



## Regular Council Meeting Agenda

February 20, 2018, 6:00 am

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 20, 2018**

That the published agenda for the February 20, 2018 Regular Council Meeting be adopted as presented / amended.

5. **Adoption of Minutes**

5.1 **Regular Council Meeting Minutes for February 5, 2018**

1

That the minutes of the Regular Council Meeting held February 5, 2018 be adopted as circulated.

6. **Public Presentations**

6.1 **Community Heritage Preservation Awards**

14

Presentations will be made by Mayor Ron McDermott and Deputy Mayor Richard Meloche, Chair of the Heritage Committee to two local community members for their efforts to preserve our local history by initiating heritage designations for their residences.

6.2 **Feasibility of Fibre Optics throughout the Town of Essex**

15

6.2.1 **SouthWestern Integrated Fibre Technology (SWIFT)  
Stakeholder Relations, Adriana Dekker**

6.2.2 **Information Technology Report 2018-01**

RE: Feasibility of Fibre Optics throughout the Town of Essex

Moved by

Seconded by

That the presentation by SouthWestern Integrated Fibre Technology (SWIFT) Stakeholder Relations representative, Adriana Dekker together with Information Technology Report 2018-01, as prepared by Jack Barron, Manager of Information Technology and submitted by Jeffrey Morrison, Director, Corporate Services, entitled "Feasibility of Fibre Optics throughout the Town of Essex", dated February 20, 2018, providing Council with information on the feasibility of fibre

optics throughout the Town of Essex, be received.

**7. Unfinished Business**

**8. Reports from Administration**

**8.1 Fire Report 2018-002 19**

RE: Expansion of the Ontario Naloxone Program

Moved by

Seconded by

**That** Fire Report 2018-002, prepared and submitted by Richard Arnel, Fire Chief, entitled "Expansion of the Ontario Naloxone Program", dated February 20, 2018, be received.

**8.2 Fire Report 2018-003 24**

RE: Ministry of Community Safety and Correctional Services: Public Consultation on proposed regulations for mandatory training and certification and conducting community risk assessments for Fire Protection.

Moved by

Seconded by

**That** Fire Report 2018-003, prepared and submitted by Richard Arnel, Fire Chief, entitled "Ministry of Community Safety and Correctional Services: Public Consultation on proposed regulations for mandatory training and certification and conducting community risks assessments for Fire Protection", be received;

**And that** Council support and approve the submission of the recommended comments on the Draft Regulations as referenced in said Fire Report 2018-003.

**8.3 Infrastructure and Development Services Report 2018-02 49**

RE: Ridge Road Geotechnical Investigation

Geotechnical Investigation Final Report

Road Rehabilitation Ridge Road

by Amec Foster Wheeler Environment and Infrastructure

Moved by

Seconded by

**That** Infrastructure and Development Services Report 2018-02, prepared by Richard Beausoleil, Manager, Capital Works/Infrastructure and submitted by Chris Nepszy, Director, Infrastructure and Development, dated February 20, 2018, entitled "Ridge Road Investigation" and the Geotechnical Investigation Final Report, Road Rehabilitation Ridge Road, submitted by Amec Foster Wheeler Environment and Infrastructure, dated December 7, 2017, be received.

**8.4 Finance and Business Services Report 2018-02 102**

RE: Tax Adjustments - Section 357(1) and Section 358

Moved by

Seconded by

**That** Finance and Business Services Report 2018-02, prepared and submitted by Jeffrey Morrison, Director, Corporate Services/Treasurer, entitled "Tax Adjustments - Section 357 (1) and Section 358", dated February 20, 2018, be received;

**And that** Council approve the cancellation, reduction and refund of the noted taxes in accordance with the provisions under Section 357 (1) and 358 of the Municipal Act, 2001, shown as Schedules A, B, C and D, in the report.

**8.5 Economic Development Report 2018-03 109**

RE: Harrow Streetscape Plan

Moved by  
Seconded by

**That** Economic Development Report 2018-03, prepared by Nelson Silveira, Economic Development Officer, and submitted by Donna Hunter, Chief Administrative Officer, entitled "Harrow Streetscape Plan", dated February 20, 2018, providing Council with an overview of the project and funding for the proposed Harrow Streetscape Plan, be received;

**And that** Council approve the funding and the issuance of an RFP to secure a consultant for the development of a long-term streetscape improvement plan for Harrow Centre.

**8.6 Economic Development Report 2018-04 112**

RE: Waiving Commercial Development Charges

Moved by  
Seconded by

**That** Economic Development Report 2018-04, prepared by Jeffrey Morrison, Director of Corporate Services, and Nelson Silveira, Economic Development Officer, and submitted by Donna Hunter, Chief Administrative Officer, entitled "Waiving Commercial Development Charges", dated February 20, 2018 providing Council with an overview of the economic and financial outcomes of waiving commercial development charges in the Town of Essex, be received;

**And that** Council provide direction on whether it is desired to begin the public consultation to amend By-Law 1344 to reduce Development Charges for commercial development by 100% in the Town of Essex for areas that fall outside of the existing Community Improvement Plan boundaries; remaining in effect until August 25, 2019.

**8.7 Building Report 2018-01 118**

RE: January 2018 Building Report

Moved by  
Seconded by

**That** Building Report 2018-01, dated February 8, 2018 providing Council with a summary of building activity in the Town of Essex for the month of January, be received.

**8.8 Planning Report 2018-08 122**

RE: dBMedia Billboard Lease Request (Essex Centre)

By-Law 1679

Being a by-law regulating the erection and maintenance of signs in the Town of Essex

Moved by

Seconded by

**That** Planning Report 2018-08, prepared by Jeff Watson, Policy Planner, and submitted by Chris Nepszy, Director of Infrastructure and Development, entitled "dBMedia Billboard Lease Request (Essex Centre), dated February 19, 2018 recommending that the Town enter into a lease agreement with dBMedia for leasing of lands to permit the retention of a billboard sign located on Town lands described as "Rear County Road", Concession NMR, Part Lot 33, on the west side of Highway 3, north of County Road 12, be (received/received and approved);

**And that** if Council chooses to approve the request, By-Law 1679, being a by-law regulating the erection and maintenance of signs in the Town of Essex be read a first, a second and a third time and finally passed this 20th day of February, 2018.

8.9

Planning Report 2018-09

129

RE: Essex Crossing Street Name Application (Essex Centre)

Correspondence from Essex Town Centre Ltd.

RE: Request for Street Names Essex Town Centre Subdivision

Town of Essex By-Law 601

Being a by-law to establish the procedure for the naming of highways within The Corporation of the Town of Essex

Moved by

Seconded by

**That** the correspondence from Essex Town Centre Ltd., Remo Valente, dated February 12, 2018 asking that Council consider allowing him to name the streets in the Essex Crossing subdivision, in the Town of Essex, together with Planning Report 2018-09, prepared by Jeff Watson, Policy Planner and submitted by Chris Nepszy, Director of Infrastructure, entitled "Essex Crossing Street Name Application (Essex Centre)", dated February 20, 2018, be received;

**And that** if Council choses to so approve the request, in accordance with By-Law 601, the street names in the Essex Crossing Subdivision be assigned as follows:

- Street A - Peters Street
- Street B - Reed Street
- Street C - Bear Street
- Street E - Lane Street
- Street F - Jones Street
- Street G - Hamilton Street
- Street H - Henderson Street
- Street I - Butterworth Street.

8.10

Planning Report 2018-10

137



RE: Harrow Community Improvement Plan Expansion

By-Law 1677

Being a by-law to enlarge the Community Improvement Project Area of the Harrow Centre Community Improvement Plan

Moved by

Seconded by

**That** Planning Report 2018-10, prepared by Jeff Watson, Policy Planner, and submitted by Chris Nepszy, Director of Infrastructure and Development, entitled "Harrow Community Improvement Plan Expansion", dated February 20, 2018, be (received/received and approved);

**And that** if Council approves the expansion, By-Law 1677 being a by-law to enlarge the community improvement project area of the Harrow Centre Community Improvement Plan be read a first, second and third time and finally passed this 20th day of February, 2018.

8.11

**Planning Report 2018-07**

143

RE: Site Plan Control Agreement for International Door Company, 1170 County Road 13

By-Law 1676

Being a by-law to enter into a Site Plan Control Agreement between The Corporation of the Town of Essex and The International Door Company

Moved by

Seconded by

**That** Planning Report 2018-07, prepared by Rita Jabbour, Assistant Planner, and submitted by Chris Nepszy, Director of Infrastructure and Development, entitled "Site Plan Control Agreement for the International Door Company, 1170 County Road 13, recommending that Council approve the site plan control (SPC) application for the International Door Company, be (received/received and approved);

**And that** By-Law 1676 being a by-law to enter into a Site Plan Control Agreement between The Corporation of the Town of Essex and the International Door Company be read a first and a second time and provisionally adopted on February 20, 2018.

9.

**Reports from Youth Members**

10.

**County Council Update**

11.

**Correspondence**

11.1

**Correspondence to be received**

**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

Tracey Ramsey, MP Essex

155

RE: Supports the federal government implementing a Wine Industry Innovation Program (WIIP)

Correspondence from Essex MP Tracey Ramsey to the

Minister of Finance, the Honourable Bill Morneau  
recommending the federal government implement a Wine  
Industry Innovation Program (WIIP) into the 2018 Budget.

11.1.2	Windsor Essex County Environment Committee  RE: January 25, 2018 Meeting Minutes	157
11.1.3	2017 Annual Reports - Union Water Distribution System  Union Area Water Supply System, Annual Performance Report  Ontario Clean Water Agency, Annual Performance Report for Essex Distribution System	162
11.1.4	Correspondence from the Town of Essex  RE: Offering School Property to Municipalities  Correspondence from the Town of Essex to the Association of Municipalities (AMO) and Rural Ontario Municipal Association and Ontario municipalities, advising of Council's resolution (R18-01-013) that when school boards make decisions to close schools, that they have to offer the building to the local municipality for a dollar.	185
11.1.5	Essex Accessibility Advisory Committee  RE: Volunteer Appreciation Evening  Correspondence from the Essex Accessibility Advisory Committee expressing appreciation for recognizing volunteers with a Volunteer Appreciation Evening.	187

## 11.2 Correspondence to be considered for receipt and support

## 12. Committee Meeting Minutes

Moved by  
Seconded by

**That** the Committee Meeting Minutes listed in agenda item 12, together with any  
recommendations noted therein be received and adopted as circulated.

12.1	Arts, Culture and Tourism Committee - February 7, 2018	188
12.2	Essex Police Services Board - January 11, 2018	192
12.3	Essex Municipal Heritage Committee - January 25, 2018	196
12.4	Committee of Adjustment - February 6, 2018	201
12.5	Essex Centre B.I.A.  November 19, 2017 December 12, 2017	210
12.6	CoAn Park Committee - January 16, 2018  5 Year Forecast	216
12.7	Essex Accessibility Advisory Committee - November 30, 2017	222

13. Financial

14. New Business

15. Notices of Motion

15.1 The following Notices of Motion were presented at the February 5, 2018 Regular Council Meeting and are being brought for consideration this evening: 227

15.1.1 Councillor Snively

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).

15.1.2 Councillor Bondy

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.

15.1.3 Councillor Rogers

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 1672 228

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, be read a third time and finally passed on February 20, 2018

18.1.2      **By-Law 1674** 230

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 be read a third time and finally passed on February 20, 2018

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

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

18.3.1      **By-Law 1678** 232

Being a by-law to confirm the proceedings of the February 20, 2018 Regular Meeting of the Council of The Corporation of the Town of Essex

Moved by  
Seconded by

That By-Law 1678 being a by-law to confirm the proceedings of the February 20, 2018 Regular Meeting of the Council of the Town of Essex be read a first and a second time and provisionally adopted on February 20, 2018.

**19.      Adjournment**

Moved by  
Seconded by

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

**20.      Future Meetings**

**20.1      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

**20.2      Monday, March 5, 2018 - 4:30 to 6:00 PM - 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)

**20.3      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**

February 5, 2018, 6:05 pm  
Essex Civic Centre  
360 Fairview Avenue West  
Essex, Ontario

Present: Mayor Ron McDermott  
Deputy Mayor Richard Meloche  
Councillor Sherry Bondy  
Councillor Ron Rogers  
Councillor Larry Snively  
Councillor Randy Voakes

Regrets: Councillor Steve Bjorkman

Also Present: Donna Hunter, Chief Administrative Officer  
Jeffrey Morrison, Director, Corporate Services/Treasurer  
Chris Nepszy, Director of Infrastructure and Development  
Doug Sweet, Director of Community Services  
Rick Arnel, Fire Chief  
Nelson Silveira, Economic Development Officer  
Alex Denonville, Manager, Communications  
Rita Jabbour, Assistant Planner  
Robert Auger, Clerk, Legal and Legislative and Services  
Robin Hall, Administrative Assistant  
  
Ehva Hoffmann, Youth Council Representative  
Ethan Robinson, Youth Council Representative

**1. Call to Order**

**2. Closed Meeting Report**

Robert Auger, Clerk provided a verbal update on the Closed Council Meeting held earlier this evening. He stated that this meeting was held pursuant to the Municipal Act, S.O. 2001 c. 25, as amended, Section 239 (2) (b) to discuss personal matters about identifiable individuals and Section 239 (2) (c) proposed acquisitions or dispositions of land by the municipality.

As a result, he reported that various closed meeting minutes were received and adopted, a proposed Fire Fighter benefit and wage agreement was discussed, approved and administration was directed to bring forward a by-law at this evening's regular council meeting for approval, information was provided for potential land matters, and an animal control appeal matter was discussed.

The meeting was recessed and would resume after this Regular Council Meeting.

**3. Declarations of Conflict of Interest**

No declarations of conflict of interest were noted.

#### **4. Adoption of Published Agenda**

##### **4.1 Regular Council Meeting Agenda for February 5, 2018**

Moved by Councillor Snively  
Seconded by Councillor Rogers

**(R18-01-021) That** the published agenda for the February 5, 2018 Regular Council Meeting be adopted as presented. "Carried"

#### **5. Adoption of Minutes**

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

Moved by Deputy Mayor Meloche  
Seconded by Councillor Rogers

During discussion on this meeting, Councillor Bondy asked Council how the constituents in her Ward could have their items of concern addressed. She said that she had placed the items on the agenda so that those items could be addressed by the Town but with her Notice of Motion being defeated at the last meeting, she was unsure as to how to proceed for her constituents.

Councillor Voakes declared a conflict of interest and left his chair. Councillor Voakes took no part in the discussion or vote.

Mayor McDermott then asked Council members to provide him with the opportunity to speak when issues come forward. He said that when he speaks on such issues into the future he will hand the gavel over to the Deputy Mayor. He also asked that Council remain in their chairs for the duration of the meeting to discuss all items on the agenda.

**(R18-01-022) That** the minutes of the Regular Council Meeting held January 15, 2018 be adopted as circulated. "Carried"

Councillor Voakes returned to his chair.

##### **5.2 Special Council Meeting Minutes for 2017**

Councillor Rogers stated that as he was not a Ward 3 Councillor during these meetings, he would abstain from participating in the discussion or vote.

Moved by Councillor Snively  
Seconded by Deputy Mayor Meloche

**(R18-01-023) That** the 2017 Special Council Meeting minutes listed in Agenda Item 5.2, be adopted as circulated. "Carried"

###### **5.2.1 January 16, 2017**

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

###### **5.2.2 February 13, 2017**

RE: 2017 Budget Meeting

###### **5.2.3 March 6, 2017**

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

5.2.4 March 20, 2017

RE: Annual report on the Town's Strategic Plan (adopted March 2016).

5.2.5 March 27, 2017

RE: Town's Asset Management Plan and adoption of the 2017 Operating and Capital Budget.

5.2.6 May 8, 2017

RE: Statutory public meeting for a Colchester Centre Community Improvement Plan.

5.2.7 June 12, 2017

RE: Review and finalize the 2017 General Municipal Mill Rate and the 2018-2021 Operating and Capital Forecast.

5.2.8 November 6, 2017

RE: Organizational Review Final Report, Version 4.0 Overview

### **5.3 Special Council Meeting Minutes for January 15, 2018**

Moved by Deputy Mayor Meloche

Seconded by Councillor Snively

**(R18-01-024) That** the minutes of the Special Council Meeting held January 15, 2018 be adopted as circulated. "Carried"

### **5.4 Special Council Meeting Minutes for January 22, 2018**

Moved by Councillor Rogers

Seconded by Deputy Mayor Meloche

**(R18-01-025) That** the minutes of the Special Council Meeting held January 22, 2018, be adopted as circulated. "Carried"

## **6. Public Presentations**

### **6.1 Fire Chief Rick Arnel**

Fire Chief Rick was recognized as 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.

Council thanked Fire Chief Rick Arnel for his services and congratulated him on this well-deserved recognition.

### **6.2 Essex Region Conservation Authority, Kristin Ives, Curator/Education Coordinator**

RE: March as Maple Month

Ms. Ives described the Essex Region Conservation Authority's efforts to promote maple trees in the region and thanked Council for the opportunity to speak to Council.

Moved by Councillor Snively  
Seconded by Councillor Bondy

**(R18-01-026) 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. "Carried"

**7. Unfinished Business**

**8. Reports from Administration**

**8.1 Community Services Report 2018-001**

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

Moved by Councillor Rogers  
Seconded by Deputy Mayor Meloche

**(R18-01-027) 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. "Carried"

**8.2 Community Services Report 2018-002**

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

Moved by Councillor Bondy  
Seconded by Councillor Rogers

**(R18-01-028) 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. "Carried"



### **8.3 Drainage Report 2018-01**

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

Moved by Councillor Snively

Seconded by Deputy Mayor Meloche

**(R18-01-029) 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. "Carried"

### **8.4 Planning Report 2018-01**

RE: Heritage Listings

Moved by Councillor Voakes

Seconded by Deputy Mayor Meloche

**(R18-01-030) 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. "Carried"

### **8.5 Planning Report 2018-04**

RE: Harrow Development Potential

Moved by Deputy Mayor Meloche

Seconded by Councillor Snively

**(R18-01-031) 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. "Carried"

### **8.6 Planning Report 2018-05**

RE: Collavino Business Park Release of Securities

Moved by Councillor Rogers

Seconded by Councillor Snively

**(R18-01-032) 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. "Carried"

#### **8.7 Planning Report 2018-06**

RE: Townsview Estates Release of Securities

Moved by Councillor Bondy

Seconded by Councillor Rogers

**(R18-01-033) 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. "Carried"

#### **8.8 Fire Report 2018-001**

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

Moved by Councillor Bondy

Seconded by Deputy Mayor Meloche

**(R18-01-034) 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 and Rescue Services, be approved and the Mayor be authorized to sign the agreement on behalf of the Town of Essex;

**And that** the revised agreement be updated as Schedule E to By-Law 1500. "Carried"

#### **8.9 Legislative and Legal Services Verbal Report**

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

Moved by Councillor Rogers

Seconded by Councillor Snively

**(R18-01-035) That** the Verbal Report provided by Robert Auger, Clerk, Legal and Legislative Services, 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. "Carried"

#### **8.10 Infrastructure and Development Services Report 2018-01**

RE: Engineering Services for Harrow Storm and Sanitary Optimization Study

Moved by Councillor Snively

Seconded by Councillor Bondy

**(R18-01-036) 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. "Carried"

#### **8.11 Economic Development Report 2018-02**

RE: Incentives for Vacant School Properties in Harrow

Moved by Councillor Voakes

Seconded by Councillor Bondy

**(R18-01-037) 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 approve moving forward with program changes and expanding the Harrow Community Improvement Plan to include the two vacant school properties. "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 Voakes

**(R18-01-038) 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 Harrow and Colchester South Chamber of Commerce

RE: Revitalizing Downtown Harrow

11.1.2 Windsor-Essex Student Transportation Services

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

11.1.3 Erie St. Clair Local Health Integration Network (ESC LHIN)

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

11.1.4 Jeff Ives

RE: Business Owner in Essex Centre concerns

11.1.5 Chris Nepszy, Director of Infrastructure and Development

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

Amherstburg Council supports the Windsor-Essex County Board of Health proposed changes to the Cannabis Act (Bill C-45), dated November 27, 2017.

Moved by Councillor Voakes

Seconded by Councillor Rogers

**(R18-01-039) That** Mr. Deman be allowed a five minute presentation to provide Council with some background with respect to correspondence item 11.1.2 Windsor-Essex Student Transportation Services. "Defeated"

Council directed Administration to invite the Windsor-Essex Student Transportation Services (WEST) to a meeting in order to discuss busing issues in the municipality.

