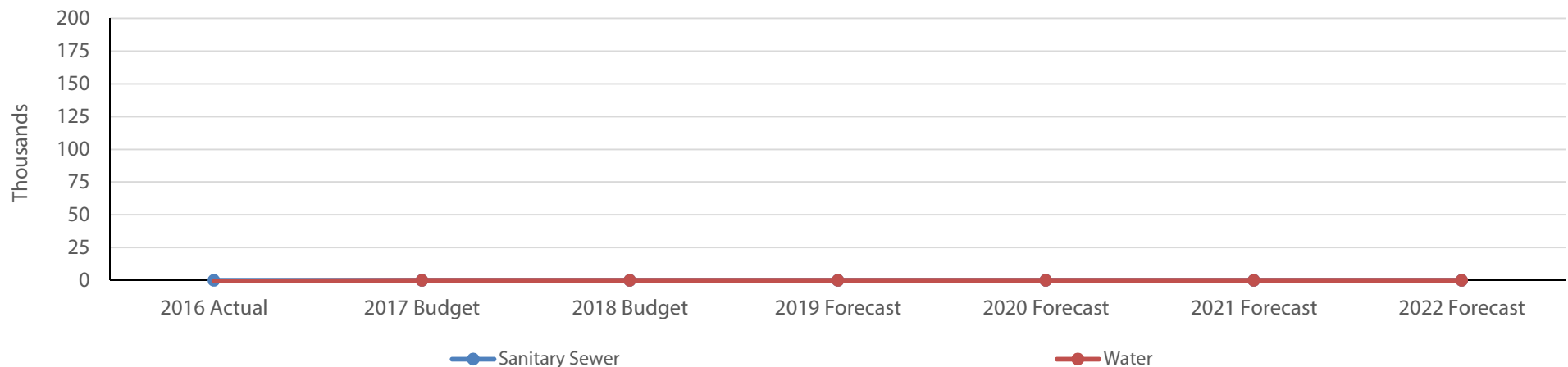
Environmental Services, which includes water and sanitary sewer operations, has no overall impact as it is entirely funded through water and sanitary sewer rates. Increases include the addition of a lead hand position in 2018 and a Sewage System review and modelling study in the amount of \$50,000.

Throughout the years 2019 to 2022, there are no significant impacts on the budget.

Budget Trend by Division (2016 to 2022)



Budget Trend by Cost Centre (2016 to 2022)



2018 - 2022 Operating Budget

Department: Environmental Services

Division: Environmental Services

Breakdown of Net Budget by Cost Centre			Budget		Change		Forecast			
Cost Centre	2016 Actual	2017 Budget	2018		\$	%	2019	2020	2021	2022
Sanitary Sewer	0	-0	-0		-0	0%	-0	-0	-0	-0
Water	-561	0	-0		-0	0%	-0	-0	-0	-0
Total	-561	-0	-0		-0	0%	-0	-0	-0	-0

Budget Breakdown by Expense and Revenue Grouping			Budget		Change		Forecast			
Grouping	2016 Actual	2017 Budget	2018		\$	%	2019	2020	2021	2022
Expenditures										
Personnel Expenses	419,169	426,806	505,247		78,441	18%	543,595	552,181	555,533	555,533
Supplies and Services	2,303,729	2,707,580	2,759,813		52,234	2%	2,710,102	2,711,361	2,711,360	2,711,360
Transfers to Reserves	5,593,986	5,446,535	5,357,774		-88,761	-2%	5,318,551	5,308,112	5,304,156	5,304,156
Utilities and Insurance	506,979	476,332	481,986		5,654	1%	487,727	493,553	499,468	499,468
Total Expenditures	8,823,863	9,057,253	9,104,821		47,567	-1%	9,059,975	9,065,208	9,070,518	9,070,518
Revenues										
Property Taxation		68,523	68,523		0	0%	63,238	63,238	63,238	63,238
Provincial and Federal Funding	0	0	0		0	0%	0	0	0	0
Other Revenue	6,922,628	6,800,324	6,800,324		0	0%	6,800,324	6,800,324	6,800,324	6,800,324
Transfers from Reserves	2,987,619	2,786,249	2,833,817		47,568	2%	3,148,412	3,148,359	3,153,670	3,153,670
Total Revenues	9,910,247	9,655,096	9,702,664		47,568	0%	10,011,974	10,011,921	10,017,231	10,017,231
Sub-Total	-1,086,384	-597,843	-597,843		-0	0%	-951,999	-946,713	-946,714	-946,714
Debt Charges	1,085,823	597,843	597,843		0	0%	951,999	946,713	946,714	946,714
Net	-561	0	-0		-0	0%	-0	-0	-0	-0