Moved by Councillor Voakes

Seconded by Councillor Rogers

**(R18-01-040) That** all correspondence addressed to Council from taxpayers be placed on Council's regular council meeting agenda, with the exception of letters sent anonymously. "Carried"

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

11.2.1 Town of Lakeshore

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 Councillor Rogers  
Seconded by Councillor Snively

**(R18-01-041) 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 and approved;

**And that** 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. "Carried"

#### 11.2.2 Community Heritage Ontario, Wayne Morgan President

RE: Federal Action on the Conservation of Heritage Properties

Moved by Deputy Mayor Meloche  
Seconded by Councillor Bondy

**(R18-01-042) 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 and supported;

**And that** a letter supporting the recommendations be sent to the federal Minister of Environment, Minister of Finance, Essex MP Tracey Ramsey, and Community Heritage Ontario's President Wayne Morgan. "Carried"

#### 11.2.3 Kyle Flood

RE: Essex Fun Fest Committee

Moved by Councillor Bondy  
Seconded by Councillor Snively

**(R18-01-043) 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. "Carried"

#### 11.2.4 Riley Jones

RE: Essex Fun Fest Committee

Moved by Deputy-Mayor Meloche  
Seconded by Councillor Voakes

**(R18-01-044) 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. "Carried"

## **12. Committee Meeting Minutes**

### **12.1 Arts, Culture and Tourism Committee - January 10, 2018**

Moved by Deputy Mayor Meloche  
Seconded by Councillor Snively

**(R18-01-045) That** the Committee Meeting Minutes from the January 10, 2018 Arts, Culture and Tourism Committee (ACT), be received and adopted as circulated. "Carried"

### **12.2 Personnel Committee (Open) - January 31, 2018**

Moved by Councillor Bondy  
Seconded by Councillor Rogers

**(R18-01-046) That** the Personnel Committee (Open) Meeting Minutes, dated January 31, 2018, be received and adopted as circulated. "Carried"

## **13. Financial**

### **13.1 2019-2022 Capital and Operating Budget Forecasts**

By-Law 1673  
Being a by-law to adopt the 2019-2022 Operating and Capital Budget Forecasts

Moved by Councillor Bondy  
Seconded by Councillor Snively

**(R18-01-047) 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. "Carried"

## **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 consideration this evening:**

#### **15.1.1 Councillor Voakes**

RE: Communicating with the media guidelines

Moved by Councillor Voakes  
Seconded by Deputy Mayor Meloche

**(R18-01-048) That** Administration provide information on the guidelines used when communicating with the media. "Carried"

15.1.2 Councillor Voakes

RE: Request for report on its Request for Proposal (RFP) procedures.

At the request of Councillor Voakes this Notice of Motion was 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

RE: Extension of Municipal Services to Maidstone Avenue

**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

RE: Funding the Harrow Centre Streetscape project in 2018

**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

RE: Naming of Colchester Lakefront Park

**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**

Deputy Mayor Meloche: announced that Heritage Week in the Town of Essex runs from February 19 - 22. He told Council many events are planned throughout the week, including a Heritage Preservation Award Ceremony at the next regular meeting of Council; Bill Brundage will be a guest speaker on February 21 at 1:00 PM at the Essex Train Station, speaking on the Restoration of the Boblo Island Blockhouse; Seamus Gunn will be the guest speaker on February 22 at 6:30 PM at the Harrow and Colchester South Community Centre speaking re: the First 30 Years of Confederation and preceded by a Scanathon.

Councillor Voakes: advised that he is continuing to work on Emergency Room wait time concerns.

Councillor Rogers: encouraged people to go to Heritage Village in March to participate in "March is Maple Month" celebrations.

Councillor Bondy: reminded residents that Trap Neuter and Release forms, and Spay and Neuter Cat Vouchers are available at the Harrow Arena. She advised residents to call and schedule an appointment to ensure someone will be in the Harrow office to prepare the vouchers.

Mayor McDermott: thanked the Roads Department for their efforts in continuing to keep the roads cleared this winter. He has received many compliments from residents for their hard work.

## **18. By-Laws**

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

#### **18.1.1 By-Law 1671**

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 Deputy Mayor Meloche

Seconded by Councillor Rogers

**(R18-01-049) 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. "Carried"

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

#### **18.2.1 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

Moved by Councillor Bondy

Seconded by Deputy Mayor Meloche

**(R18-01-050) 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. "Carried"

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

#### **18.3.1 By-Law 1674**

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 Councillor Rogers

Seconded by Councillor Voakes



**(R18-01-051) 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. “Carried”

**19. Adjournment**

Moved by Councillor Snively  
Seconded by Deputy Mayor Meloche

**(R18-01-052) That** the meeting be adjourned at 8:20 PM. “Carried”

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

No advanced correspondence available for presentation



## Report to Council

Department: Corporate Services  
Date: February 20, 2018  
Prepared by: Jack Barron, Manager of Information Technology  
Submitted by: Jeffrey R. Morrison, Director, Corporate Services  
Report Number: Information Technology Report 2018-01  
Subject: Feasibility of Fibre Optics throughout the Town of Essex  
Number of Pages: 3

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

It is recommended that:

1. Information Technology Report 2018-01 entitled "Feasibility of Fibre Optics throughout the Town of Essex" be received for information purposes.

### Purpose

To provide Council with information on the feasibility of fibre optics throughout the Town of Essex.

### Background

There has been an increased amount of media surrounding the availability of fibre optic internet recently with the progression of the SouthWestern Integrated Fibre project (SWIFT) program and the agreement between the Town of Amherstburg and Bell Canada to provide fibre optic internet to the Amherstburg community. At the December 18, 2017 meeting of Council, Councillor Bondy requested that administration investigate the feasibility of fibre optics throughout the entire Town of Essex. With advancements in technology, specifically

those that provide connectivity through the internet, there is an increased demand for high speed internet for both businesses and residents. Additionally, more communities are moving towards a Smart community model, with connectivity through the internet being the primary component.

The current footprint of fibre is very limited within the Town of Essex. There is fibre available in Essex Center that is used to connect Essex Town Hall to the County building, other government buildings and schools. There is limited access to fiber for our residents. Harrow Centre has similar coverage as Essex with a few residences having fibre connected directly to their home. Colchester has fibre running to the base of the tower in the village, with McGregor and Gesto having fibre connections to the schools, however there is no public access to fibre for residents. There is very limited fibre access in rural areas, with the exception of routes used to connect the major urban targets together.

The Town of Essex works collaboratively with a number of partners to increase access to high speed internet throughout the Town, and is continually seeking new opportunities to promote, and expand the reach of fibre within the Town of Essex. Our partners include; The County of Essex, all neighbouring municipalities, and Connecting Windsor-Essex. Connecting Windsor-Essex is currently working very closely with SWIFT, which is in the process of awarding tenders to construct an open-access, ultra-high-speed fibre-optic broadband network for everyone in southwestern Ontario and is scheduled to start construction in 2018. Through SWIFT's principles of an open access network it hopes to overcome our region's longstanding broadband infrastructure gaps.

With SWIFT developing the fibre back bone, it will ensure there is a simpler and less expensive way for Internet Service Providers to tap into this newly created infrastructure. This will create a fibre infrastructure allowing several Internet Service Providers (ISPs) the opportunity to provide consumers and businesses access to high speed internet. Although SWIFT does not guarantee access to every rural area, the program provides an incentive to ISPs planning to expand their service into underserved parts of Essex County. The infrastructure developed

by SWIFT may encourage an expansion of fibre optic service to rural parts of Essex County if there is the population and a demonstrated return to support this type of private investment.

With the current limited availability of fibre in our community and SWIFT working very closely with a number of our community partners, it would be in the best interest of the Town of Essex to maintain contact with SWIFT as they work closer to bridge the fibre gap in rural communities in our region.

SWIFT will be in attendance at a future Council meeting (to-be-determined) to provide a presentation on the who, what, why, and when of SWIFT.

## **Financial Impact**

There is no financial impact.

## **Link to Strategic Priorities**

Manage the Town's infrastructure in a responsible and efficient manner.

Reviewed by: Jeffrey R. Morrison, Director, Corporate Services, Concur

Donna E. Hunter, Chief Administrative Officer, Concur

Nelson Silveira, Economic Development Officer, Concur



## Report to Council

Department: Fire

Date: February 20, 2018

Prepared by: Richard Arnel, Fire Chief

Submitted by: Richard Arnel, Fire Chief

Report Number: Fire Report 2018-002

Subject: Expansion of the Ontario Naloxone Program

Number of Pages: 5

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

The following recommendation is provided for Council's consideration:

1. That Fire Report 2018-002 entitled "Expansion of the Ontario Naloxone Program" **be received** for Council information.

### Reason For Report

To inform Council of announcements by the Ministry of Health and Long-Term Care (MOHLTC) and the Ministry of Community Safety and Correctional Services (MCSCS) of the launch of expansion of the Ontario Naloxone Program.

### Background

The Government of Canada Public Health Agency, back in December 2016 established a Special Advisory Committee to review the epidemic of opioid-related overdoses. Since that review, the Province, Territories and Federal government have worked collaboratively to collect and share data on opioid-related mortality.

The information in this report showed there were two thousand, six hundred and eighty-one (2,681) apparent opioid-related deaths in Canada in 2016 and at least one thousand, four

hundred and sixty (1,460) from January to June 2017. In December 2017, an announcement was made by Minister Hoskins (MOHLTC) and Minister Lalonde (MCSCS) that the Ontario Naloxone Program would be expanded to include Police and Fire Services. This expansion will make Naloxone kits available to all Fire Services to mitigate the impact of overdoses, and potentially to help Firefighters in case of exposure to opioids. The announcement dated January 26, 2018 is attached as Appendix 'A'.

In January, Windsor, Essex County Fire Chiefs met with Dr. Paul Bradford who is a Local Medical Director with Southwest Ontario Regional Base Hospital Program. Dr. Bradford oversees Windsor Essex County Tiered Medical response training protocol and this year's training is including a (Naloxone) component for self-administration of Narcan for Fire Service personnel. It was of Dr. Bradford's opinion that each Community must assess its own municipality to view whether the program has merit. Each Fire Department must determine to what extent they would like to utilize Narcan and the Base Hospital will support each community on their decision.

### 2017 EWEMS Opioid Related Responses

<b>Municipality</b>	<b>Response</b>	<b>Transport</b>	<b>Average Response Time (mins)</b>	<b>Number of Drug Overdoses</b>	<b>Naloxone Administration</b>
<b>Amherstburg</b>	2,441	1,629	10.2	21	0
<b>Essex</b>	2,505	1,654	10.1	20	0
<b>Kingsville</b>	2,359	1,657	10.2	16	3
<b>Lakeshore</b>	3,087	1,945	10.8	29	3
<b>LaSalle</b>	2,572	1,764	8.7	23	2
<b>Leamington</b>	3,411	2,505	8.06	30	0
<b>Tecumseh</b>	3,484	2,285	8.6	35	2
<b>Windsor</b>	38,873	25,497	7.5	606	52
<b>Totals:</b>	<b>58,732</b>	<b>38,936</b>	<b>74</b>	<b>780</b>	<b>62</b>

In consultations with Essex-Windsor Emergency Medical Services (EMS), Chief Bruce Krauter has provided some information regarding EMS response in Windsor Essex County. Chief Krauter confirmed that all Essex-Windsor EMS (EWEMS) vehicles are stocked with; and all paramedics are trained in the administration of Naloxone. In the chart provided above by Krauter, it shows that in 2017 they responded to fifty-eight thousand, seven hundred and thirty-two (58,732) patients and transported thirty-eight thousand, nine hundred and thirty-six (38,936). The chart breaks down responses by municipality, transport, average response time, number of drug overdoses versus number of Naloxone administered. He has also noted that EWEMS have not had any carfentanyl overdoses treated and he is unaware of any accidental exposures within the region.

After consultation with Dr. Bradford, EMS Chief Krauter and other local Fire Services, the Essex Fire and Rescue Services is recommending that they remain status quo in regards to the Ontario Naloxone Program. Essex Fire and Rescue will continue to monitor the situation locally and should there be a spike of these types of incidents being attended, Fire Administration will report back to Council on further recommendations to implement this response protocol.

## **Financial Impact**

There is no Financial Impact.

## **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: Doug Sweet, Director of Community Services

Concur

Reviewed by: Bruce Krauter, Chief Windsor Essex EMS

Concur



## Appendix 'A' – Ministry Letter

**Ministry of  
Community Safety and  
Correctional Services**

Office of the  
Fire Marshal and  
Emergency Management

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

**Ministère de la  
Sécurité communautaire et  
des Services correctionnels**

Bureau du  
commissaire des incendies et  
de la gestion des situations d'urgence

25, avenue Morton Shulman  
Toronto ON M3M 0B1  
Tél. : 647-329-1100  
Télééc. : 647-329-1143



January 26, 2018

Dear Fire Chiefs:

Further to the announcement by Ministers Hoskins and Lalonde on December 7, 2017, and my letter of the same day, the Ministry of Health and Long-Term Care (MOHLTC) and the Ministry of Community Safety and Correctional Services (MCSCS) are pleased to launch the expansion of the Ontario Naloxone Program (ONP) to include police and fire services. This expansion will make naloxone kits available to all fire services to mitigate the impact of overdoses, and potentially to help firefighters in case of exposure to opioids.

Effective January 29, 2018, fire services will be able to contact their local Public Health Unit (PHU) to order naloxone (kits and/or refills). This expansion is available to all full-time, composite, volunteer and northern fire departments as well as First Nation fire services.

To enrol in the ONP, fire services should:

- Consult with your municipal council and boards as appropriate.
- Consult with your own legal counsel and other experts about the use of naloxone to mitigate the impact of overdoses, and also to potentially to help front-line firefighters in case of exposure to opioids.
- Enter into an agreement (e.g. Memorandum of Understanding, Service Level Agreement) with the appropriate PHU.
- Develop and/or adopt program-related policies and procedures within each service, including policies on how naloxone would be carried, stored and deployed.
- Arrange training and education for firefighters that will have access to naloxone.
- Complete a MOHLTC form to confirm enrollment and the number of naloxone kits being ordered (Form available from the PHU).
- Contact the appropriate Public Health Unit on or after January 29, 2018 to begin the enrollment process. (See link below for list of PHUs).

.../2

Enrolled fire services will be required to report quarterly to their local public health unit using a standardized form on the use of naloxone in their service. (MOHLTC has advised to contact the PHU to obtain the form).

Fire services that have already procured naloxone are eligible to apply to the program to receive new supplies of naloxone as needed. The province will not be reimbursing fire services for naloxone previously procured.

Fire services should be aware of storage considerations and that not all fire apparatus are located in heated bays, particularly in some northern municipalities, which may make it difficult to store naloxone at the required ambient temperature.

For further information on the ONP you can visit the MOHLTC website at <https://www.ontario.ca/page/get-naloxone-kits-free>.

To obtain a list of Public Health Unit locations please visit the MOHLTC website at <http://www.health.gov.on.ca/en/common/system/services/phu/locations.aspx>.

Sincerely,



Ross Nichols  
Fire Marshal and Chief, Emergency Management  
Office of the Fire Marshal and Emergency Management

.../2



## Report to Council

Department: Fire

Date: February 20, 2018

Prepared by: Richard Arnel, Fire Chief

Submitted by: Richard Arnel, Fire Chief

Report Number: Fire Report 2018-003

Subject: Ministry of Community Safety and Correctional Services: Public Consultation on proposed regulations for mandatory training and certification and conducting community risk assessments for Fire Protection

Number of Pages: 25

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

The following recommendations are provided for Council's consideration:

1. That Fire Report 2018-003 entitled "Ministry of Community Safety and Correctional Services (MCSCS): Public Consultation on proposed regulations for mandatory training and certification and conducting community risk assessments for Fire Protection" **be received**, and;
2. That Council support the following recommended comments through a **resolution** for the purposes of providing comments on the proposed Consultation Draft Regulations (Appendix A and B attached), prior to the March 11, 2018,
  - a) Whereas it is recommended that the Internship Program of twenty-four (24) months for newly hired firefighters be expanded to include all applicable areas and position, such as fire inspectors and Fire Officer I & II, replacing the limiting language found in Section 3(b) of the Act (Appendix A attached); and

- b) Whereas it is recommended that the date of implementation be reviewed (in light of an election year) as there may not be enough time prior to July 2018 or at the initial Council meeting on/or after December 1, 2018, to make decisions (e.g. training funding) to ensure full implementation of the Mandatory Training and Certification regulation; and
- c) Whereas it is recommended, that Certification for some individual chapters within the National Fire Protection Association (NFPA) 1006 may not be available for the January 1, 2020 deadline. Additional wording should be added, allowing the Authority Having Jurisdiction (AHJ) to manage the implementation of NFPA 1006 Technical Rescue 1006 as the standards are updated, published, and testing/skills are made available, in order to support and complete the certification process; and
- d) Whereas it is recommended, that the Provincial Government explore funding to potentially target training of volunteer firefighters in rural/northern municipalities, and
- e) Whereas it is recommended, that the reference to building stock and classifications should use Municipal Property Assessment Corporation (MPAC) data to classify building usage in regards to fire risks; and
- f) Whereas it is recommended that in Section 2 of the Draft Regulation – Mandatory Community Risk Assessment (Appendix B) Reporting the “state of compliance with the fire code” should be deleted as this is directly dependent upon municipalities’ set level of service for fire prevention (e.g. fire inspections upon request or complaints as permitted, under the FPPA); and
- g) Whereas it is recommended that in Section 6 of Draft Regulation (Appendix B) that in a multi-tier Government, (e.g. lower-tier fire, upper-tier Emergency Medical Service (EMS) and Provincial Police), the data required for public safety response profile is not attainable, and
- h) Whereas it is recommended that in Section 7 of the Draft Regulation (Appendix B) that while the community services profile has some duplication of the risk assessments under Emergency Management and Planning; it suggests that the

non-government organization (NGO) response is activated. There, the information and data would be already captured as part of the municipal Emergency Plan, and

- i) Whereas it is recommended that in Section 9 (2) of the Draft Regulation (Appendix B), that comparison to other “like” communities may be difficult to achieve; and
- j) Whereas it is recommended that, the Provincial Government provides liability indemnification for all municipal governments who comply with these new regulations at least twelve (12) months before the training and certification comes into force.

## **Reason For Report**

On January 25, 2018 the Ministry of Community Safety and Correctional Services (MCSCS) released two proposed regulations under the *Fire Protection and Prevention Act, 1997* (FPPA) related to new requirements for:

1. Mandatory training and certification for firefighters; and
2. Community risk assessments to inform the delivery of fire protection services.

MCSCS is seeking public feedback on both regulations with comments due March 11, 2018. The Ministry has received input on how to modernize fire service delivery in the province from a group of fire service experts known as the Provincial Fire Safety Technical Table (the Table), which was established in January 2017.

The Ministry reviewed and compiled the Table’s recommendations to develop the new proposed regulations. A third regulation on public reporting was initially proposed to the Table. Lack of clarity in several parts of the regulation resulted in the need for a further legal review to be conducted (currently pending), which has delayed its process.

## **Background**

The Technical Table was established to examine current and emerging fire safety challenges and opportunities, identify priorities for action and support the development of evidence-based recommendations that will enhance fire safety in Ontario. Its goals were to review new

and emerging challenges in fire safety, with a view to identify opportunities to enhance delivery in Ontario, such as:

- Firefighter training and professionalism (e.g. identification of specialized knowledge requirements and core competencies);
- Public education and prevention measures, including community risk assessments;
- Provincial standards for fire services, such as fire dispatch; and
- Public reporting of fire service data.

## **Draft Regulation 1 – Mandatory Certification**

MCSCS is proposing to establish mandatory certification requirements set out by the National Fire Protection Association (NFPA) for all new firefighters employed or appointed to a Fire Department in Ontario for the following positions,

- Suppression firefighters,
- Pump operators,
- Technical Rescuers,
- Fire Officers, and
- Fire Educators.

These requirements are proposed to come into force January 01, 2019 with the exception of technical rescuers, which would come into force January 01, 2020. An additional year for technical rescuers to achieve certification is being proposed to allow for sufficient time to develop training and certification examination materials.

In addition, MCSCS is proposing that mandatory certification requirements also set out by the NFPA apply to existing firefighters currently employed or appointed in fire departments across Ontario, including

- Fire inspectors,
- Fire Investigators,
- Fire Instructors,
- Hazardous materials personnel, and

- Fire Dispatchers.

It is proposed that these mandatory certification requirements apply to existing Firefighters given these roles. These requirements are proposed to come into force January 01, 2020 to give Fire Departments additional time to train and certify their staff.

Unlike Police and Emergency Medical services, there is no mandatory certification for Firefighters. Currently, each fire department in Ontario must determine its own training requirements and the associated method of delivery for such. While no requirements exist, most Fire Departments, including Essex, typically provide training that reflects the National Fire Protections Association (NFPA) Standards as most of the available training resources model their curriculum on NFPA job performance requirements and requisite skills. MCSCS is proposing to make mandatory eleven (11) NFPA certifications for Fire Service employees. Essex Fire currently provides training that follows the proposed standards; therefore, the greatest change will be implementing the testing and evaluating process, which up until this point, was not required. In order to obtain Certification, third party testing must be conducted, which means a Department cannot train and certify its own personnel. Written exams and practical skills evaluation (where applicable) must be conducted by a Certified Evaluator representing the certifying organization. It is understood, at this point, that should the proposed amendments to the Regulations come in effect; testing and skills evaluation will be conducted through the Office of the Fire Marshal. The exact details of how this will be accomplished; have not yet been communicated.

### **Prior Certification through Grandfathering and Certification**

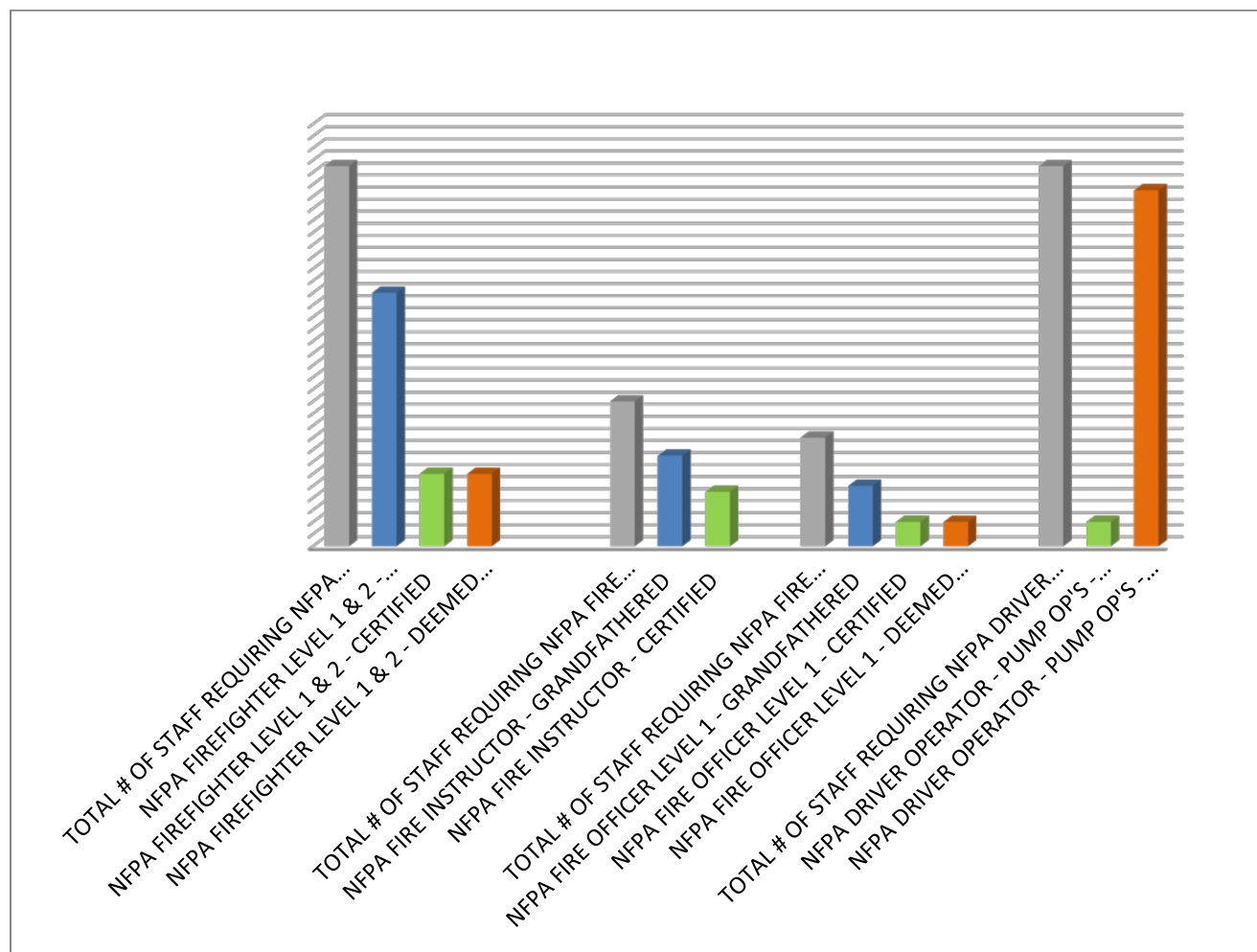
In 2014, the Ontario Fire Marshal issued a directive, which enable Firefighters through their respective departments to apply for certain NFPA certifications through a “grandfathering” program. This provided an opportunity for firefighters to apply for certification based on their knowledge and experience at the time. The program required the Fire Chief of each department to review each application from within his or her department and forward only those who met the minimum requirements identified by the Fire Marshal.

Essex Fire took advantage of this program at the time and the firefighters who successfully took part in the 2014 program will have those Certifications recognized going forward. It must be noted, that not all personnel chose to apply for grandfathering and as a result, some of these personnel will have to be trained and acquire prerequisite certification in order to be eligible for promotions or in some cases, to meet the requirements of their current position. Because of this, it would be beneficial if the Fire Marshall re-opened the grandfathering process so that each department can maximize the number of certifications, which would minimize the impact of the proposed changes.

Fire administration has put together the following chart to provide an overview of the status of training of Essex Fire and Rescue. Currently, sixty-three (63) suppression personnel (this includes fire administration) meet the level of compliance with the new legislation as illustrated in the chart.



## Essex Fire & Rescue - 2019 NFPA Professional Qualifications Compliance Chart



With the new draft legislation, there are three (3) ways in which firefighters can achieve compliance as follows;

1. Certification – this is where an individual completes all of the job performance requirements, required skills evaluation, and as well the necessary testing that is required. Certification is achieved from an accredited program from either a recognized institution, accredited by the International Fire Service Accreditation Congress (IFSAC) and Pro-Board. The Office of the Fire Marshal and Emergency Management (OFMEM) per the legislation, is the certification body. If all of the above components are achieve a firefighter will be certified and receive a certificate with

IFSAC and Pro-Board approval. This certification gives a firefighter the prerequisites needed to obtain other certifications.

2. Grandfathering/Equivalency – in April 2013, the OFMEM announced in a communiqué that Ontario was adopting NFPA Professional Qualification Standards. Members of the fire service who wished to take advantage of the grandfathering policy and obtain a Letter of Compliance with NFPA standards had to submit an application through their Fire Department, approved by the Fire Chief, before December 31, 2015. After that date, such letters would no longer be issued by the OFMEM and anyone requesting NFPA certification would have to take both the written and practical testing. This process allowed Fire personnel to obtain equivalency of the certification process, which gave each firefighter the prerequisites they required to obtain other certifications.
3. Compliant – beginning January 01, 2019 any firefighter in a position will be deemed compliant in that discipline. There are exceptions in some of the disciplines and they are as follows, Fire Inspector, Fire instructor and the Technical Rescue disciplines. Any firefighter after January 01, 2019 will not have the prerequisites needed to advance in the NFPA disciplines and would have to obtain those certifications prior to advancement within the department.

The Chart shows where Essex Fire and Rescue Service current certification is at the present time. Essex Fire and Rescue currently has 83% of its personnel that will meet the new guidelines if approved. . In regards to Apparatus driver/operator certification, currently very few in the Province are certified to this discipline. Essex Fire is looking to certify four (4) members this year so they are able to train current personnel and any new hires. Fire instructor is currently made up of eighteen (18) officers and six (6) training committee members. Currently seventy-five percent (75%) of these individuals have certification and on a go forward basis, Fire Administration will be setting up training to be fully compliant in this discipline. Currently seventy-eight percent (78%) of our officers are certified in the Fire Officer Professional Qualifications. This standard identifies the minimum job performance

requirements for fire officers, and it is our intention to provide this training to all current officers.

Fire Administration is asking Council to communicate to the Province during the comment period that the Province delay the implantation of the proposed NFPA certification requirements until at least July 01, 2019, or preferably January 01, 2020, to allow Municipal Councils and their Fire Services to make all the necessary training /funding decisions. It will also enable the Provincial government to provide necessary funding for training and liability indemnification twelve (12) months prior to regulations coming into force.

Because of the announced timelines associated with these changes, Essex Fire has reviewed the potential gaps that may exist between current training and what would be needed for future requirements. As noted above, the current curriculum used by Essex Fire is based on the NFPA Standards therefore, significant differences are not expected. That being said, the current curriculum does not have a certification component. The addition of certification into the training process will result in additional cost.

Fire Management believes that by 2020 Essex Fire can be a NFPA Certified Fire Department and meet the necessary requirements as set out in our Establishing and Regulating By-Law.

## **Risk Analysis**

The risk associated with proposed regulatory amendments is low. Anecdotally, the implantation of standard certification should reduce the liability risks. Departments will be able to show that the training programs they provide meet the legislated requirements and that candidates obtained their certification through a third party testing. This is decidedly different from the current situation where if the practices of a Department are called into question, that Department must validate their program independently from others. Should the proposed amendments come into effect, compliance with the legislation will be mandatory.

## **Draft Regulation 1 – Mandatory Community Risk Assessment**

MCSCS is proposing that Municipality's be required to conduct a Standard Risk Assessment every five (5) years focusing on key profiles in their communities (e.g. demographics,

geography, past fire loss and event history, critical infrastructure, building stock profile within the community, etcetera.).

Municipalities would be responsible for reviewing their community risk assessment annually to ensure that any significant changes in the mandatory profiles are identified. If there are any significant changes (e.g., addition of retirement homes or care facilities), the Municipality will be responsible for updating their assessment. This information will be used to inform decisions about Fire Protection Services in their community.

This requirement is proposed to come into force January 01, 2019.

Fire Administration have concerns regarding the implementation of the Program in regards to the financial impact on the Municipality. In the Regulation, a mandatory certification chart (Appendix A, page 3, attached) is provided to display which disciplines that each member of the department will be required to be certified to. The new draft Regulation will provide clear direction for Fire Chiefs on training Firefighters.

Fire Administration is currently reviewing all of the Regulations to determine the impact on Essex Fire and Rescue. Fire Administration will provide Council with an update on impacts and financial implications once these Regulations are made law.

## **Financial Impact**

The financial impact of this change of legislation is still yet to be determined.

## **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: Doug Sweet, Director of Community Services

Concur

# Appendix 'A' – Consultation Draft – Ontario Regulation – Firefighter Certification

## Caution:

*This consultation draft is intended to facilitate dialogue concerning its contents. Should the decision be made to proceed with the proposal, the comments received during consultation will be considered during the final preparation of the regulation. The content, structure, form and wording of the consultation draft are subject to change as a result of the consultation process and as a result of review, editing and correction by the Office of Legislative Counsel.*

## CONSULTATION DRAFT

## ONTARIO REGULATION

to be made under the

## FIRE PROTECTION AND PREVENTION ACT, 1997

## FIREFIGHTER CERTIFICATION

### Contents

<a href="#">1.</a>	Definition
<a href="#">2.</a>	Mandatory certification
<a href="#">3.</a>	Intern firefighter
<a href="#">4.</a>	Transition
<a href="#">5.</a>	Commencement
<a href="#">Table 1</a>	Mandatory certification

### Definition

1. In this Regulation,

“NFPA” means the National Fire Protection Association.

### Mandatory certification

2. (1) Every municipality, and every fire department in a territory without municipal organization, must ensure that its firefighters only perform a fire protection service set out in Table 1 if,

- (a) the firefighter performing the fire protection service is certified to the corresponding certification standard set out in that Table; or

- (b) the firefighter performing the fire protection service is an intern firefighter, within the meaning of section 3, operating under the supervision of a firefighter who is certified to the certification standard set out in that Table corresponding to the fire protection service performed by the intern firefighter.

#### **Who provides certifications**

- (2) The certification must be provided by the Fire Marshal.

#### **Intern firefighter**

- 3. An intern firefighter is a firefighter who,

- (a) is enrolled in an internship program approved by the Fire Marshal; and
- (b) has been a firefighter for no more than 24 months.

#### **Transition**

- 4. (1) A certification standard set out in items 1 to 5 of Table 1 does not apply with respect to a firefighter who,

- (a) became a firefighter before January 1, 2019; and
- (b) performed the fire protection service that the certification standard corresponds to before January 1, 2019.

#### **Same**

- (2) A certification standard set out in items 6 or 7 of Table 1 does not apply with respect to a firefighter that both of the following criteria apply to:

- 1. The firefighter became a firefighter before January 1, 2019.
- 2. Before July 1, 2018, the firefighter's fire chief was given permission by the Fire Marshal to issue the firefighter a successful Letter of Compliance with NFPA Standards respecting the relevant standard under Fire Marshal's Communiqué 2014-04, "Transition to NFPA Professional Qualifications Standards: Grandfathering

Policy”, which is dated January 2014 and available on a website of the Government of Ontario.

#### Commencement

**5. (1) Subject to subsection (2), this Regulation comes into force on January 1, 2019.**

**(2) Subsection 4 (2) and items 6 to 11 of Table 1 come into force on January 1, 2020.**

TABLE 1  
MANDATORY CERTIFICATION

Item	Column 1 Fire protection service	Column 2 Certification standard
1.	Fire suppression activities, if the level of service provides for exterior attack only	NFPA 1001, “Standard for Fire Fighter Professional Qualifications”, 2013 Edition, Level I
2.	Fire suppression activities, if the level of service provides for exterior and interior attack	NFPA 1001, “Standard for Fire Fighter Professional Qualifications”, 2013 Edition, Level II
3.	Pump operations	NFPA 1002, “Standard for Fire Apparatus Driver/Operator Professional Qualifications”, 2017 Edition, Chapter 5
4.	Supervise other firefighters	NFPA 1021, “Standard for Fire Officer Professional Qualifications”, 2014 Edition, Level I
5.	Develop, implement or deliver a public education program and supporting materials	NFPA 1035, “Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager Professional Qualifications”, 2015 Edition, Chapter 4, Level I
6.	Fire prevention inspections or plans examination activities	NFPA 1031, “Standard for Professional Qualifications for Fire Inspector and Plan Examiner”, 2014 Edition, Level I
7.	Training courses for fire protection services	NFPA 1041, “Standard for Fire Service Instructor Professional Qualifications”, 2012 Edition, Level I
8.	Dispatch fire department resources (personnel and equipment)	NFPA 1061, “Professional Qualifications for Public Safety Telecommunications Personnel”, 2014 Edition, Level I
9.	Fire investigation activities	NFPA 1033, “Standard for Professional Qualifications for Fire Investigator”, 2014 Edition
10.	Technical rescue activities	NFPA 1006, “Standard for Technical Rescue Personnel Professional Qualifications”, 2017 Edition, in accordance with the level of service provided
11.	Hazardous materials response at the Technician Level	NFPA 1072, “Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications”, 2017 Edition

# Appendix 'B' – Consultation Draft – Ontario Regulation – Community Risk Assessments

## Caution:

*This consultation draft is intended to facilitate dialogue concerning its contents. Should the decision be made to proceed with the proposal, the comments received during consultation will be considered during the final preparation of the regulation. The content, structure, form and wording of the consultation draft are subject to change as a result of the consultation process and as a result of review, editing and correction by the Office of Legislative Counsel.*

## CONSULTATION DRAFT

## ONTARIO REGULATION

to be made under the

## FIRE PROTECTION AND PREVENTION ACT, 1997

## COMMUNITY RISK ASSESSMENTS

### Contents

<a href="#">1.</a>	Mandatory use
<a href="#">2.</a>	What it is
<a href="#">3.</a>	When to complete (at least every five years)
<a href="#">4.</a>	When to review (at least every year)
<a href="#">5.</a>	Commencement
<a href="#">Schedule 1</a>	Mandatory profiles

### **Mandatory use**

1. Every municipality, and every fire department in a territory without municipal organization, must,

- (a) complete and review a community risk assessment as provided by this Regulation; and
- (b) use its community risk assessment to inform decisions about the provision of fire protection services.



**What it is**

2. (1) A community risk assessment is a process of identifying, analyzing, evaluating and prioritizing risks to public safety to inform decisions about the provision of fire protection services.

**Mandatory profiles**

(2) A community risk assessment must include consideration of the mandatory profiles listed in Schedule 1.

**Form**

(3) A community risk assessment must be in the form, if any, that the Fire Marshal provides or approves.

**When to complete (at least every five years)**

3. (1) The municipality or fire department must complete a community risk assessment no later than five years after the day its previous community risk assessment was completed.

**New municipality or fire department**

(2) If a municipality, or a fire department in a territory without municipal organization, comes into existence, the municipality or fire department must complete a community risk assessment no later than two years after the day it comes into existence.

**Transition**

(3) A municipality that exists on January 1, 2019, or a fire department in a territory without municipal organization that exists on January 1, 2019, must complete a community risk assessment no later than January 1, 2024.

**Revocation**

(4) Subsection (3) and this subsection are revoked on January 1, 2025.

**When to review (at least every year)**

4. (1) The municipality or fire department must complete a review of its community risk assessment no later than 12 months after,

- (a) the day its community risk assessment was completed; and

- (b) the day its previous review was completed.

#### **Other reviews**

(2) The municipality or fire department must also review its community risk assessment whenever necessary.

#### **Revisions**

(3) The municipality or fire department must revise its community risk assessment if it is necessary to reflect,

- (a) any significant changes in the mandatory profiles;
- (b) any other significant matters arising from the review.

#### **New assessment instead of review**

(4) The municipality or fire department does not have to review its community risk assessment if it expects to complete a new community risk assessment on or before the day it would complete the review.

#### **Commencement**

**5. This Regulation comes into force on the later of January 1, 2019 and the day it is filed.**

### **SCHEDULE 1**

#### **MANDATORY PROFILES**

1. Geographic profile: The physical features of the community, including the nature and placement of features such as highways, waterways, railways, canyons, bridges, landforms and wildland-urban interfaces.
2. Building stock profile: The number of buildings in the community, their age, their major occupancy classifications within the meaning of Ontario Regulation 332/12 (Building Code) under the *Building Code Act, 1992* and their state of compliance with the fire code.
3. Critical infrastructure profile: The capabilities and limitations of critical infrastructure, including electricity distribution, water distribution, telecommunications, hospitals and airports.

4. Demographic profile: The composition of the community's population, respecting matters relevant to the community, such as population size and dispersion, age, gender, cultural background, level of education, socioeconomic make-up, and transient population.

5. Hazard profile: The hazards in the community, including natural hazards, hazards caused by humans, and technological hazards.

6. Public safety response profile: The types of incidents responded to by other entities in the community, and those entities' response capabilities.

7. Community services profile: The types of services provided by other entities in the community, and those entities' service capabilities.

8. Economic profile: The economic sectors affecting the community that are critical to its financial sustainability.

9. Past loss and event history profile: The community's past emergency response experience, including the following analysis:

1. The number and types of emergency responses, injuries, deaths and dollar losses.
2. Comparison of the community's experience with the experiences of comparable communities.

Note: Each profile is to be interpreted as extending only to matters relevant to fire protection services.

# Appendix 'C' – Consultation Draft – Ontario Regulation – OAFB Member

## Briefing Note MCSCS Regulations



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#### ONTARIO ASSOCIATION OF FIRE CHIEFS MEMBER BRIEFING NOTE MCSCS REGULATIONS

**DATE:** February 7, 2018

**SUBJECT:** MCSCS Regulations on Mandatory Certification and Training, and Community Risk Assessments – OAFB Response, Recommendations and Key Messages

**FROM:** Chief Stephen Hernen, President

#### INTRODUCTION

On January 25, the Ministry of Community Safety and Correctional Services (MCSCS) released two proposed regulations under the *Fire Protection and Prevention Act, 1997* (FPPA) related to new requirements for:

1. [Mandatory training and certification for firefighters](#); and
2. [Community risk assessments to inform the delivery of fire protection services](#).

The MCSCS is seeking public feedback on both regulations. Comments are due March 11, 2018.

The Ministry received input on how to modernize fire service delivery in the province from a group of fire service experts, known as the provincial Fire Safety Technical Table (the Table), which was established in January 2017. The Ministry reviewed and compiled the Table's recommendations to develop the proposed regulations.

A third regulation on public reporting was initially proposed to the Table. Lack of clarity in several parts of the regulation resulted in the need for a further legal review to be conducted (currently pending), which has delayed its process. We do not know when or if this regulation will be released.

This briefing note has been prepared to assist OAFB members in the development of their responses to the draft MCSCS fire regulations. You are welcome to share this document with your municipal council. Comments on the regulations can be provided online at:  
[www.ontariocanada.com/registry/view.do?postingId=26546&language=en](http://www.ontariocanada.com/registry/view.do?postingId=26546&language=en).

#### BACKGROUND

The Technical Table was established to examine current and emerging fire safety challenges and opportunities, identify priorities for action, and support the development of evidence-based recommendations that will enhance fire safety in Ontario.



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Its goals are to review new and emerging challenges in fire safety, with a view to identify opportunities to enhance delivery in Ontario, such as:

- Firefighter training and professionalism (e.g. identification of specialized knowledge requirements and core competencies);
- Public education and prevention measures, including community risk assessments;
- Provincial standards for fire services, such as fire dispatch; and
- Public reporting of fire service data.

The OAFCh is represented at the Technical Table by our President, Chief Stephen Hernen, and Executive Vice President, Chief Rick Arnel. Additional OAFCh members participated in the Table on behalf of their municipalities, including Deputy Chief Kim Ayotte, Ottawa; Chief Ted Bryan, Otonabee-South Monaghan; Chief John Hay, Thunder Bay; Deputy Chief Jim Jessop, Toronto; and Chief Shawn Armstrong, Kingston.

The Technical Table also consists of MCSCS and Office of the Fire Marshal and Emergency Management (OFMEM) executive and staff, the Ontario Professional Fire Fighters Association (OPFFA), the Toronto Fire Fighters Association (TPFFA), and the Fire Fighters Association of Ontario (FFAO), as well as an Association of Municipalities (AMO) staff member and a lower-tier CAO representative.

The Table met monthly over the course of 2017, offering input to the MCSCS on minimum standards for professional fire service qualifications. Those recommendations were reviewed by the MCSCS and used to develop the draft regulations, for final review by the Minister. "Final" draft versions of the regulations are not the same as presented at the OAFCh Midterm Meeting in November 2017.

### OVERVIEW

#### Draft Regulation1 – Mandatory Certification

The MCSCS is proposing to establish mandatory certification requirements set out by the National Fire Protection Association (NFPA) for all new firefighters employed or appointed to a fire department for the following positions: suppression firefighters, pump operators, technical rescue, fire officers and fire educators.

These requirements are proposed to come into force January 1, 2019, with the exception of technical rescue, which would come into force January 1, 2020. An additional year for technical rescue to achieve certification is being proposed to allow for sufficient time to develop training and certification examination materials.

In addition, The MCSCS is proposing that mandatory certification requirements also set out by the NFPA apply to existing firefighters currently employed or appointed in fire departments across Ontario, including fire inspectors, fire investigators, fire instructors, hazardous materials personnel and fire dispatchers.

It is proposed that these mandatory certification requirements apply to existing firefighters, given these positions are exposed to increased risk, including risk to the individuals performing these roles. These requirements are proposed to come into force January 1, 2020 to give fire departments additional time to train and certify their staff. More information can be found [here](#) on the [Ontario Regulatory Registry](#).





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### **Draft Regulation 2 – Mandatory Community Risk Assessments**

The MCSCS is proposing that municipalities be required to conduct a standard risk assessment every five years focusing on key profiles in their communities (e.g. demographics, geography, past fire loss and event history, critical infrastructure, building stock profile within the community, etc.).