The Corporation of the Town of Essex

By-Law Number 1673

**Being a by-law to adopt the 2019-2022
Operating and Capital Budget Forecasts**

Whereas Section 290 of the Municipal Act, 2001, S.O. 2001, c.25, and amendments thereto (the "Act"), requires that a local municipality shall prepare and adopt a yearly budget including estimates of all sums required for the purposes of the municipality;

Whereas Section 291 of the Act further provides that a local municipality may prepare and adopt a multi-year budget covering a period of two to five years in the first year to which the budget applies or in the year immediately preceding the first year to which the budget applies;

And whereas, at a Special Council Meeting held on January 22, 2017 the Council of the Town of Essex did adopt in principal the 2019 to 2022 Operating and Capital Budget Forecasts subject to annual changes as may be approved by Council;

Now therefore be it resolved that the Council of The Corporation of the Town of Essex enacts as follows:

1. That the Operating and Capital Budget Forecasts for the years 2019 to 2022 respectively as attached hereto as Schedule A to this By-law, be approved and adopted subject to annual changes as may be approved by Council.

Read a first, a second and a third time and finally passed on February 5, 2018.

Mayor

Clerk

**The following Notices of Motion will be brought forward for consideration
at the Regular Council Meeting of Monday, February 5, 2018**

~~Councillor Bondy:~~

~~That Administration review the current speed limit and handicap sign on Ridge
Road and report back to Council on recommended changes, if any.~~

Councillor Voakes:

That Administration provide information on the guidelines used when
communicating with the media.

Councillor Voakes:

Notice of Motion - That Administration provide a report on its Request For
Proposal (RFP) procedures and how the Town determines what proposals to
accept or not accept.

~~Councillor Voakes:~~

~~Notice of Motion That Administration provide the cost of the recent Fire
Department third party investigation.~~

From: Hunter, Donna
Sent: Monday, January 29, 2018 4:15 PM
To: Auger, Robert <rauger@essex.ca>
Subject: Notice of Motion

Rob,

Below is a Notice of Motion which Larry requested this morning for the Feb. 5 agenda.

"To request that Administration provide a report that sets out the cost of bringing municipal services where they end on Maidstone Avenue, east of Highway 3, to the lands west of Highway 3 along County Road 8 to the future intersection of Pinkerton and County Road 8 (Lafferty lands)"

Donna E. Hunter
Chief Administrative Officer
Town of Essex
33 Talbot St. S., Essex, ON N8M 1A8
Telephone: 519.776.7336 x1119

From: Bondy, Sherry

Sent: Tuesday, January 30, 2018 10:27 AM

To: Auger, Robert <rauger@essex.ca>; Hunter, Donna <dhunter@essex.ca>; Brett, Laurie <lbrett@essex.ca>

Cc: CouncilMembers <CouncilMembers@essex.ca>

Subject: NOM

Hi Robert- can i pls put forward the following notice of motion for debate at the second meeting in feb- introducing it Monday.

That Council look at the Urban Center grant from OMAFRA and Council contingency fund for the possibility of doing the Harrow Center streetscape project in 2018.

I believe the cost for Essex Center was only 30k.

If we are short funds I can approach the chamber for some dollars as well.

Sherry

Sent from my iPad

From: Rogers, Ron

Sent: Thursday, February 1, 2018 11:39 AM

To: Brett, Laurie <lbrett@essex.ca>; Auger, Robert <rauger@essex.ca>

Subject: N of M for February 5th

That the Town in recognition of our rich cultural and diverse history and February being Black History Month designate and assign the name “McCoy Park” in honour of Elijah McCoy an incredible man, inventor and innovator born and raised in Colchester to the Colchester lakefront park often referred to as simply the Colchester or Jackson Street park.

Sent from my iPad

The Corporation of the Town of Essex

By-Law Number 1671

Being a by-law to confirm the proceedings of the January 15, 2018 Regular Meeting of the 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 January 15, 2018 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 January 15, 2018 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 January 15, 2018.

Mayor

Clerk

Read a third time and finally passed on February 5, 2018.