Municipalities would be responsible for reviewing their risk assessment annually to ensure that any significant changes in the mandatory profiles are identified. If there are any significant changes (e.g. addition of retirement homes or care facilities), the municipality will be responsible for updating their assessment. This information will be used to inform decisions about fire protection services in their community. This requirement is proposed to come into force January 1, 2019. More information can be found [here](#) on the [Ontario Regulatory Registry](#).

### **ANALYSIS**

#### **Draft Regulation1 – Mandatory Training and Certification**

We understand that under the proposed mandatory training and certification regulation, the minimum certification/training requirements will only be for new hires, as of January 1, 2019 (i.e. suppression firefighters [external attack/internal attack], pump operators, fire officers and public educators). The draft regulation requires only those firefighters, in the five categories noted above, hired after January 1, 2019, to be certified.

Fire inspectors and/or fire instructors that have been grandfathered and became a firefighter before January 1, 2019 need not certify to the level to which they have been grandfathered.

Fire investigators, technical rescue, fire dispatch and hazardous material personnel cannot be grandfathered. Thus, those in the aforementioned roles, who are currently employed or appointed in fire departments, must all be certified by January 1, 2020.

The MCSCS is still attempting to gather information on fire services that do their own dispatch, which will be captured in this draft regulation; however, the MCSCS is looking to include other fire dispatch service providers in future regulations. In rural and northern Ontario, there are many other non-fire services that provide fire dispatch services. The full extent of different types of dispatch and where it occurs is not known at this time to the MCSCS or the OFMEM. A survey was conducted in November 2017 to gather this information; however, it was not successful in gathering sufficient information. Another survey is being conducted in February 2018 to retrieve additional data.

We understand that the MCSCS will consider provincial funding to support implementation of this regulation, once final; however, no decisions or commitments have been made. The MCSCS is scheduled to send a survey to all fire departments (release date to be determined) in order to understand the needs and potential gaps in the current training, certification, risk assessment and public reporting within Ontario's fire services, as well as to identify fire services' challenges in meeting the new fire services regulations requirements. Survey responses will inform the Ministry's implementation plan, including whether additional funding is available.



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OAFCh urges all municipal fire services to respond to the MCSCS survey, highlighting funding requirements to support implementation of the regulations. You need to clearly identify how achievable the mandatory certification will be, and the additional training costs that will be necessary. The value of any additional training (both time and costs) should be outlined in your response. We must advocate collectively.

The OAFCh believes sections of the Mandatory Training and Certification regulation require amendments to improve understanding and compliance.

- The Internship Program of 24 months needs to be expanded to include all applicable areas and positions, such as fire inspectors and Fire Officer I & II, replacing the limiting language found in section 3(b). As it's currently written, the regulation only applies to new hires.
- Table 1: Wording needs to be introduced to ensure future updates to NFPA standards are implemented by the Authority Having Jurisdiction (AHJ) as standards are updated, published, and testing/skills are made available. This will support and complete the certification process.
- Commencement: The date of implementation needs to be reviewed. With an election year upon us, there likely is not enough time before July 2018, or at the initial council meeting on/or after December 1st, 2018, to make decisions (e.g. training funding) to ensure full implementation of the Mandatory Training and Certification regulation. For this reason, a later effective date is needed.
  - In the meantime, all departments are urged to begin the work to move their department toward compliance with the regulations.
- Commencement: Certification for some individual chapters within NFPA 1006 may not be available for the January 1, 2020 deadline. Additional wording should be added, allowing the AHJ to manage the implementation of NFPA 1006 Technical Rescue as the standards are updated, published, and testing/skills are made available, in order to support and complete the certification process.

### **Draft Regulation 2 – Mandatory Community Risk Assessments**

We understand that the OFMEM will be providing support and assistance for small rural and northern municipalities in completing the Community Risk Assessments. The regulation speaks to the OFMEM providing the approved, standardized fillable form for fire departments for Community Risk Assessments (i.e. the former Simplified Risk Assessment form).

The OAFCh believes this regulation, specifically under Schedule 1 Mandatory Profiles, requires amendments to improve understanding and compliance.

- The reference to building stock and classifications should use MPAC data to classify building usage in regards to fire risk.
- Section 2: Reporting the "state of compliance within the fire code" should be deleted as this is directly dependent upon municipalities' set level of service for fire prevention (e.g. fire inspections upon request or complaints as permitted, under the FPPA). This item is not attainable.
- Section 6: In a multi-tier government (e.g. lower-tier fire, upper-tier EMS and provincial police), the data required for public safety response profile is not attainable.
- Section 7: While the community services profile has some duplication of the risk assessments under Emergency Management and Planning, it should be considered a risk assessment



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specifically for the risks that can/should be addressed by that reporting fire service, as indicated by E&R bylaws or other legislation.

- Specific risks around technical rescue are not captured in a HIRA, for example.
- Another example would be risk associated with property inspection frequencies.
- The Mandatory Risk Assessment for fire, under Section 7 of this regulation, needs clarification on content and formatting as a stand-alone document.
- Section 9 (2): Comparison to other "like" communities may be difficult to achieve. Reporting against provincial trends would be more appropriate.

### O AFC POSITION AND KEY MESSAGES

#### Professionalization of the Ontario Fire Service

- The O AFC supports the Fire Safety Technical Table's mandate, recognizing the proposed regulations are an important stride forward in the professionalization of the Ontario fire service.
- The O AFC applauds the provincial government for taking steps to modernize the FPPA.
- The MCSCS proposed regulation on mandatory training and certification is the culmination of 25 years of effort to professionalize the Ontario fire service.
- For decades, the O AFC has continually worked to enhance and professionalize the Ontario fire service.
  - In 1987, the O AFC formed a Task Force to prepare a plan to implement fire service standards. The Task Force report, *Paradigm for Progress*, presented an action plan for implementation of fire service standards in the Province of Ontario.
  - The Professional Standards Setting Body (PSSB) was officially established in 1989 under the auspices of the O AFC, and in co-operation with the Office of the Fire Marshal. Its mandate was to support the professionalization process for the Ontario fire service and set job performance standards for all levels within the Ontario fire service.
  - The O AFC held ownership of the Ontario Fire Service Standards and was responsible for the development and maintenance of the standards.
  - The Office of the Fire Marshal was deemed responsible for curriculum development, course delivery, as well as knowledge and skills testing.
  - Certification to the Ontario Fire Service Standards was a joint venture of the O AFC and the Office of the Fire Marshal that did not receive widespread support, especially from the majority of Ontario's fire services.
  - In June 1993, the first edition of the Company Officer Standards was published.
  - In 2007, professional standards and core competencies were updated for company officers, fire chiefs, deputy fire chiefs, emergency vehicle technicians, fire prevention officers, fire service communicators, firefighters, senior officers and training officers.
  - In 2012, O AFC members had a detailed review, and decided to discontinue the support of the Ontario Fire Service Standards for a number of financial, legal and reciprocity reasons.
  - At this time, the NFPA Professional Qualification Standards – currently the standards used throughout the rest of Canada, the USA and other areas of the world, were accepted by O AFC members, by [resolution](#), as the recognized fire service standards in Ontario.
  - During that time, the O AFC continued to offer support to the Office of the Fire Marshal in the development of education, training, skills and certification to the NFPA Professional Qualifications Standards.





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### Commitment to Public Safety

- The Fire Safety Technical Table was established with the vision of enhancing fire safety province-wide through the provision of effective, cost-efficient and sustainable fire safety services.
- Training and certifying your fire service personnel to the standards set out in the regulations improves both firefighter and public safety.
- As per the FPPA, the onus is on the municipality to have properly trained fire service personnel that meet the level of service municipal council has determined to be appropriate for its community.
- Mandating the training and certification of personnel performing and delivering fire services improves public safety. It also reduces municipal risk exposure, as third-party companies cannot certify fire service personnel. Certification can only be achieved at the provincial, standardized level.

### Implementation Challenges

- The OAFCh believes that specialized funding must be provided to all fire services to support implementation of the regulations.
- The OAFCh recognizes there are timing concerns and cost implications for departments to support compliance with the regulations.
- The OAFCh encourages any fire department who did not take advantage of grandfathering in 2013/14, which will be re-opened to specifically support implementation of the regulations (date to be determined), to use this option to certify its fire service personnel.
- The OAFCh believes that OFMEM should allow fire departments who previously grandfathered personnel to grandfather any additional staff that did not qualify in 2013/14, once grandfathering is re-opened.
- There has been significant training over the years to NFPA standards outlined in the regulations, which is already limiting risk exposure.
- Access to free, online testing through the OFMEM will aid the certification process and reduce municipal travel expenses. OFMEM must ensure these services are available to departments, in a timely manner, otherwise success/compliance is not likely.
- While the regulations do not detail how non-compliance will be handled, there is great liability risk to a municipality if it does not certify to the new mandatory standard for all categories of fire operations, in the event something unfortunate occurs.
  - Although there is protection from personal liability and indemnification provisions in the FPPA (see s. 74, 75, 76), it is only for those working in fire services (municipal or provincial) and not for municipal corporations.
- The OAFCh, in alignment with AMO, believes that liability indemnification should be available for all municipal governments who comply with these new regulations at least 12 months before the training and certification regulation comes into force.
  - If the province does provide liability indemnification to accompany these regulations, the province should provide sufficient funding to municipalities to cover the new training and certification costs for those designated positions at least 12 months before the training and certification regulation comes into force for those positions.
  - If sufficient provincial funding is not provided to municipal governments, the province will be knowingly creating a new unfunded mandate on municipalities.



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### RECOMMENDATION

That all O AFC members use the messaging below in their response to the draft regulations, in addition to other relevant local details, so the government is aware of the unique concerns across Ontario's fire service. Comments are due by March 11, 2018.

O AFC urges all municipal fire services to respond to the MCSCS survey, scheduled to be released this month, highlighting funding requirements to support implementation of the regulations. You need to clearly identify how achievable the mandatory certification will be, and the additional training costs that will be necessary. The value of any additional training (both time and costs) should be outlined in your response. We must advocate collectively.

The O AFC believes the following amendments to the regulations should be made before they become law, in order to improve understanding and compliance. We urge all fire chiefs and their municipalities to echo these requests in their comments to the Ministry.

- **Mandatory Training and Certification Draft Regulation:**
  - That the Mandatory Training and Certification regulation not come into force until at least July 1, 2019, preferably January 1, 2020, to allow municipal councils and their fire services to make all the necessary training funding decisions. It will also enable the provincial government to provide the necessary funding for training and liability indemnification 12 months prior to the regulations coming into force.
  - That the OFMEM must ensure timely access to free, online testing for departments.
  - That the Internship Program of 24 months be expanded to include all applicable areas and positions, such as fire inspectors and Fire Officer I & II, replacing the limiting language found in section 3(b). As it's currently written, the regulation only applies to new hires.
  - That Table 1 be revised to include wording that ensures future updates to NFPA standards are implemented by the Authority Having Jurisdiction (AHJ) as standards are updated, published, and testing/skills are made available. This will support and complete the certification process.
  - Certification for some individual chapters within NFPA 1006 may not be available for the January 1, 2020 deadline. Therefore, additional wording should be added to the regulations, allowing the AHJ to manage the implementation of NFPA 1006 Technical Rescue as the standards are updated, published, and testing/skills are made available, in order to support and complete the certification process.
- **Community Risk Assessments (Schedule 1 Mandatory Profiles) Draft Regulation:**
  - That the reference to building stock and classifications should use MPAC data to classify building usage in regards to fire risk.
  - That the line about reporting the "state of compliance within the fire code" in Section 2 be deleted, as this is directly dependent upon municipalities' set level of service for fire prevention (e.g. fire inspections upon request or complains as permitted, under the FPPA).
  - That Section 6 be removed. In a multi-tier government (e.g. lower-tier fire, upper-tier EMS and provincial police), the data required for a public safety response profile, as currently called for in the draft regulation, is not attainable.



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- That the mandatory risk assessment for fire, under Section 7 of this regulation, be clarified in regards to content and formatting as a stand-alone document.
- That Section 9(2) be edited to remove the requirement to compare to other "like" municipalities, as this data is not readily available. Reporting against provincial trends would be more appropriate.

### CLOSING STATEMENT

The OAFCh appreciates that you may have additional questions or concerns, specific to your department. We are keeping a running list of Frequently Asked Questions (FAQs), and doing our best to provide accurate responses, once we receive clarification from MCSCS (as needed). Please visit the OAFCh website to review the FAQs (you must be logged in to view): [www.oafc.on.ca/frequently-asked-questions-faqs-mcscs-draft-regulations](http://www.oafc.on.ca/frequently-asked-questions-faqs-mcscs-draft-regulations)

Should you or your municipal council have further questions, please contact Richard Boyes, OAFCh Executive Director, by phone at 905-426-9865 or email to [richard.boyes@oafc.on.ca](mailto:richard.boyes@oafc.on.ca). Questions will be added to the FAQ webpage as they are received.

We recognize you may still need time to digest the regulations and the potential impact to your department; however, we are pleased on the progress the regulations represent toward professionalizing the Ontario fire service, ultimately in support of our mission to improve public and firefighter safety.



## Report to Council

Department: Infrastructure and Development

Date: February 20, 2018

Prepared by: Richard Beausoleil  
Manager, Capital Work /Infrastructure

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

Report Number: Infrastructure and Development Report 2018-02

Subject: Ridge Road Geotechnical Investigation

Number of Pages: 2

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

It is recommended that:

1. Infrastructure and Development Report 2018-02 entitled "Ridge Road Geotechnical Investigation" be received for information.

### **Purpose**

The purpose of this report is to advise Council of the finding with respect to the Geotechnical investigation work that was carried out on the Ridge Road from Essex County Road 20 (CR20) to Essex County Road 50 (CR50).

### **Information / Review**

During the 2017 Construction season Town retained the services of Amec, Foster, Wheeler Environmental and Infrastructure (Amec) to conduct a geotechnical investigation (report attached) for the pavement rehabilitation of Ridge Road from CR20 to CR50. The purpose of

the investigation was to provide an in depth overview of the existing pavement structure, subsurface soils information, and subsurface ground water conditions. The scope of work included a total of fifteen boreholes advanced to a depth of 1.5 meters along Ridge Road alternating from the east lane and west lanes. The existing pavement and granular fill materials encountered within the borehole locations varied from 50mm to 125mm of asphalt thickness and 300mm to 1120 mm of granular fill. The consultant also encountered two areas of 100mm concrete subsurface pavement bridging in borehole # 8 and #13. Ground water inflow into the boreholes were found to be low, however significant perched groundwater may be present within the fill material, utility trenches and abandon utilities.

The Town's future plan is to rehabilitate the pavement structure, similar to current practice, of Ridge Road in lieu of full road reconstruction due to extremely high reconstruction costs. Note, in discussions with the County Engineer, when experiencing roadways of this nature and past construction practice, the preferred treatment is rehabilitation as well. It has been determined that there are two options of rehabilitation to consider; pulverize existing pavement structure or cold asphalt recycled paving rehabilitation. Pulverization option would require pulverization of the existing asphalt to minimum depth of 100mm, removal the concrete bridge slabs identified at two locations (length and width to be determined) including placement of granular fill, place 150mm granular fill material over the entire road platform, and top this structure with three lifts of tar and chip. The recycled option would include the placement of 100mm to 150mm of cold asphalt recycle paving with a single layer of tar & chip over the entire road platform, place granular shouldering material 2.0 meters in width. Both options will require the provision of adequate longitudinal drainage along the length of the roadway. It is further recommended that a Geotechnical Consultant be retained to review the final rehabilitation recommendation and review the intended methods of construction prior to implementation to ensure performance of the pavement structure.

## **Financial Impact**

There is no financial impact to the current budget. Yearly review of the road network and conditions may require changes depending on updated findings.



**GEOTECHNICAL INVESTIGATION FINAL REPORT  
ROAD REHABILITATION  
RIDGE ROAD  
TOWN OF ESSEX, ONTARIO**

**The Town of Essex**  
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7 December 2017

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## 1.0 INTRODUCTION

Amec Foster Wheeler Environment & Infrastructure, a Division of Amec Foster Wheeler Americas Limited (“Amec Foster Wheeler”) was retained by The Town of Essex (the “Town”) to conduct a geotechnical investigation for the proposed pavement rehabilitation of Ridge Road from Essex County Road 20 to Essex County Road 50 in the Town of Essex, Ontario.

The geotechnical investigation was carried out based on Amec Foster Wheeler’s proposal PSWW177448, dated July 12, 2017, and authorization to proceed was provided by the Client on July 31, 2017.

The project area is shown on the Key Plan, Figure 1. Amec Foster Wheeler understands that the project will include rehabilitation of the existing pavement structure. The purpose of this investigation was to provide subsurface soil information, and based on this information, to provide geotechnical recommendations pertaining to the rehabilitation or reconstruction of the pavement structure.

The scope of the fieldwork for this geotechnical investigation included a total of fifteen (15) boreholes along Ridge Road between County Road 20 and County Road 50. The boreholes were advanced to depths of 1.5 m below the existing roadway surface alternating from the north lane to the south lane.

This report contains the findings of Amec Foster Wheeler’s geotechnical investigation, together with recommendations and comments. The recommendations and comments are based on factual information at the test locations and intended primarily for use by design engineers. The number of boreholes may not be sufficient to determine all of the factors that may affect construction methods and costs. Subsurface and groundwater conditions between and beyond the boreholes may differ from those encountered at the borehole locations, and conditions may become apparent during construction that could not be detected or anticipated at the time of the site investigation.

The anticipated construction conditions are also discussed, but only to the extent that they may influence the design decisions. The feasible construction methods, however, express our opinion and are not intended to direct contractors on how they carry out construction. Contractors should also be aware that the data and their interpretation presented in this report may not be sufficient to assess all factors that may have effect upon construction.

This report has been prepared with the assumption that the design will be in accordance with good engineering practices, applicable regulations of jurisdictional authorities, and applicable standards and regulations. Further, the recommendations and opinions in this report are applicable only to the proposed project. Environmental and hydrogeological considerations were not included in the scope of work for this geotechnical investigation. The limitations of this report, as discussed in detail in Appendix A, constitute an integral part of this report.

There should be an ongoing liaison with Amec Foster Wheeler during both the design and construction phases of this project to ensure that the recommendations in this report have been adequately interpreted and implemented. Also, any further clarification and/or elaboration are needed concerning the geotechnical aspects of this project, Amec Foster Wheeler should be contacted immediately.

## **2.0 SITE DESCRIPTION AND GEOLOGICAL BACKGROUND**

### **2.1 Site Description**

The existing development on Ridge Road consists of mainly of residential and agricultural land use. There are a few greenhouse operations scattered throughout the site. The current roadway is a two-lane, two-way rural road with no sidewalks curbs or drainage, and is used mainly by local light vehicles. Heavy farm equipment and transport trucks frequently use the road to gain access to the farms and greenhouse operations in the area. The traffic volumes during our investigation were very low and the latest traffic counts provided indicate Average Annual Daily Traffic (AADT) of approximately 760 vehicle per day.

The boreholes were advanced within the travelled portion of the road, through the existing asphaltic concrete pavement, where underground utilities allowed.

Based on cursory visual observations, the existing asphalt condition on the portion of Ridge Road was in poor to very poor condition, with very severe transverse, longitudinal and alligator cracking present throughout. The surface of the asphalt also showed signs of severe flushing and pavement wear. Some asphalt repair work was done in select areas; however, the repair work appeared to not be recent and the asphalt in those areas was in poor condition as well.

### **2.2 Geological Background**

The site is located within a physiographic feature known as Essex Clay Plain (Chapman & Putnam, 1984), which is a rather extensive clay plain with little relief and poor natural drainage. The plain is underlain by a relatively thick (30 m to 40 m) deposit of Late Wisconsinian glaciolacustrine silty clay and silty clay till. Occasional embedded pockets, lenses, or layers of sand and silt are present. In accordance with the Quaternary geological Maps of Ontario, at a more localized scale, around Harrow, three (3) different proglacial deposits are overlapped. The oldest deposit is the Tavistock Till described as a silty clay to sandy silt matrix. This till outcrops at some locations, but in general is covered by younger glaciolacustrine silt and clay with minor sand, and even younger glaciolacustrine sands and gravelly sands deposited along the beach lines of the glacial lakes (Lake Lundy). At some locations the older Tavistock till is overlain by the younger till, as well as remnants of end moraines. The entire overburden deposit is supported by Middle Devonian dolostone and limestone bedrock of the Detroit Group Formation.

### **3.0 INVESTIGATIVE PROGRAM**

#### **3.1 Field Work**

The scope of the geotechnical fieldwork included fifteen (15) sampled boreholes designated as BH1 to BH15, inclusive, in the roadway. The boreholes were advanced to a depth of 1.5 m below the existing ground surface. The locations and depths of the boreholes were determined by Amec Foster Wheeler.

The locations of the boreholes from the current geotechnical investigation are shown on Figures 2A – 2G. The coordinates of the boreholes are shown on the Record of Borehole sheets attached in Appendix B. The coordinates at the borehole locations were recorded in the field using a hand-held GPS device with a horizontal accuracy of 3 m. The locations of a select few boreholes and existing pavement conditions are shown in the photos in Appendix C. The topography of the site was relatively flat.

The borehole drilling program for the investigation was carried out on August 24, 2017. The boreholes were advanced using a self-propelled drilling machine (CME-55 Truck Mounted Auger) equipped with solid stem augers and conventional soil sampling tools. Soil samples were taken from the solid stem augers.

The drilling was conducted under the full-time supervision of Amec Foster Wheeler's engineering staff who directed the drilling and sampling operation, and logged the boreholes.

After completion of the borehole, the augers were extracted, the boreholes were inspected for groundwater and caving, then backfilled using the auger cuttings and a temporary asphalt cold patch.

All samples were field logged, placed in airtight containers, and transported to Amec Foster Wheeler's Windsor laboratory for further examination and testing.

#### **3.2 Laboratory Testing**

Natural moisture content tests were carried out in accordance with ASTM D2216 on all of the recovered soil samples. The test results are included on the Record of Borehole Sheets attached in Appendix B.

Three samples of the native subgrade material were selected and tested for grain size distribution in accordance with ASTM C136. The results of the analysis are attached in Appendix D, and the results of the testing are discussed below.

## 4.0 SUBSURFACE CONDITIONS

### 4.1 Subsurface Soil Conditions

The following is a brief summary of the subsurface soil conditions encountered in the boreholes. The results of laboratory testing carried out on select samples are also shown on the Record of Borehole sheets in Appendix B.

#### **Pavement Structure – Asphalt Concrete and Granular Fill Materials**

All fifteen boreholes were advanced through the existing roadway and encountered a surface layer of asphalt overlying a layer of granular fill. The existing thicknesses of asphalt and granular fill materials encountered at the borehole locations are tabulated below:

**Table 1: Existing Pavement Structure and Fill Materials**

Portion of Road Investigated	Borehole No.	Pavement Structure		
		Asphalt Thickness (mm)	Concrete Thickness (mm)	Granular Fill Thickness (mm)
Ridge Road between County Rd. 20 and County Rd. 50	BH1	50	-	760
	BH2	75	-	685
	BH3	50	-	560
	BH4	50	-	865
	BH5	50	-	635
	BH6	50	-	510
	BH7	50	-	560
	BH8	50	100	535
	BH9	50	-	1120
	BH10	50	-	1020
	BH11	125	-	330
	BH12	75	-	610
	BH13	50	100	405
	BH14	50	-	965
	BH15	75	-	840
	Minimum	50	-	330
	Maximum	125	-	1120
	Average	60	-	693

#### **Silty Clay**

Silty clay was encountered in two of the boreholes (BH10 and BH14). The silty clay extended to maximum depth of the borehole ranging from 1.0 m to 1.5 m. The moisture content of the silty clay ranged from 21% to 24%.

## **Sand/Silty Sand**

Underlying the fill material and the granular fill was mottled brown and grey silty clay to the termination of each borehole. The measured “N” values from the Standard Penetration Test ranged from 8 to 17 blows per 0.3 m. The moisture content of the native silty clay ranged from 17% to 22%.

**Table 2: Results of Grain Size Analysis**

Sample	Sample Depth (m)	Grain Size Distribution		
		Gravel (%)	Sand (%)	Silt and Clay (%)
BH 4 / Sa 2	0.1 - 0.8	28.8	65.6	5.6
BH 7 / Sa 2	0.6 – 1.5	0.1	98.5	1.4
BH 14 / Sa 2	0.1 – 1.0	34.4	63.4	2.2

## **4.2 Groundwater**

Groundwater level observations and measurements in the boreholes, and in-situ moisture contents of recovered soil samples are presented on the Record of Borehole sheets.

Boreholes were left open and measured as dry for the relatively brief period between withdrawal of the augers and backfilling of the boreholes. Based on the appearance of the soil and the moisture contents, it is expected that the groundwater level is below the termination of the boreholes at 1.5 m. However, due to the granular nature of the native soil at the site, it is possible that insufficient time had passed to allow stabilization of groundwater levels in the open boreholes.

Perched groundwater may rise to the ground surface following precipitation and snowmelt. In the absence of an active, engineered drainage system, the design should assume possible temporary groundwater levels rising to the ground surface.

## 5.0 DISCUSSION AND RECOMMENDATIONS

### 5.1 General

Amec Foster Wheeler understands the Town is planning to rehabilitate the pavement structure and would like recommendations for the rehabilitation.

Amec Foster Wheeler completed a limited visual pavement condition survey of the existing road surface within the project area to identify any distress. Generally, the existing asphaltic concrete surface condition was rated in 'Poor' to 'Very Poor' condition. Such pavement condition reflects its age and lack of recent routine/systematic maintenance that has resulted in the pavement condition progressively deteriorating with time. Selected photographs showing the existing condition of the investigated road section is presented in Appendix C.

The boreholes were advanced to a depth of 1.5 m below ground surface.

### 5.2 Pavement Rehabilitation

It is understood that the Town's preferred option for Ridge Road is to rehabilitate in lieu of full reconstruction. The Town's desired rehabilitation option includes the pulverization of the existing asphalt, placement and compaction of 150 mm of Granular 'A' on top of the pulverized material, and topping this with 3 layers of tar and chip pavement.

This option appears to be a reasonable approach, subject to the following:

- Average existing asphalt thickness encountered at the boreholes was 60 mm. The pulverized material should be supplemented with Granular 'A' or RAP so that the 'pulverized layer' is maintained at a minimum thickness of 100 mm following any necessary grading and compacted to 100% SPMDD. The existing sand and gravel fill may be acceptable for this purpose, subject to confirmation of the grainsize distribution of a representative bulk sample;
- The imported 150 mm Granular 'A' layer should also be compacted to 100% SPMDD
- If the concrete encountered in the boreholes is to be removed, the resultant void should be filled with an approved granular material in loose lifts not exceeding 200 mm and compacted to 100% SPMDD. The 'pulverized layer' and the Granular 'A' topping should be placed as required following filling the void left by the removed concrete;
- Alternatively, consideration may be given to leaving the concrete slabs in place, however in such a case, it should be expected that premature surface cracking would be induced at the road surface along the edge of the concrete. Thickening the gravel base below the pavement in the vicinity of the concrete slabs typically helps alleviate this condition however, given the fill configuration, it is not expected that this would be particularly effective at this site; and
- Tar and chip should be constructed in accordance with Town of Essex requirements.

### **5.3 Groundwater Control**

Groundwater inflow into excavations in the silty sand soils is expected to be low; however, significant 'perched' groundwater may be present within the fill materials, utility trenches and abandoned utilities. This would especially be true during and after local precipitation events. In this case, the inflow into excavations may become significant. The soils identified are sensitive to disturbance by water and care should be taken to protect the soils from exposure to surface and/or ground water.

### **5.4 Drainage**

It is recommended that adequate pavement drainage be provided both laterally and longitudinally along the length of the roadway.

Control of surface water is a significant factor in achieving good pavement life. Grading adjacent to pavement area must be designed so that water is not allowed to pond adjacent to the outside edges of the pavement.

A minimum slope of 2% should be maintained across the paved sections to ensure proper surface drainage

The silty sand subgrade encountered below the existing pavement structure will help with the drainage. Considering the site soils encountered, subdrains should be installed. To meet the design requirements for the pavement life, the finished subgrade should be well drained at all times. This can be accomplished by installing 150 mm diameter full-length perforated subdrain pipes along both sides of the road, below the roadbed level, to ensure effective drainage in accordance with OPSD 216.021. The subdrain pipes should be surrounded by a minimum drainage zone of 150 mm thickness of clear stone (20 mm size) and wrapped in suitable non-woven geotextile to provide separation from the surrounding soil. In lieu of subdrains adequate slope shall be maintained to allow water to migrate away from the pavement structure and subgrade.

### **5.5 Pavement Construction Considerations**

The Contractor should be prepared to conduct proof-rolling of the subgrade/pulverized soils. Any soft or loose spots revealed by the proof-rolling should be sub-excavated and replaced with approved granular backfill Granular 'A' or Granular 'B' Type I or Type II (OPSS 1010). The subgrade material should be sloped to promote drainage and prevent the build-up and stagnation of pore water within the granular base.

Where new fill is needed to raise the grade, or replace disturbed portions of the subgrade/pulverized base, well graded granular fills are preferred (e.g. Granular B Type I). Otherwise, any compactable material may be considered providing the fill is placed below the



depth of the frost penetration. However, depending on the thickness of the fill, material containing fined-grained soils (silts and clays) may experience post-construction consolidation settlements.

The long-term performance of the pavement structure is dependent upon the subgrade support conditions. Stringent construction control procedures must be maintained to ensure that uniform subgrade moisture and density conditions are achieved as much as practically possible where fill is placed and that the subgrade is not disturbed or weakened after it is exposed.

## 6.0 CLOSURE

The limitations of this report, as discussed in detail in Appendix A, constitute an integral part of this report. We recommend the Geotechnical Consultant be retained to review drawings and the intended methods of construction prior to implementation in order to assure conformance with the geotechnical restrictions and assumptions.

We trust this report is complete within the terms of our reference. However, should questions arise concerning this report, do not hesitate to contact us.

Sincerely,

**Amec Foster Wheeler Environment & Infrastructure**  
**a Division of Amec Foster Wheeler Americas Limited**

Prepared By:



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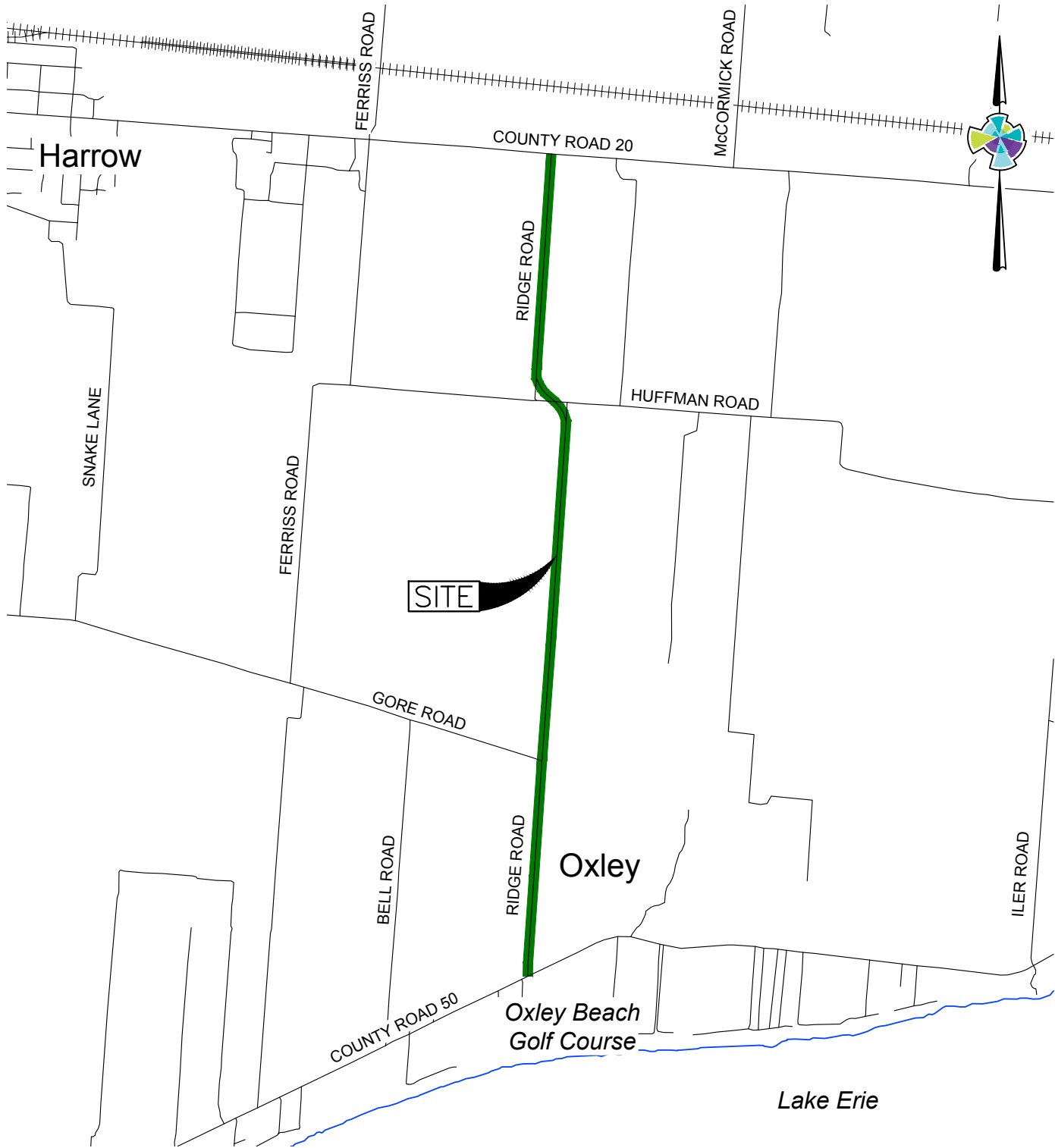


Mauro Cortes, P.Eng.  
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SS

## FIGURES



**NOTES:**

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**REFERENCES:**

CANMAP STREETFILES V2008.4.

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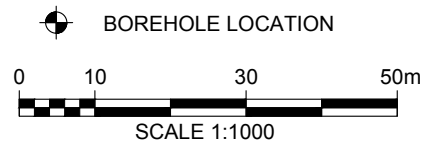


<div>LEGEND:</div> <div> BOREHOLE LOCATION</div>	<div><div><div>0103050m</div><div>SCALE 1:1000</div></div></div>	<div>CLIENT:</div> <div>THE TOWN OF ESSEX</div> <div>33 TALBOT STREET SOUTH</div> <div>ESSEX, ONTARIO, N8M 1A8</div>			<div>DWN BY:</div> <div>SJL</div>		<div>PROJECT:</div> <div>GEOTECHNICAL INVESTIGATION</div> <div>ROAD REHABILITATION/RECONSTRUCTION</div> <div>RIDGE ROAD</div> <div>TOWN OF ESSEX, ONTARIO</div>		<div>DATE:</div> <div>AUG. 30, 2017</div>					
					<div>CHK'D BY:</div> <div>SM</div>				<div>PROJECT No:</div> <div>SWW177366</div>					
		<div>NOTES:</div> <div>THIS DRAWING SHOULD BE READ IN CONJUNCTION WITH THE AMEC FOSTER WHEELER ENVIRONMENT &amp; INFRASTRUCTURE REPORT No. SWW177366.</div> <div>ALL LOCATIONS ARE APPROXIMATE. <b>ORIGINAL PAPER SIZE: 11 x 17</b></div> <div>REFERENCES:</div> <div>2015 AERIAL PHOTOGRAPHS BY THE COUNTY OF ESSEX\CANMAP STREETFILES V2008.4.</div>			<div>Amec Foster Wheeler</div> <div>Environment &amp; Infrastructure</div> <div>11865 COUNTY ROAD 42</div> <div>TECUMSEH, ONTARIO</div> <div>N8N 2M1</div> <div>519-735-2499</div>		<div></div> <div></div>		<div>DATUM:</div> <div>NAD83</div>		<div>TITLE:</div> <div>BOREHOLE LOCATION PLAN</div>		<div>REV No:</div> <div>0</div>	
													<div>PROJECTION:</div> <div>UTM Zone 17</div>	
<div>SCALE:</div> <div>1:1000</div>		<div>Page 71 of 233</div>												





**LEGEND:**





**NOTES:**

THIS DRAWING SHOULD BE READ IN CONJUNCTION WITH THE AMEC FOSTER WHEELER ENVIRONMENT & INFRASTRUCTURE REPORT No. Sww177366.

ALL LOCATIONS ARE APPROXIMATE. **ORIGINAL PAPER SIZE: 11 x 17**

**REFERENCES:**

2015 AERIAL PHOTOGRAPHS BY THE COUNTY OF ESSEX; CANMAP STREETFILES V2008.4.

CLIENT:			DWN BY: S.J.L.		PROJECT:	DATE:	
THE TOWN OF ESSEX 33 TALBOT STREET SOUTH ESSEX, ONTARIO, N8M 1A8			CHK'D BY: SM				AUG. 30, 2017
Amec Foster Wheeler Environment & Infrastructure 11865 COUNTY ROAD 42 TECUMSEH, ONTARIO N8N 2M1 519-735-2499					DATUM: NAD83	TOWN OF ESSEX, ONTARIO	PROJECT No: SWW177366
					PROJECTION: UTM Zone 17		REV. No: 0
					SCALE: 1:1000		FIGURE No:
					BOREHOLE LOCATION PLAN		
Page 72 of 232 <sup>2G</sup>							

**APPENDIX A**  
**REPORT LIMITATIONS**

## **REPORT LIMITATIONS**

The conclusions and recommendations given in this report are based on information determined at the testhole locations. The information contained herein in no way reflects on the environmental aspects of the Project, unless otherwise stated. Subsurface and groundwater conditions between and beyond the testholes may differ from those encountered at the testhole locations, and conditions may become apparent during construction, which could not be detected or anticipated at the time of the site investigation. It is recommended practice that the Geotechnical Engineer be retained during the construction to confirm that the subsurface conditions across the site do not deviate materially from those encountered in the testholes.

The design recommendations given in this report are applicable only to the project described in the text, and then only if constructed substantially in accordance with the details stated in this report. Since all details of the design may not be known, we recommend that we be retained during the final design stage to verify that the design is consistent with our recommendations, and that assumptions made in our analysis are valid.

The comments made in this report relating to potential construction problems and possible methods of construction are intended only for the guidance of the designer. The number of testholes may not be sufficient to determine all the factors that may affect construction methods and costs. For example, the thickness of surficial topsoil or fill layers may vary markedly and unpredictably. The contractors bidding on this project or undertaking the construction should, therefore, make their own interpretation of the factual information presented and draw their own conclusions as to how the subsurface conditions may affect their work. This work has been undertaken in accordance with normally accepted geotechnical engineering practices. No other warranty is expressed or implied.

The benchmark and elevations mentioned in this report were obtained strictly for use by this office in the geotechnical design of the project, and should not be used by any other party for any other purpose.

Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Amec Foster Wheeler Environment & Infrastructure accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

## **APPENDIX B**

### **EXPLANATION OF RECORD OF BOREHOLE SHEETS AND RECORD OF BOREHOLE SHEETS BH1 TO BH15**

## GENERAL REPORT NOTES

### DEFINITIONS OF PENETRATION RESISTANCE

Standard penetration resistance 'N' – The number of blows required to advance a standard split spoon sampler 30 cm into the subsoil, driven by means of a 63.5 kg hammer falling freely a distance of 76 cm.

Dynamic penetration resistance – The number of blows required to advance a 50 mm, 60 degree cone, fitted to the end of drill rods, 30 cm into the subsoil, the driving energy being 474.5 Joules per blow.

### SAMPLE TYPE ABBREVIATIONS USED IN BOREHOLE LOGS

S.S.	Split spoon	T.W.	Thinwall open	R.C.	Rock core
A.U.	Auger sample	T.P.	Thinwall piston	W.S.	Washed sample
P.H.	Sample pushed hydraulically			P.M.	Sample pushed manually

### SOIL TEST SYMBOLS USED IN BOREHOLE LOGS

○	Standard penetration resistance	▼	Laboratory Vane	□	Unconfined compression
●	Dynamic penetration resistance	▲	Field Vane	■	Undrained shear strength
		X	Penetrometer	S	Sensitivity

### NOTE

The soil conditions, profiles, comments, conclusions and recommendations found in this report are based upon the samples recovered during the fieldwork. Soils are heterogeneous materials and, consequently, variations (possibly extreme) may be encountered at site locations away from boreholes. During construction, competent, qualified inspection personnel should verify that no significant variations exist from the conditions described in this report.

## EXPLANATION OF BOREHOLE LOG

This form describes some of the information provided on the borehole logs, which is based primarily on examination of the recovered samples, and the results of the field and laboratory tests. Additional description of the soil/rock encountered is given in the accompanying geotechnical report.

### GENERAL INFORMATION

Project details, borehole number, location coordinates and type of drilling equipment used are given at the top of the borehole log.

### SOIL LITHOLOGY

#### ***Elevation and Depth***

This column gives the elevation and depth of inferred geologic layers. The elevation is referred to the datum shown in the Description column.

#### ***Lithology Plot***

This column presents a graphic depiction of the soil and rock stratigraphy encountered within the borehole.

#### ***Description***

This column gives a description of the soil strata, based on visual and tactile examination of the samples augmented with field and laboratory test results. Each stratum is described according to the *Modified Unified Soil Classification System*.

The compactness condition of cohesionless soils (SPT) and the consistency of cohesive soils (undrained shear strength) are defined as follows (*Ref. Canadian Foundation Engineering Manual*):

<b>Compactness of</b>	
<b><u>Cohesionless Soils</u></b>	<b><u>SPT N-Value</u></b>
Very loose	0 to 4
Loose	4 to 10
Compact	10 to 30
Dense	30 to 50
Very Dense	> 50

<b><u>Consistency of Cohesive Soils</u></b>	<b><u>Undrained Shear Strength</u></b>	
	<b><u>kPa</u></b>	<b><u>psf</u></b>
Very soft	0 to 12	0 to 250
Soft	12 to 25	250 to 500
Firm	25 to 50	500 to 1000
Stiff	50 to 100	1000 to 2000
Very stiff	100 to 200	2000 to 4000
Hard	Over 200	Over 4000

### ***Soil Sampling***

Sample types are abbreviated as follows:

SS	Split Spoon	TW	Thin Wall Open (Pushed)	RC	Rock Core	GS	Grab Sample
AU	Auger Sample	TP	Thin Wall Piston (Pushed)	WS	Washed Sample	AR	Air Return Sample

Additional information provided in this section includes sample numbering, sample recovery and numerical testing results.

### ***Field and Laboratory Testing***

Results of field testing (e.g., SPT, pocket penetrometer, and vane testing) and laboratory testing (e.g., natural moisture content, and limits) executed on the recovered samples are plotted in this section.

### ***Instrumentation Installation***

Instrumentation installations (monitoring wells, piezometers, inclinometers, etc.) are plotted in this section. Water levels, if measured during fieldwork, are also plotted. These water levels may or may not be representative of the static groundwater level depending on the nature of soil stratum where the piezometer tips are located, the time elapsed from installation to reading and other applicable factors.

### ***Comments***

This column is used to describe non-standard situations or notes of interest.