Mayor

Clerk

The Corporation of the Town of Essex

By-Law Number 1675

**Being a by-law to enter into an Wages and Benefit
Agreement between The Corporation of the Town of
Essex and its Firefighter Employees**

Whereas Sections 278 to 283, inclusive of the *Municipal Act*, 2001, c.25 and amendments thereto, provides municipalities with the authority to pass By-Laws to provide for remuneration and benefits for its employees;

And whereas, the Town of Essex deems it expedient to establish remuneration and to offer certain benefits to its Firefighter employees for the period covering December 1, 2017 up to and including November 30, 2021.

Now therefore be it resolved that the Council of The Corporation of the Town of Essex enacts as follows:

1. That the Negotiating Committee representing The Corporation of the Town of Essex is hereby authorized to finalize and enter into the Wages and Benefit Agreement between The Corporation of the Town of Essex and its firefighter employees attached hereto as Schedule "A";
2. That any By-Law inconsistent with this By-Law be hereby repealed.

Read a first, a second and a third time and finally passed on February 5, 2018.

Mayor _____

Clerk _____

Schedule “A” To By-Law No. 1675

Note: Agreement to be attached as part of the February 5, 2018 Regular Council Meeting
Minutes to be adopted at the February 20, 2018 Regular Council Meeting

**TOWN OF ESSEX FIREFIGHTERS
WAGES AND BENEFIT AGREEMENT FOR DECEMBER 1, 2017 TO
NOVEMBER 30, 2021**

The following outlines the wages and benefits for the firefighters of the Town of Essex for the period December 1, 2017 up to and including November 30, 2021.

Wage Scale:

<u>Current (2017)</u>	Retainer	Per Call	Meetings	Truck Checks	Overtime	Other
District Chief	\$4,300	\$52	\$42	\$31	\$21.50	\$21.50
Battalion Chief	\$2,200	\$52	\$42	\$31	\$21.50	\$21.50
Captain	\$1,500	\$52	\$42	\$31	\$21.50	\$21.50
Firefighter*	\$1,000	\$52	\$42	\$31	\$21.50	\$21.50

<u>2018</u>	Retainer	Per Call	Meetings	Truck Checks	Overtime	Other
District Chief	\$4,300	\$53.04	\$42.84	\$31.62	\$21.93	\$21.93
Captain	\$1,500	\$53.04	\$42.84	\$31.62	\$21.93	\$21.93
Firefighter*	\$1,000	\$53.04	\$42.84	\$31.62	\$21.93	\$21.93

<u>2019</u>	Retainer	Per Call	Meetings	Truck Checks	Overtime	Other
District Chief	\$4,300	\$54.10	\$43.70	\$32.25	\$22.37	\$22.37
Captain	\$1,500	\$54.10	\$43.70	\$32.25	\$22.37	\$22.37
Firefighter*	\$1,000	\$54.10	\$43.70	\$32.25	\$22.37	\$22.37

<u>2020</u>	Retainer	Per Call	Meetings	Truck Checks	Overtime	Other
District Chief	\$4,300	\$55.18	\$44.57	\$32.90	\$22.82	\$22.82
Captain	\$1,500	\$55.18	\$44.57	\$32.90	\$22.82	\$22.82
Firefighter*	\$1,000	\$55.18	\$44.57	\$32.90	\$22.82	\$22.82

<u>2021</u>	Retainer	Per Call	Meetings	Truck Checks	Overtime	Other
District Chief	\$4,300	\$56.29	\$45.46	\$33.56	\$23.27	\$23.27
Captain	\$1,500	\$56.29	\$45.46	\$33.56	\$23.27	\$23.27
Firefighter*	\$1,000	\$56.29	\$45.46	\$33.56	\$23.27	\$23.27

- Probationary firefighters will only be hired to fill vacant positions. These new recruits (probationary personnel) will be selected and must obtain NFPA 1001 Level I & II training as provided by the department.
- Probationary firefighters are not eligible for a Retainer as per asterisk above.