MODIFIED * UNIFIED CLASSIFICATION SYSTEM FOR SOILS						
*The soil of each stratum is described using the Unified Soil Classification System (Technical Memorandum 36-357 prepared by Waterways Experiment Station, Vicksburg, Mississippi, Corps of Engineers, U.S Army, Vol. 1 March 1953.) modified slightly so that an inorganic clay of "medium plasticity" is recognized.						
MAJOR DIVISION			GROUP SYMBOL	TYPICAL DESCRIPTION	LABORATORY CLASSIFICATION CRITERIA	
COARSE GRAINED SOILS (MORE THAN HALF BY WEIGHT LARGER THAN 75µm)	GRAVELS MORE THAN HALF THE COARSE FRACTION LARGER THAN 4.75mm	CLEAN GRAVELS (TRACE OR NO FINES)	GW	WELL GRADED GRAVELS, GRAVEL-SAND MIXTURES, LITTLE OR NO FINES	$C_u = \frac{D_{60}}{D_{10}} > 4; C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}} = 1 \text{ to } 3$	
			GP	POORLY GRADED GRAVELS, GRAVEL-SAND MIXTURES, LITTLE OR NO FINES	NOT MEETING ABOVE REQUIREMENTS	
		DIRTY GRAVELS (WITH SOME OR MORE FINES)	GM	SILTY GRAVELS, GRAVEL-SAND- SILT MIXTURES	ATTERBERG LIMITS BELOW "A" LINE OR P.I MORE THAN 4	
			GC	CLAYEY GRAVELS, GRAVEL-SAND-CLAY MIXTURES	ATTERBERG LIMITS BELOW "A" LINE OR P.I MORE THAN 7	
	SANDS MORE THAN HALF THE COARSE FRACTION SMALLER THAN 4.75mm	CLEAN SANDS (TRACE OR NO FINES)	SW	WELL GRADED SANDS, GRAVELLY SANDS, LITTLE OR NO FINES	$C_u = \frac{D_{60}}{D_{10}} > 6; C_c = \frac{(D_{30})^2}{D_{10} \times D_{60}} = 1 \text{ to } 3$	
			SP	POORLY GRADED GRAVELS, GRAVEL- SAND MIXTURES, LITTLE OR NO FINES	NOT MEETING ABOVE REQUIREMENTS	
		DIRTY SANDS (WITH SOME OR MORE FINES)	SM	SILTY SANDS, SAND-SILT MIXTURES	ATTERBERG LIMITS BELOW "A" LINE OR P.I MORE THAN 4	
			SC	CLAYEY SANDS, SAND-CLAY MIXTURES	ATTERBERG LIMITS BELOW "A" LINE OR P.I MORE THAN 7	
FINE-GRAINED SOILS (MORE THAN HALF BY WEIGHT SMALLER THAN 75µm)	SILTS BELOW "A" LINE NEGLIGIBLE ORGANIC CONTENT	$W_L < 50\%$	ML	INORGANIC SILTS AND VERY FINE SANDS, ROCK FLOUR, SILTY SANDS OF SLIGHT PLASTICITY	CLASSIFICATION IS BASED UPON PLASTICITY CHART (SEE BELOW)	
		$W_L < 50\%$	MH	INORGANIC SILTS, MICACEOUS OR DIATOMACEOUS, FINE SANDY OR SILTY SOILS		
	CLAYS ABOVE "A" LINE NEGLIGIBLE ORGANIC CONTENT	$W_L < 30\%$	CL	INORGANIC CLAYS OF LOW PLASTICITY, GRAVELLY, SANDY OR SILTY CLAYS, LEAN CLAYS		
		$30\% < W_L < 50\%$	CI	INORGANIC CLAYS OF MEDIUM PLASTICITY, SILTY CLAYS		
		$W_L < 50\%$	CH	INORGANIC CLAYS OF HIGH PLASTICITY, FAT CLAYS		
	ORGANIC SILTS & CLAYS BELOW "A" LINE	$W_L < 50\%$	OL	ORGANIC SILTS AND ORGANIC SILTY CLAYS OF LOW PLASTICITY	WHENEVER THE NATURE OF THE FINES CONTENT HAS NOT BEEN DETERMINED, IT IS DESIGNATED BY THE LETTER "F", E.G SF IS A MIXTURE OF SAND WITH SILT OR CLAY	
		$W_L < 50\%$	OH	ORGANIC CLAYS OF HIGH PLASTICITY		
	HIGH ORGANIC SOILS			Pt	PEAT AND OTHER HIGHLY ORGANIC SOILS	

SOIL COMPONENTS					
FRACTION	U.S STANDARD SIEVE SIZE		DEFINING RANGES OF PERCENTAGE BY WEIGHT OF MINOR COMPONENTS		
GRAVEL	COARSE	PASSING	RETAINED	PERCENT	DESCRIPTOR
		76 mm	19 mm	35-50	AND
	FINE	19 mm	4.75 mm	20-35	Y/EY
SAND	COARSE	4.75 mm	2.00 mm	10-20	SOME
	MEDIUM	2.00 mm	425 µm	1-10	TRACE
	FINE	425 µm	75 µm		
FINES (SILT OR CLAY BASED ON PLASTICITY)		75 µm			
OVERSIZED MATERIAL					
ROUNDED OR SUBROUNDED: COBBLES 76 mm TO 200 mm BOULDERS > 200 mm				NOT ROUNDED: ROCK FRAGMENTS > 76 mm ROCKS > 0.76 CUBIC METRE IN VOLUME	

**Plasticity Chart for Soil Passing 425 Micron Sieve**

Amec Foster Wheeler Environment & Infrastructure 11865 County Road 42 Tecumseh, ON N8N 2M1 Ph: (519) 735-2499 Fax: (519) 735-9669 www.amecfw.com		<p>Note 1: Soils are classified and described according to their engineering properties and behaviour.</p> <p>Note 2: The modifying adjectives used to define the actual or estimated percentage range by weight of minor components are consistent with the Canadian Foundation Engineering Manual (4th Edition, Canadian Geotechnical Society, 2006.)</p>
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# RECORD OF BOREHOLE No. **BH1**

Project Number: **SWW177366**  
 Project Client: **Town of Essex**  
 Project Name: **Ridge Road Rehabilitation**  
 Project Location: **Essex, Ontario**  
 Drilling Location: **N4651080, E344193**

Drilling Method: **150 mm O.D. Solid Stem Auger**  
 Drilling Machine: **CME55**  
 Date Started: **24 Aug 2017** Date Completed: **24 Aug 2017**  
 Logged by: **AP** Compiled by: **SS**  
 Reviewed by: **SM** Revision No.: **0**



LITHOLOGY PROFILE		SOIL SAMPLING				FIELD TESTING		LAB TESTING		INSTRUMENTATION INSTALLATION	COMMENTS & GRAIN SIZE DISTRIBUTION (%)
Lithology Plot	DESCRIPTION	Sample Type	Sample Number	Recovery (%)	SPT 'N' Value	DEPTH (m)	ELEVATION (m)	Penetration Testing ○ SPT ● DCPT MTO Vane* Nilcon Vane* △ Intact ◇ Intact ▲ Remould ◆ Remould ■ Undrained Shear Strength (kPa) (from P. Penetrometer tests)	Atterberg Limits W <sub>p</sub> W W <sub>L</sub> Plastic Liquid * Passing 75 um (%) ○ Moisture Content (%) ★ Unit Weight (kN/m <sup>3</sup> )		
	Local Ground Surface Elevation:										
	ASPHALT (50 mm thick)										
	FILL (760 mm thick) Sand and gravel	SA	1						○ <sup>5</sup>		
	MEDIUM TO FINE SAND Brown, moist	SA	2			1			○ <sup>5</sup>		
	END OF BOREHOLE (no refusal)					1.5					
						2					
						3					
						4					
						5					

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∇ No freestanding groundwater observed in open borehole upon completion of drilling.

Borehole details, as presented, do not constitute a thorough understanding of all potential conditions present and requires interpretive assistance from a qualified Geotechnical Engineer. Also, borehole information should be read in conjunction with the geotechnical report for which it was commissioned and the accompanying 'Explanation of Borehole Log'.

# RECORD OF BOREHOLE No. **BH2**

Project Number: **SWW177366** Drilling Method: **150 mm O.D. Solid Stem Auger**  
 Project Client: **Town of Essex** Drilling Machine: **CME55**  
 Project Name: **Ridge Road Rehabilitation** Date Started: **24 Aug 2017** Date Completed: **24 Aug 2017**  
 Project Location: **Essex, Ontario** Logged by: **AP** Compiled by: **SS**  
 Drilling Location: **N4651401, E344213** Reviewed by: **SM** Revision No.: **0**



LITHOLOGY PROFILE		SOIL SAMPLING				FIELD TESTING		LAB TESTING		INSTRUMENTATION INSTALLATION	COMMENTS & GRAIN SIZE DISTRIBUTION (%)
Lithology Plot	DESCRIPTION	Sample Type	Sample Number	Recovery (%)	SPT 'N' Value	DEPTH (m)	ELEVATION (m)	Penetration Testing ○ SPT ● DCPT MTO Vane* Nilcon Vane* △ Intact ◇ Intact ▲ Remould ◆ Remould ■ Undrained Shear Strength (kPa) (from P. Penetrometer tests)	Atterberg Limits W <sub>p</sub> W <sub>L</sub> Plastic Liquid * Passing 75 um (%) ○ Moisture Content (%) ★ Unit Weight (kN/m <sup>3</sup> )		
	Local Ground Surface Elevation:										
	ASPHALT (75 mm thick)					0.1					
	FILL (685 mm thick) Sand and gravel	SA	1						o <sup>5</sup>		
	MEDIUM TO FINE SAND Trace clay, moist Brown	SA	2			1			o <sup>7</sup>		
	END OF BOREHOLE (no refusal)					1.5					
						2					
						3					
						4					
						5					

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∇ No freestanding groundwater observed in open borehole upon completion of drilling.

Borehole details, as presented, do not constitute a thorough understanding of all potential conditions present and requires interpretive assistance from a qualified Geotechnical Engineer. Also, borehole information should be read in conjunction with the geotechnical report for which it was commissioned and the accompanying 'Explanation of Borehole Log'.

# RECORD OF BOREHOLE No. **BH3**

Project Number: **SWW177366**  
 Project Client: **Town of Essex**  
 Project Name: **Ridge Road Rehabilitation**  
 Project Location: **Essex, Ontario**  
 Drilling Location: **N4651699, E344238**

Drilling Method: **150 mm O.D. Solid Stem Auger**  
 Drilling Machine: **CME55**  
 Date Started: **24 Aug 2017** Date Completed: **24 Aug 2017**  
 Logged by: **AP** Compiled by: **SS**  
 Reviewed by: **SM** Revision No.: **0**



LITHOLOGY PROFILE		SOIL SAMPLING				FIELD TESTING		LAB TESTING		INSTRUMENTATION INSTALLATION	COMMENTS & GRAIN SIZE DISTRIBUTION (%)
Lithology Plot	DESCRIPTION	Sample Type	Sample Number	Recovery (%)	SPT 'N' Value	DEPTH (m)	ELEVATION (m)	Penetration Testing ○ SPT ● DCPT MTO Vane* Nilcon Vane* △ Intact ◇ Intact ▲ Remould ◆ Remould ■ Undrained Shear Strength (kPa) (from P. Penetrometer tests)	Atterberg Limits W <sub>p</sub> W <sub>L</sub> Plastic Liquid * Passing 75 um (%) ○ Moisture Content (%) ★ Unit Weight (kN/m <sup>3</sup> )		
	Local Ground Surface Elevation:										
	ASPHALT (50 mm thick)										
	FILL (560 mm thick) Sand and gravel	SA	1						○ <sup>6</sup>		
	MEDIUM TO FINE SAND Trace clay, moist Brown	SA	2			1			○ <sup>6</sup>		
	END OF BOREHOLE (no refusal)					1.5					
						2					
						3					
						4					
						5					

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∇ No freestanding groundwater observed in open borehole upon completion of drilling.

Borehole details, as presented, do not constitute a thorough understanding of all potential conditions present and requires interpretive assistance from a qualified Geotechnical Engineer. Also, borehole information should be read in conjunction with the geotechnical report for which it was commissioned and the accompanying 'Explanation of Borehole Log'.

# RECORD OF BOREHOLE No. **BH4**

Project Number: **SWW177366** Drilling Method: **150 mm O.D. Solid Stem Auger**  
 Project Client: **Town of Essex** Drilling Machine: **CME55**  
 Project Name: **Ridge Road Rehabilitation** Date Started: **24 Aug 2017** Date Completed: **24 Aug 2017**  
 Project Location: **Essex, Ontario** Logged by: **AP** Compiled by: **SS**  
 Drilling Location: **N4651943, E344250** Reviewed by: **SM** Revision No.: **0**



LITHOLOGY PROFILE		SOIL SAMPLING						FIELD TESTING	LAB TESTING	INSTRUMENTATION INSTALLATION	COMMENTS & GRAIN SIZE DISTRIBUTION (%)
Lithology Plot	DESCRIPTION	Sample Type	Sample Number	Recovery (%)	SPT 'N' Value	DEPTH (m)	ELEVATION (m)	Penetration Testing ○ SPT ● DCPT MTO Vane* Nilcon Vane* △ Intact ◇ Intact ▲ Remould ◆ Remould ■ Undrained Shear Strength (kPa) (from P. Penetrometer tests)	Atterberg Limits W <sub>p</sub> W W <sub>L</sub> Plastic Liquid * Passing 75 um (%) ○ Moisture Content (%) ★ Unit Weight (kN/m <sup>3</sup> )		
	Local Ground Surface Elevation:										
	ASPHALT (50 mm thick)										
	FILL (865 mm thick)										
	Sand and gravel	SA	1								
	MEDIUM TO FINE SAND					1					
	Trace clay, moist	SA	2								
	Brown										
	END OF BOREHOLE					2					
	(no refusal)					3					
						4					
						5					

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∇ No freestanding groundwater observed in open borehole upon completion of drilling.

Borehole details, as presented, do not constitute a thorough understanding of all potential conditions present and requires interpretive assistance from a qualified Geotechnical Engineer. Also, borehole information should be read in conjunction with the geotechnical report for which it was commissioned and the accompanying 'Explanation of Borehole Log'.

# RECORD OF BOREHOLE No. **BH5**

Project Number: **SWW177366** Drilling Method: **150 mm O.D. Solid Stem Auger**  
 Project Client: **Town of Essex** Drilling Machine: **CME55**  
 Project Name: **Ridge Road Rehabilitation** Date Started: **24 Aug 2017** Date Completed: **24 Aug 2017**  
 Project Location: **Essex, Ontario** Logged by: **AP** Compiled by: **SS**  
 Drilling Location: **N4652245, E344275** Reviewed by: **SM** Revision No.: **0**



LITHOLOGY PROFILE		SOIL SAMPLING				FIELD TESTING		LAB TESTING		INSTRUMENTATION INSTALLATION	COMMENTS & GRAIN SIZE DISTRIBUTION (%)
Lithology Plot	DESCRIPTION	Sample Type	Sample Number	Recovery (%)	SPT 'N' Value	DEPTH (m)	ELEVATION (m)	Penetration Testing ○ SPT ● DCPT MTO Vane* Nilcon Vane* △ Intact ◇ Intact ▲ Remould ◆ Remould ■ Undrained Shear Strength (kPa) (from P. Penetrometer tests)	Atterberg Limits W <sub>p</sub> W W <sub>L</sub> Plastic Liquid * Passing 75 um (%) ○ Moisture Content (%) ★ Unit Weight (KN/m <sup>3</sup> )		
	Local Ground Surface Elevation:										
	ASPHALT (50 mm thick)										
	FILL Sand and gravel										
	MEDIUM TO FINE SAND Trace clay, moist Brown	SA SA	1 2			1			○ <sup>5</sup> ○ <sup>5</sup>		
	END OF BOREHOLE (no refusal)					1.5					
						2					
						3					
						4					
						5					

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∇ No freestanding groundwater observed in open borehole upon completion of drilling.

Borehole details, as presented, do not constitute a thorough understanding of all potential conditions present and requires interpretive assistance from a qualified Geotechnical Engineer. Also, borehole information should be read in conjunction with the geotechnical report for which it was commissioned and the accompanying 'Explanation of Borehole Log'.

# RECORD OF BOREHOLE No. **BH6**

Project Number: **SWW177366** Drilling Method: **150 mm O.D. Solid Stem Auger**  
 Project Client: **Town of Essex** Drilling Machine: **CME55**  
 Project Name: **Ridge Road Rehabilitation** Date Started: **24 Aug 2017** Date Completed: **24 Aug 2017**  
 Project Location: **Essex, Ontario** Logged by: **AP** Compiled by: **SS**  
 Drilling Location: **N4652559, E344293** Reviewed by: **SM** Revision No.: **0**



LITHOLOGY PROFILE		SOIL SAMPLING				FIELD TESTING		LAB TESTING		INSTRUMENTATION INSTALLATION	COMMENTS & GRAIN SIZE DISTRIBUTION (%)
Lithology Plot	DESCRIPTION	Sample Type	Sample Number	Recovery (%)	SPT 'N' Value	DEPTH (m)	ELEVATION (m)	Penetration Testing ○ SPT ● DCPT MTO Vane* Nilcon Vane* △ Intact ◇ Intact ▲ Remould ◆ Remould ■ Undrained Shear Strength (kPa) (from P. Penetrometer tests)	Atterberg Limits W <sub>p</sub> W <sub>L</sub> Plastic Liquid * Passing 75 µm (%) ○ Moisture Content (%) ★ Unit Weight (kN/m <sup>3</sup> )		
	Local Ground Surface Elevation:										
	ASPHALT (50 mm thick)										
	FILL (510 mm thick) Sand and gravel	SA	1						0.5		
	MEDIUM TO FINE SAND Trace silt, trace clay, moist Brown	SA	2			1			0.9		
	END OF BOREHOLE (no refusal)					1.5					
						2					
						3					
						4					
						5					

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∇ No freestanding groundwater observed in open borehole upon completion of drilling.

Borehole details, as presented, do not constitute a thorough understanding of all potential conditions present and requires interpretive assistance from a qualified Geotechnical Engineer. Also, borehole information should be read in conjunction with the geotechnical report for which it was commissioned and the accompanying 'Explanation of Borehole Log'.

# RECORD OF BOREHOLE No. **BH7**

Project Number: **SWW177366** Drilling Method: **150 mm O.D. Solid Stem Auger**  
 Project Client: **Town of Essex** Drilling Machine: **CME55**  
 Project Name: **Ridge Road Rehabilitation** Date Started: **24 Aug 2017** Date Completed: **24 Aug 2017**  
 Project Location: **Essex, Ontario** Logged by: **AP** Compiled by: **SS**  
 Drilling Location: **N4652833, E344316** Reviewed by: **SM** Revision No.: **0**



LITHOLOGY PROFILE		SOIL SAMPLING						FIELD TESTING	LAB TESTING	INSTRUMENTATION INSTALLATION	COMMENTS & GRAIN SIZE DISTRIBUTION (%)
Lithology Plot	DESCRIPTION	Sample Type	Sample Number	Recovery (%)	SPT 'N' Value	DEPTH (m)	ELEVATION (m)	Penetration Testing ○ SPT ● DCPT MTO Vane* Nilcon Vane* △ Intact ◇ Intact ▲ Remould ◆ Remould ■ Undrained Shear Strength (kPa) (from P. Penetrometer tests)	Atterberg Limits W <sub>p</sub> W <sub>L</sub> Plastic Liquid * Passing 75 um (%) ○ Moisture Content (%) ★ Unit Weight (kN/m <sup>3</sup> )		
	Local Ground Surface Elevation:										
	ASPHALT (50 mm thick)										
	FILL (560 mm thick) Sand and gravel	SA	1								
	MEDIUM TO FINE SAND Trace clay, moist Brown	SA	2			1					
	END OF BOREHOLE (no refusal)					1.5					
						2					
						3					
						4					
						5					

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∇ No freestanding groundwater observed in open borehole upon completion of drilling.

Borehole details, as presented, do not constitute a thorough understanding of all potential conditions present and requires interpretive assistance from a qualified Geotechnical Engineer. Also, borehole information should be read in conjunction with the geotechnical report for which it was commissioned and the accompanying 'Explanation of Borehole Log'.



# RECORD OF BOREHOLE No. **BH8**

Project Number: **SWW177366** Drilling Method: **150 mm O.D. Solid Stem Auger**  
 Project Client: **Town of Essex** Drilling Machine: **CME55**  
 Project Name: **Ridge Road Rehabilitation** Date Started: **24 Aug 2017** Date Completed: **24 Aug 2017**  
 Project Location: **Essex, Ontario** Logged by: **AP** Compiled by: **SS**  
 Drilling Location: **N4653108, E344332** Reviewed by: **SM** Revision No.: **0**



LITHOLOGY PROFILE		SOIL SAMPLING				FIELD TESTING		LAB TESTING	INSTRUMENTATION INSTALLATION	COMMENTS & GRAIN SIZE DISTRIBUTION (%)
Lithology Plot	DESCRIPTION	Sample Type	Sample Number	Recovery (%)	SPT 'N' Value	DEPTH (m)	ELEVATION (m)	Penetration Testing ○ SPT      ● DCPT MTO Vane*    Nilcon Vane* △ Intact      ◇ Intact ▲ Remould    ◆ Remould ■ Undrained Shear Strength (kPa) (from P. Penetrometer tests)		
	Local Ground Surface Elevation:							Atterberg Limits W <sub>p</sub> W    W <sub>L</sub> Plastic    Liquid * Passing 75 um (%) ○ Moisture Content (%) ★ Unit Weight (KN/m <sup>3</sup> )		
	ASPHALT (50 mm thick) 0.1									
	CONCRETE (100 mm thick) 0.2									
	FILL (535 mm thick) Sand and gravel	SA	1							
	MEDIUM TO FINE SAND 0.7 Trace silt, trace clay, moist Brown	SA	2			1				
	END OF BOREHOLE (no refusal) 1.5					2				
						3				
						4				
						5				

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∇ No freestanding groundwater observed in open borehole upon completion of drilling.