**TOWN OF ESSEX FIREFIGHTERS
WAGES AND BENEFIT AGREEMENT FOR DECEMBER 1, 2017 TO
NOVEMBER 30, 2021**

- When applying, probationary firefighters will be required to provide an application package which may include, but is not limited to: resume and certificates from Candidate Testing Services as follows;
 - Stage One – National Fire Select Test,
 - Stage Two – Part One – Medical Screening
 - Stage Two – Part Two – Clinical Assessment
- Probationary Firefighters once selected will receive a conditional job offer, to participate in training (NFPA 1001 Level I & II) provided by Essex Fire & Rescue.
- After successful completion of NFPA 1001 Level I & II, obtaining certification of NFPA 1001 Levels I & II, and a successful job performance evaluation, the probationary firefighter will then receive a final job offer.
- Probationary firefighters will receive practical training which will be paid at the “Other” rate.
- Duties of probationary firefighters will be limited to tasks and duties as assigned by the officer in charge (training or incident) and will include only such tasks/functions in which they have successfully completed relevant training and skill evaluation as part of the NFPA 1001 Level I & II Program
- Probationary firefighter training will be delivered in modules that would allow personnel to be trained in certain firefighter tasks and to perform limited duties under direct supervision prior to meeting the complete requirements for Firefighter I & II certification.
- Probationary firefighters will be able to assist and attend public education activities as well as attend scheduled departmental training to observe.

Retainer:

An annual stipend paid in order to secure the service of Firefighters, District Chiefs and Captains with Essex Fire and Rescue Services, and for repair/replacement of personal clothing as a result of duties.

Per Call:

- “Per Call” rate is provided for the first hour of an emergency/incident.

Truck Checks:

**TOWN OF ESSEX FIREFIGHTERS
WAGES AND BENEFIT AGREEMENT FOR DECEMBER 1, 2017 TO
NOVEMBER 30, 2021**

- “Truck Checks” are the weekend squad duties where squads are expected to complete vehicle, equipment, and hall maintenance as prescribed by their commanding officer and is administered as a flat rate.

Overtime:

- “Overtime” (for emergencies/incidents) will be compensated after one hour and will be administered by the quarter hour.

Other:

- “Other” includes but is not limited to: public education, fire inspections, training courses not including the semi-monthly in house training and other duties approved by the Fire Chief, up to a maximum of 8 hours per day.

Pay Periods:

There will be four pay periods annually: December – February, March – May, June – August and September – November. The deposit dates will be the 2nd Thursday of the month following the end of the pay period.

Insurance Coverage:

All personnel will be covered with “on duty coverage” insurance with the Volunteer Firemen’s Insurance Services. Firefighters, Captains, and District Chiefs will be provided with the same “24 Hour Member Only Coverage” with the Volunteer Firemen’s Insurance Services.

Travel Expenses:

Travel expenses will be paid at the current Town of Essex rate for any training courses or department related business outside of Essex County where a personal vehicle is used.

Medicals and License Renewal

Firefighters, captains, and district chiefs will have the cost of medicals and license renewals related to their DZ licenses reimbursed up to a maximum of \$100. Payment will be provided upon proof of payment.

Meetings:

Personnel will be compensated at the regular meeting rate for meetings including but not limited to: Essex County Fire Service Association, Essex County Firefighters Burn Unit Foundation, Joint Health and Safety Committee,

**TOWN OF ESSEX FIREFIGHTERS
WAGES AND BENEFIT AGREEMENT FOR DECEMBER 1, 2017 TO
NOVEMBER 30, 2021**

Fire Prevention Committee and any other meetings as authorized by the fire chief.

“Meetings” are a period of 2 hours and include regular semi-monthly in-house training, station meetings. The parties recognize that training sessions involve equipment usage and the need to get equipment back in service. As a result, the parties agree that any meetings extending past 2.5 hours will be compensated based on the overtime rate above (administered by the quarter hour).

Retirement Long Service Awards:

Upon retirement from the department any person who served for 15 or more years will receive a long service award calculated as follows:

15 years but less than 20 years = \$300 value gift.
20 years but less than 25 years = \$400 value gift.
25 years or greater = \$500 value gift.

The total years served will be based on years at all 3 stations before and after amalgamation.

Uniform Allowance:

The Town will provide an annual uniform allowance of \$175 per firefighter, captain, and district chief to replace articles of uniforms including hat, shirts, coat, pants, and alterations to uniforms. Any unused amounts will roll over and continue to accumulate, but can only be used for firefighter apparel.

Probationary firefighters will be provided with a uniform and individualized gear upon acceptance of a final offer.

Validation:

This agreement is retroactive to December 1, 2017 and would be in force until November 30, 2021.

The Corporation of the Town of Essex

By-Law Number 1674

Being a by-law to confirm the proceedings of the February 5, 2018 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 February 5, 2018 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 February 5, 2018 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 February 5, 2018.

Mayor

Clerk

Read a third time and finally passed on February 20, 2018.

Mayor

Clerk