Borehole details, as presented, do not constitute a thorough understanding of all potential conditions present and requires interpretive assistance from a qualified Geotechnical Engineer. Also, borehole information should be read in conjunction with the geotechnical report for which it was commissioned and the accompanying 'Explanation of Borehole Log'.

# RECORD OF BOREHOLE No. **BH9**

Project Number: **SWW177366** Drilling Method: **150 mm O.D. Solid Stem Auger**  
 Project Client: **Town of Essex** Drilling Machine: **CME55**  
 Project Name: **Ridge Road Rehabilitation** Date Started: **24 Aug 2017** Date Completed: **24 Aug 2017**  
 Project Location: **Essex, Ontario** Logged by: **AP** Compiled by: **SS**  
 Drilling Location: **N4653414, E344359** Reviewed by: **SM** Revision No.: **0**



LITHOLOGY PROFILE		SOIL SAMPLING						FIELD TESTING	LAB TESTING	INSTRUMENTATION INSTALLATION	COMMENTS & GRAIN SIZE DISTRIBUTION (%)
Lithology Plot	DESCRIPTION	Sample Type	Sample Number	Recovery (%)	SPT 'N' Value	DEPTH (m)	ELEVATION (m)	Penetration Testing ○ SPT ● DCPT MTO Vane* Nilcon Vane* △ Intact ◇ Intact ▲ Remould ◆ Remould ■ Undrained Shear Strength (kPa) (from P. Penetrometer tests)	Atterberg Limits W <sub>p</sub> W W <sub>L</sub> Plastic Liquid * Passing 75 um (%) ○ Moisture Content (%) ★ Unit Weight (kN/m <sup>3</sup> )		
	Local Ground Surface Elevation:										
	ASPHALT (50 mm thick)										
	FILL (1.12 m thick)										
	Sand and gravel	SA	1			1			o <sup>6</sup>		
	MEDIUM SILTY SAND										
	Some clay, moist	SA	2						o <sup>17</sup>		
	Brown										
	END OF BOREHOLE										
	(no refusal)										
						2					
						3					
						4					
						5					

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∇ No freestanding groundwater observed in open borehole upon completion of drilling.

Borehole details, as presented, do not constitute a thorough understanding of all potential conditions present and requires interpretive assistance from a qualified Geotechnical Engineer. Also, borehole information should be read in conjunction with the geotechnical report for which it was commissioned and the accompanying 'Explanation of Borehole Log'.

# RECORD OF BOREHOLE No. **BH10**

Project Number: **SWW177366** Drilling Method: **150 mm O.D. Solid Stem Auger**  
 Project Client: **Town of Essex** Drilling Machine: **CME55**  
 Project Name: **Ridge Road Rehabilitation** Date Started: **24 Aug 2017** Date Completed: **24 Aug 2017**  
 Project Location: **Essex, Ontario** Logged by: **AP** Compiled by: **SS**  
 Drilling Location: **N4653753, E344378** Reviewed by: **SM** Revision No.: **0**



LITHOLOGY PROFILE		SOIL SAMPLING				FIELD TESTING		LAB TESTING		INSTRUMENTATION INSTALLATION	COMMENTS & GRAIN SIZE DISTRIBUTION (%)
Lithology Plot	DESCRIPTION	Sample Type	Sample Number	Recovery (%)	SPT 'N' Value	DEPTH (m)	ELEVATION (m)	Penetration Testing ○ SPT ● DCPT MTO Vane* Nilcon Vane* △ Intact ◇ Intact ▲ Remould ◆ Remould ■ Undrained Shear Strength (kPa) (from P. Penetrometer tests)	Atterberg Limits W <sub>p</sub> W <sub>L</sub> Plastic Liquid * Passing 75 µm (%) ○ Moisture Content (%) ★ Unit Weight (kN/m <sup>3</sup> )		
	Local Ground Surface Elevation: <b>ASPHALT</b> (50 mm thick) <b>FILL</b> (1.02 m thick) Sand and gravel	SA	1			0.4					
	<b>SILTY CLAY</b> Trace sand, trace gravel Mottled brown and grey	SA	2			1.1					
	END OF BOREHOLE (no refusal)					1.5					

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∇ No freestanding groundwater observed in open borehole upon completion of drilling.

Borehole details, as presented, do not constitute a thorough understanding of all potential conditions present and requires interpretive assistance from a qualified Geotechnical Engineer. Also, borehole information should be read in conjunction with the geotechnical report for which it was commissioned and the accompanying 'Explanation of Borehole Log'.

# RECORD OF BOREHOLE No. **BH11**

Project Number: **SWW177366** Drilling Method: **150 mm O.D. Solid Stem Auger**  
 Project Client: **Town of Essex** Drilling Machine: **CME55**  
 Project Name: **Ridge Road Rehabilitation** Date Started: **24 Aug 2017** Date Completed: **24 Aug 2017**  
 Project Location: **Essex, Ontario** Logged by: **AP** Compiled by: **SS**  
 Drilling Location: **N4653981, E344323** Reviewed by: **SM** Revision No.: **0**



LITHOLOGY PROFILE		SOIL SAMPLING				FIELD TESTING		LAB TESTING		INSTRUMENTATION INSTALLATION	COMMENTS & GRAIN SIZE DISTRIBUTION (%)
Lithology Plot	DESCRIPTION	Sample Type	Sample Number	Recovery (%)	SPT 'N' Value	DEPTH (m)	ELEVATION (m)	Penetration Testing ○ SPT ● DCPT MTO Vane* Nilcon Vane* △ Intact ◇ Intact ▲ Remould ◆ Remould ■ Undrained Shear Strength (kPa) (from P. Penetrometer tests)	Atterberg Limits W <sub>p</sub> W W <sub>L</sub> Plastic Liquid * Passing 75 µm (%) ○ Moisture Content (%) ★ Unit Weight (kN/m <sup>3</sup> )		
	Local Ground Surface Elevation:										
	ASPHALT (125 mm thick)										
	FILL Sand and gravel	0.1									
	MEDIUM TO FINE SAND Trace silt, trace clay, wet Brown	0.5	SA	1							
			SA	2							
			SA	3							
	END OF BOREHOLE (no refusal)	1.5									

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▽ Groundwater measured at a depth of 1.0 m upon completion of drilling.

Borehole details, as presented, do not constitute a thorough understanding of all potential conditions present and requires interpretive assistance from a qualified Geotechnical Engineer. Also, borehole information should be read in conjunction with the geotechnical report for which it was commissioned and the accompanying 'Explanation of Borehole Log'.

# RECORD OF BOREHOLE No. **BH12**

Project Number: **SWW177366** Drilling Method: **150 mm O.D. Solid Stem Auger**  
 Project Client: **Town of Essex** Drilling Machine: **CME55**  
 Project Name: **Ridge Road Rehabilitation** Date Started: **24 Aug 2017** Date Completed: **24 Aug 2017**  
 Project Location: **Essex, Ontario** Logged by: **AP** Compiled by: **SS**  
 Drilling Location: **N4654281, E344245** Reviewed by: **SM** Revision No.: **0**



LITHOLOGY PROFILE		SOIL SAMPLING				FIELD TESTING		LAB TESTING		INSTRUMENTATION INSTALLATION	COMMENTS & GRAIN SIZE DISTRIBUTION (%)
Lithology Plot	DESCRIPTION	Sample Type	Sample Number	Recovery (%)	SPT 'N' Value	DEPTH (m)	ELEVATION (m)	Penetration Testing ○ SPT ● DCPT MTO Vane* Nilcon Vane* △ Intact ◇ Intact ▲ Remould ◆ Remould ■ Undrained Shear Strength (kPa) (from P. Penetrometer tests)	Atterberg Limits W <sub>p</sub> W <sub>L</sub> Plastic Liquid * Passing 75 um (%) ○ Moisture Content (%) ★ Unit Weight (kN/m <sup>3</sup> )		
	Local Ground Surface Elevation:										
	ASPHALT (75 mm thick)										
	FILL (610 mm thick) Sand and gravel	SA	1								
	MEDIUM TO BROWN FINE SAND Trace clay, moist Brown	SA	2			1					
	END OF BOREHOLE (no refusal)					1.5					
						2					
						3					
						4					
						5					

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∇ No freestanding groundwater observed in open borehole upon completion of drilling.

Borehole details, as presented, do not constitute a thorough understanding of all potential conditions present and requires interpretive assistance from a qualified Geotechnical Engineer. Also, borehole information should be read in conjunction with the geotechnical report for which it was commissioned and the accompanying 'Explanation of Borehole Log'.

# RECORD OF BOREHOLE No. **BH13**

Project Number: **SWW177366**  
 Project Client: **Town of Essex**  
 Project Name: **Ridge Road Rehabilitation**  
 Project Location: **Essex, Ontario**  
 Drilling Location: **N4654561, E344260**

Drilling Method: **150 mm O.D. Solid Stem Auger**  
 Drilling Machine: **CME55**  
 Date Started: **24 Aug 2017** Date Completed: **24 Aug 2017**  
 Logged by: **AP** Compiled by: **SS**  
 Reviewed by: **SM** Revision No.: **0**



LITHOLOGY PROFILE		SOIL SAMPLING				FIELD TESTING		LAB TESTING		INSTRUMENTATION INSTALLATION	COMMENTS & GRAIN SIZE DISTRIBUTION (%)
Lithology Plot	DESCRIPTION	Sample Type	Sample Number	Recovery (%)	SPT 'N' Value	DEPTH (m)	ELEVATION (m)	Penetration Testing ○ SPT ● DCPT MTO Vane* Nilcon Vane* △ Intact ◇ Intact ▲ Remould ◆ Remould ■ Undrained Shear Strength (kPa) (from P. Penetrometer tests)	Atterberg Limits W <sub>p</sub> W <sub>L</sub> Plastic Liquid * Passing 75 um (%) ○ Moisture Content (%) ★ Unit Weight (kN/m <sup>3</sup> )		
	Local Ground Surface Elevation:										
	ASPHALT (50 mm thick) 0.1										
	CONCRETE (100 mm thick) 0.2										
	FILL Sand and gravel	SA	1						o <sup>6</sup>		
	MEDIUM TO FINE SAND Trace gravel, trace clay, moist Brown	SA	2			1			o <sup>7</sup>		
	END OF BOREHOLE (no refusal) 1.5					2					
						3					
						4					
						5					

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∇ No freestanding groundwater observed in open borehole upon completion of drilling.

Borehole details, as presented, do not constitute a thorough understanding of all potential conditions present and requires interpretive assistance from a qualified Geotechnical Engineer. Also, borehole information should be read in conjunction with the geotechnical report for which it was commissioned and the accompanying 'Explanation of Borehole Log'.

# RECORD OF BOREHOLE No. **BH14**

Project Number: **SWW177366** Drilling Method: **150 mm O.D. Solid Stem Auger**  
 Project Client: **Town of Essex** Drilling Machine: **CME55**  
 Project Name: **Ridge Road Rehabilitation** Date Started: **24 Aug 2017** Date Completed: **24 Aug 2017**  
 Project Location: **Essex, Ontario** Logged by: **AP** Compiled by: **SS**  
 Drilling Location: **N4654865, E344286** Reviewed by: **SM** Revision No.: **0**



LITHOLOGY PROFILE		SOIL SAMPLING				FIELD TESTING		LAB TESTING		INSTRUMENTATION INSTALLATION	COMMENTS & GRAIN SIZE DISTRIBUTION (%)
Lithology Plot	DESCRIPTION	Sample Type	Sample Number	Recovery (%)	SPT 'N' Value	DEPTH (m)	ELEVATION (m)	Penetration Testing ○ SPT ● DCPT MTO Vane* Nilcon Vane* △ Intact ◇ Intact ▲ Remould ◆ Remould ■ Undrained Shear Strength (kPa) (from P. Penetrometer tests)	Atterberg Limits W <sub>p</sub> W W <sub>L</sub> Plastic Liquid * Passing 75 µm (%) ○ Moisture Content (%) ★ Unit Weight (kN/m <sup>3</sup> )		
	Local Ground Surface Elevation:										
	ASPHALT (50 mm thick)										
	FILL Sand and gravel	SA	1								
	SILTY CLAY Trace sand, trace gravel Mottled brown and grey	SA	2			1					
	END OF BOREHOLE (no refusal)					1.5					
						2					
						3					
						4					
						5					

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∇ No freestanding groundwater observed in open borehole upon completion of drilling.

Borehole details, as presented, do not constitute a thorough understanding of all potential conditions present and requires interpretive assistance from a qualified Geotechnical Engineer. Also, borehole information should be read in conjunction with the geotechnical report for which it was commissioned and the accompanying 'Explanation of Borehole Log'.

# RECORD OF BOREHOLE No. **BH15**

Project Number: **SWW177366** Drilling Method: **150 mm O.D. Solid Stem Auger**  
 Project Client: **Town of Essex** Drilling Machine: **CME55**  
 Project Name: **Ridge Road Rehabilitation** Date Started: **24 Aug 2017** Date Completed: **24 Aug 2017**  
 Project Location: **Essex, Ontario** Logged by: **AP** Compiled by: **SS**  
 Drilling Location: **N4655142, E344299** Reviewed by: **SM** Revision No.: **0**



LITHOLOGY PROFILE		SOIL SAMPLING				FIELD TESTING		LAB TESTING		INSTRUMENTATION INSTALLATION	COMMENTS & GRAIN SIZE DISTRIBUTION (%)
Lithology Plot	DESCRIPTION	Sample Type	Sample Number	Recovery (%)	SPT 'N' Value	DEPTH (m)	ELEVATION (m)	Penetration Testing ○ SPT ● DCPT MTO Vane* Nilcon Vane* △ Intact ◇ Intact ▲ Remould ◆ Remould ■ Undrained Shear Strength (kPa) (from P. Penetrometer tests)	Atterberg Limits W <sub>p</sub> W <sub>L</sub> Plastic Liquid * Passing 75 um (%) ○ Moisture Content (%) ★ Unit Weight (kN/m <sup>3</sup> )		
	Local Ground Surface Elevation:										
	ASPHALT (75 mm thick)										
	FILL (840 mm thick)										
	Sand and gravel	SA	1								
		SA	2								
	END OF BOREHOLE (no refusal)										

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∇ No freestanding groundwater observed in open borehole upon completion of drilling.

Borehole details, as presented, do not constitute a thorough understanding of all potential conditions present and requires interpretive assistance from a qualified Geotechnical Engineer. Also, borehole information should be read in conjunction with the geotechnical report for which it was commissioned and the accompanying 'Explanation of Borehole Log'.



**APPENDIX C**  
**PHOTOGRAPHIC RECORD**

## APPENDIX C - PHOTOGRAPHIC RECORD

**PROJECT NO.** SWW177366

**PROJECT** Ridge Road Rehabilitation

**LOCATION** Ridge Road



**ENCLOSURE** 1



**PHOTOGRAPH**

**1**

### Description

Borehole BH1 (looking north) showing transverse cracking, edge of pavement cracking and pavement wear.



**PHOTOGRAPH**

**2**

### Description

Borehole BH2 (looking north) showing severe pavement edge cracking and pavement wear.



## APPENDIX C - PHOTOGRAPHIC RECORD

**PROJECT NO.** SWW177366

**PROJECT** Ridge Road Rehabilitation

**LOCATION** Ridge Road



**ENCLOSURE** 2



**PHOTOGRAPH**

**3**

### Description

Borehole BH10 (looking north) showing longitudinal cracking, edge of pavement cracking and pavement wear.



**PHOTOGRAPH**

**4**

### Description

Borehole BH12 (looking south) showing moderate alligator cracking, severe edge of pavement cracking and surface pavement wear.



## APPENDIX C - PHOTOGRAPHIC RECORD

PROJECT NO. SWW177366

PROJECT Ridge Road Rehabilitation

LOCATION Ridge Road



ENCLOSURE

3



PHOTOGRAPH

5

### Description

Borehole BH13 (looking north) showing longitudinal cracking, edge of pavement cracking, transverse cracking and pavement wear.



PHOTOGRAPH

6

### Description

Borehole BH15 (looking north) showing edge of pavement cracking, transverse cracking and pavement wear.

**APPENDIX D**

**GEOTECHNICAL LABORATORY TEST RESULTS**

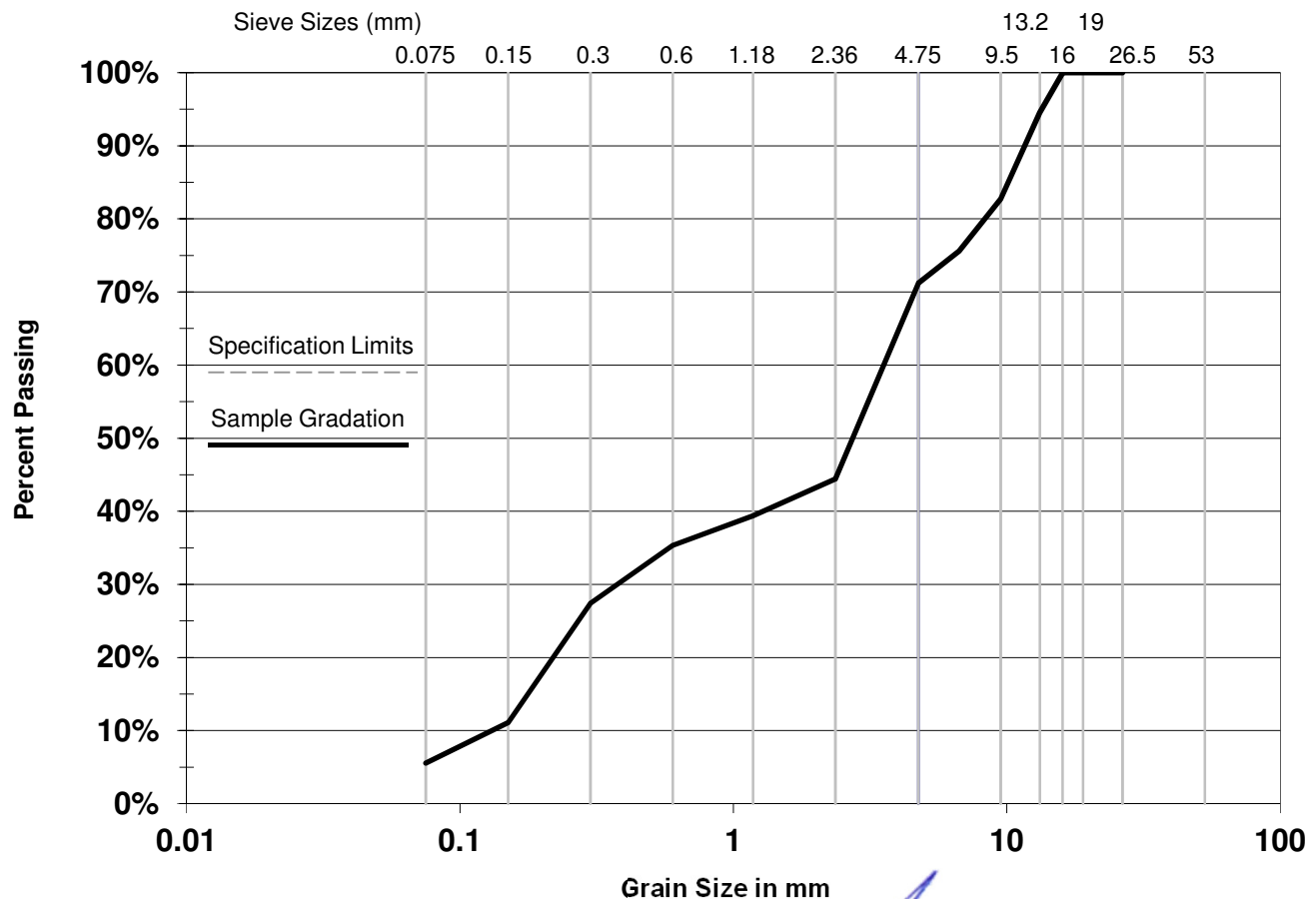
## Grain Size Distribution Results

Project #: **SWW177366**  
Project Name: **Ridge Road Rehabilitation**  
Client: **Town of Essex**  
Material: **Auger Samples**  
Sample Location: **BH4 - Sa. 1**  
Material Source: **Native**  
Lab No.: **439**

Date Sampled: 24-Aug-17  
Date Received: 24-Aug-17  
Date Tested: 30-Aug-17  
Report Date: 31-Aug-17

Sieve Size	% Passing	Gradation Requirement	Remarks	Sieve Size	% Passing	Gradation Requirement	Remarks
26.5 mm	100.0%	-		600 µm	35.3%	-	
25.0 mm	100.0%	-		300 µm	27.4%	-	
19.0 mm	100.0%	-		150 µm	11.1%	-	
16.0 mm	100.0%	-		75 µm	5.6%	-	
13.2 mm	94.5%	-			0.0%		
9.5 mm	82.7%	-					
6.7 mm	75.6%	-					
4.75 mm	71.2%	-					
2.36 mm	44.4%	-					
1.18 mm	39.4%	-					

Proctor Value  
Max Dry Density: N/A  
Optimum Moisture: N/A



RESULTS:

Tested By: JR

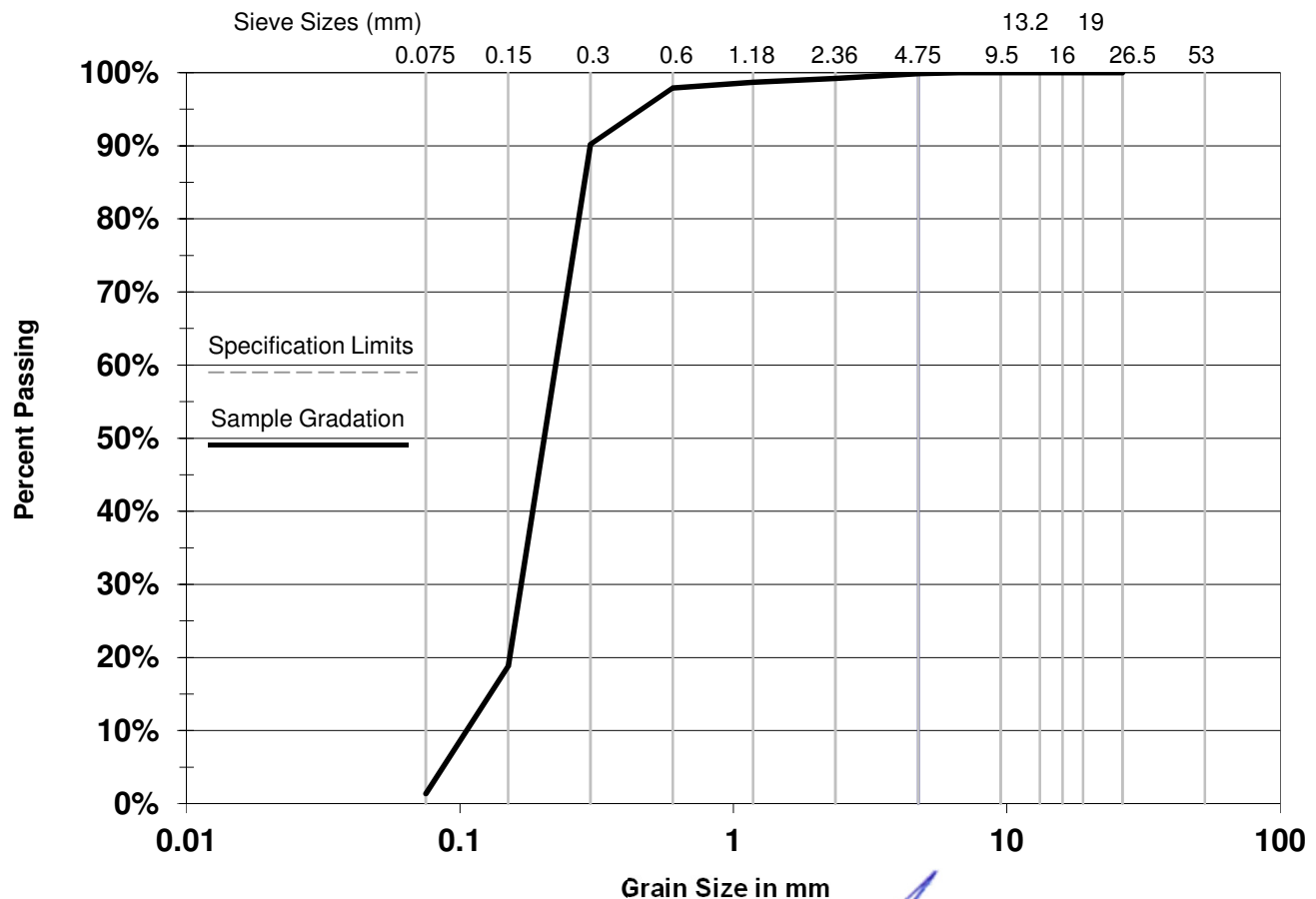
Reviewed By: [Signature]

## Grain Size Distribution Results

Project #: **SWW177366**  
Project Name: **Ridge Road Rehabilitation**  
Client: **Town of Essex**  
Material: **Auger Samples**  
Sample Location: **BH7 - Sa. 2**  
Material Source: **Native**  
Lab No.: **440**

Date Sampled: 24-Aug-17  
Date Received: 24-Aug-17  
Date Tested: 30-Aug-17  
Report Date: 31-Aug-17

Sieve Size	% Passing	Gradation Requirement	Remarks	Sieve Size	% Passing	Gradation Requirement	Remarks
26.5 mm	100.0%	-		600 µm	97.9%	-	
25.0 mm	100.0%	-		300 µm	90.2%	-	
19.0 mm	100.0%	-		150 µm	18.8%	-	
16.0 mm	100.0%	-		75 µm	1.4%	-	
13.2 mm	100.0%	-			0.0%		
9.5 mm	100.0%	-					
6.7 mm	100.0%	-					
4.75 mm	99.9%	-		Proctor Value			
2.36 mm	99.2%	-		Max Dry Density: N/A			
1.18 mm	98.7%	-		Optimum Moisture: N/A			



RESULTS:

Tested By: JR

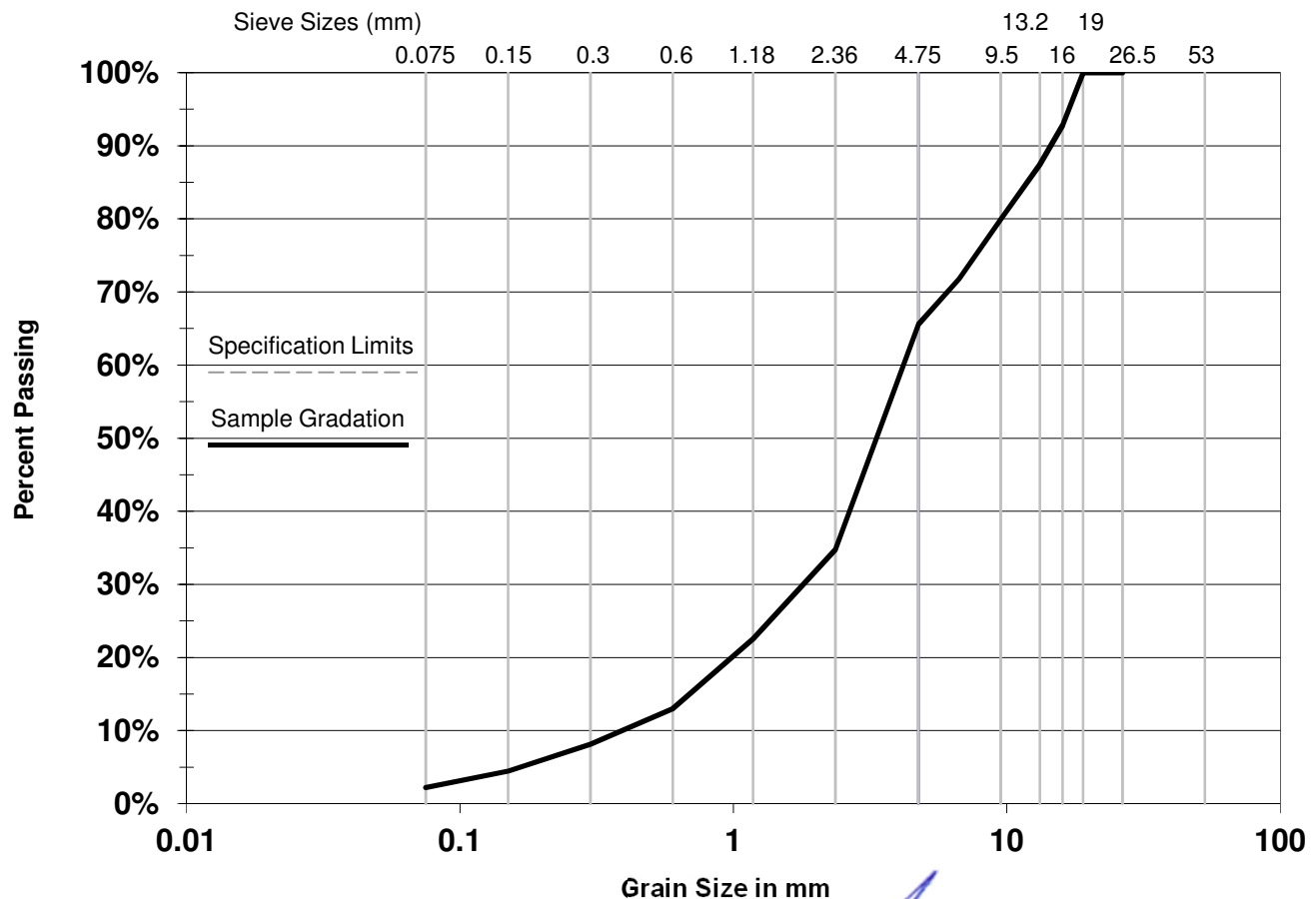
Reviewed By: [Signature]

## Grain Size Distribution Results

Project #: **SWW177366**  
Project Name: **Ridge Road Rehabilitation**  
Client: **Town of Essex**  
Material: **Auger Samples**  
Sample Location: **BH14 - Sa. 1**  
Material Source: **Native**  
Lab No.: **441**

Date Sampled: 24-Aug-17  
Date Received: 24-Aug-17  
Date Tested: 30-Aug-17  
Report Date: 31-Aug-17

Sieve Size	% Passing	Gradation Requirement	Remarks	Sieve Size	% Passing	Gradation Requirement	Remarks
26.5 mm	100.0%	-		600 µm	13.0%	-	
25.0 mm	100.0%	-		300 µm	8.1%	-	
19.0 mm	100.0%	-		150 µm	4.4%	-	
16.0 mm	92.8%	-		75 µm	2.2%	-	
13.2 mm	87.4%	-			0.0%		
9.5 mm	79.9%	-					
6.7 mm	71.8%	-					
4.75 mm	65.6%	-		Proctor Value			
2.36 mm	34.8%	-		Max Dry Density: N/A			
1.18 mm	22.6%	-		Optimum Moisture: N/A			



RESULTS:

Tested By: JR

Reviewed By: [Signature]





## Report to Council

Department: Finance and Business Services

Date: February 20, 2018

Prepared by: Jeffrey Morrison, Director, Corporate Services

Submitted by: Jeffrey Morrison, Director, Corporate Services

Report Number: Finance and Business Services Report 2018-02

Subject: Tax Adjustments – Section 357.(1) and Section 358

Number of Pages: 7, including attachment

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

The following two recommendation are provided for Council's consideration:

1. Finance and Business Services Report 2018-02 entitled "Tax Adjustments – Section 357.(1)" be received; and
2. Council approve the cancellation, reduction or refund of taxes in accordance with the provisions under Section 357.(1) and 358 of the Municipal Act, 2001.

### **Purpose**

In accordance with the Delegation of Authority By-Law 1404, the authority to write-off property taxes in accordance with Sections 357 and 358 of the Municipal Act, 2001 (the "Act") is delegated to the Director, Corporate Services / Treasurer. The communication requirement associated with this delegation of authority required that an annual report of tax write-offs in accordance with these sections of the Act be provided to Council.

## Background

Section 357.(1) of the Municipal Act, 2001 provides for certain instances when all or part of taxes levied on land may be cancelled, reduced or refunded. Examples of the types of events leading to tax adjustment include, reclassification of a property into a property class with a lower tax ratio, land that has become vacant excess or exempt from taxation, a building on land which has been razed by fire or demolished, etcetera.

Section 358 of the Act provides for the cancellation, reduction or refund of all or part of the property taxes levied on land for any overcharge caused by a gross or manifest error in the assessment roll that is clerical or factual in nature.

Schedules A to E attached provide details on Section 357.(1) and Section 358 adjustments made in 2017 for the 2014 to 2017 assessment years. The value of these write-offs, including municipal, county and school board taxes by year are summarized below.

Assessment Year	Total Write-Off	Schedule
2017	\$26,469.92	A
2016	\$8,026.73	B
2015	\$5,114.38	C
2014	\$3,802.91	D
<b>Total</b>	<b>\$43,413.94</b>	

## Financial Impact

The municipal portion of the tax adjustments, which includes the municipal base levy, rural and urban levy, and garbage collection and disposal levy amounts to \$20,178.64.

## Link to Strategic Priorities

Manage the Town's finance and human resources in a responsible manner.

**Reviewed by:** Donna E. Hunter, Chief Administrative Officer, Concur  
Michael Woodiwiss, Tax Coordinator, Concur

Schedule A  
Town of Essex  
Tax Adjustments under Section 357.(1) of the Municipal Act, 2001 for 2017

Class	Roll Number	Current Value Assessment	Municipal	County	Education - English Public	Education - English Separate	Education - French Public	Education - French Separate	Urban/Rural Levy	Garbage Levy	Date	Number of Days	Total
CXN	090-03500	\$ (88,083.00)	\$ (369.40)	\$ (229.27)	\$ (344.47)	\$ (200.48)	\$ (7.61)	\$ (58.44)	\$ (39.01)	\$ -	1/6/2017	360	\$ (1,319.48)
CTN	090-03500	\$ 219,250.00	\$ 1,770.19	\$ 1,098.75	\$ 1,652.81	\$ 961.93	\$ 36.50	\$ 280.41	\$ 187.05	\$ 189.22	1/6/2017	360	\$ 6,545.78
RT	130-01600	\$ 600,000.00	\$ 4,539.00	\$ 2,817.60	\$ 1,074.00	\$ -	\$ -	\$ -	\$ 479.40	\$ 485.40	1/1/2017	365	\$ 9,395.40
RT	140-00900	\$ 81,000.00	\$ 612.77	\$ 380.38	\$ -	\$ 144.99	\$ -	\$ -	\$ 64.72	\$ 65.53	1/1/2017	365	\$ 1,268.38
FT	730-00500	\$ 1,480.00	\$ 1.86	\$ 1.16	\$ 0.44	\$ -	\$ -	\$ -	\$ 0.04	\$ -	5/3/2017	243	\$ 3.51
RT	620-02200	\$ 24,875.00	\$ 188.18	\$ 116.81	\$ 44.53	\$ -	\$ -	\$ -	\$ 4.45	\$ 20.12	1/1/2017	365	\$ 374.10
RT	650-30205	\$ 201,000.00	\$ 1,483.07	\$ 920.62	\$ 350.92	\$ -	\$ -	\$ -	\$ 35.09	\$ 158.60	1/9/2017	356	\$ 2,948.30
RT	730-00500	\$ 85,200.00	\$ 429.10	\$ 266.37	\$ 101.53	\$ -	\$ -	\$ -	\$ 10.15	\$ 45.89	5/3/2017	243	\$ 853.05
RT	620-14200	\$ 123,000.00	\$ 346.70	\$ 215.22	\$ -	\$ 82.04	\$ -	\$ -	\$ 8.20	\$ 37.08	8/18/2017	136	\$ 689.24
RT	470-00200	\$ 6,790.00	\$ 6.90	\$ 4.28	\$ 1.63	\$ -	\$ -	\$ -	\$ 0.16	\$ -	11/13/2017	49	\$ 12.97
CTN	920-05700	\$ 28,700.00	\$ 204.69	\$ 127.05	\$ 191.11	\$ 111.23	\$ 4.22	\$ 32.42	\$ 21.63	\$ -	2/17/2017	318	\$ 692.34
CXN	920-05700	\$ (72,000.00)	\$ (266.72)	\$ (165.54)	\$ (248.72)	\$ (144.76)	\$ (5.49)	\$ (42.20)	\$ (28.17)	\$ -	2/17/2017	318	\$ (901.60)
RT	920-05700	\$ 22,384.00	\$ 147.53	\$ 91.58	\$ 34.91	\$ -	\$ -	\$ -	\$ 15.58	\$ 15.78	2/17/2017	318	\$ 305.38
RT	920-05700	\$ 111,916.00	\$ 737.62	\$ 457.88	\$ -	\$ 174.53	\$ -	\$ -	\$ 77.91	\$ 78.88	2/17/2017	318	\$ 1,526.83
RT	920-08600	\$ 107,250.00	\$ 662.41	\$ 411.20	\$ -	\$ 156.74	\$ -	\$ -	\$ 69.96	\$ 70.84	3/9/2017	298	\$ 1,371.15
RT	950-03100	\$ 172,000.00	\$ 1,301.18	\$ 807.71	\$ 307.88	\$ -	\$ -	\$ -	\$ 137.43	\$ 139.15	1/1/2017	365	\$ 2,693.35
RT	920-08600	\$ 879.00	\$ 5.43	\$ 3.37	\$ -	\$ 1.28	\$ -	\$ -	\$ 0.57	\$ 0.58	3/9/2017	298	\$ 11.24
Total		\$ 1,625,641.00	\$ 11,800.52	\$ 7,325.16	\$ 3,166.56	\$ 1,287.50	\$ 27.62	\$ 212.20	\$ 1,045.19	\$ 1,307.06			\$ 26,469.92

**Schedule B**

**Town of Essex**

**Tax Adjustments under Section 357.(1) of the Municipal Act, 2001 for 2016**

Class	Roll Number	Current Value Assessment	Municipal	County	Education - English Public	Education - English Separate	Education - French Public	Education - French Separate	Urban/Rural Levy	Garbage Levy	Date	Number of Days	Total
RT	310-02100	\$ 6,000.00	\$ 44.02	\$ 27.71	\$ 11.28	\$ -	\$ -	\$ -	\$ 4.23	\$ 4.85	1/1/2016	366	\$ 92.10
CTN	610-11400	\$ 87,500.00	\$ 694.66	\$ 437.33	\$ 664.34	\$ 402.80	\$ 13.21	\$ 105.88	\$ 13.30	\$ 76.56	1/1/2016	366	\$ 2,408.09
CTN	350-14288	\$ 113,000.00	\$ 897.11	\$ 564.77	\$ 857.95	\$ 520.19	\$ 17.07	\$ 136.74	\$ 17.18	\$ 98.88	1/1/2016	366	\$ 3,109.87
FT	570-02600	\$ 500.00	\$ 0.63	\$ 0.39	\$ 0.16	\$ -	\$ -	\$ -	\$ 0.01	\$ -	1/1/2016	250	\$ 1.19
FT	610-11000	\$ (2,800.00)	\$ (5.14)	\$ (3.23)	\$ (1.32)	\$ -	\$ -	\$ -	\$ (0.10)	\$ -	1/1/2016	366	\$ (9.78)
FT	610-11400	\$ (15,900.00)	\$ (29.16)	\$ (18.36)	\$ (7.47)	\$ -	\$ -	\$ -	\$ (0.56)	\$ -	1/1/2016	366	\$ (55.55)
FT	670-01550	\$ (7,900.00)	\$ (14.49)	\$ (9.12)	\$ (3.71)	\$ -	\$ -	\$ -	\$ (0.28)	\$ -	1/1/2016	366	\$ (27.60)
FT	670-01600	\$ 3,000.00	\$ 5.50	\$ 3.47	\$ 1.41	\$ -	\$ -	\$ -	\$ 0.11	\$ -	1/1/2016	366	\$ 10.48
RT	400-01150	\$ 36,000.00	\$ 26.70	\$ 16.81	\$ 6.84	\$ -	\$ -	\$ -	\$ 0.51	\$ 2.94	11/27/2016	37	\$ 53.81
RT	570-02600	\$ 140,500.00	\$ 704.13	\$ 443.29	\$ 180.42	\$ -	\$ -	\$ -	\$ 13.44	\$ 77.64	4/26/2016	250	\$ 1,418.92
RT	580-03100	\$ 11,000.00	\$ 12.79	\$ 8.05	\$ 3.28	\$ -	\$ -	\$ -	\$ 0.24	\$ 1.41	1/1/2016	58	\$ 25.77
RT	610-11000	\$ 15,800.00	\$ 115.92	\$ 72.98	\$ 29.70	\$ -	\$ -	\$ -	\$ 2.21	\$ -	1/1/2016	366	\$ 220.82
RT	620-02100	\$ 24,000.00	\$ 49.55	\$ 31.20	\$ 12.70	\$ -	\$ -	\$ -	\$ 0.95	\$ 5.46	9/20/2016	103	\$ 99.86
RT	620-02200	\$ 20,500.00	\$ 42.33	\$ 26.65	\$ 10.85	\$ -	\$ -	\$ -	\$ 0.81	\$ 4.67	9/20/2016	103	\$ 85.30
RT	670-01550	\$ 12,900.00	\$ 94.65	\$ 59.59	\$ 24.25	\$ -	\$ -	\$ -	\$ 1.81	\$ -	1/1/2016	366	\$ 180.29
RT	710-03500	\$ 13,000.00	\$ 33.88	\$ 21.33	\$ 8.68	\$ -	\$ -	\$ -	\$ 0.65	\$ 3.74	8/24/2016	130	\$ 68.27
CXN	920-05800	\$ (43,500.00)	\$ (9.80)	\$ (6.17)	\$ (9.42)	\$ (5.71)	\$ (0.19)	\$ (1.50)	\$ (0.94)	\$ -	12/11/2016	20	\$ (33.73)
CTN	920-05800	\$ 31,000.00	\$ 13.45	\$ 8.47	\$ 12.86	\$ 7.80	\$ 0.26	\$ 2.05	\$ 1.29	\$ -	12/11/2016	20	\$ 46.18
FT	990-02300	\$ (20,500.00)	\$ (14.79)	\$ (9.32)	\$ (3.79)	\$ -	\$ -	\$ -	\$ (1.42)	\$ -	8/11/2016	144	\$ (29.32)
RT	920-05800	\$ 24,500.00	\$ 9.82	\$ 6.18	\$ 2.52	\$ -	\$ -	\$ -	\$ 0.94	\$ 1.08	12/11/2016	20	\$ 20.55
RT	990-02300	\$ 56,500.00	\$ 163.10	\$ 102.68	\$ 41.79	\$ -	\$ -	\$ -	\$ 15.67	\$ 17.98	8/11/2016	144	\$ 341.22
<b>Total</b>		<b>\$ 505,100.00</b>	<b>\$ 2,834.87</b>	<b>\$ 1,784.68</b>	<b>\$ 1,843.32</b>	<b>\$ 925.07</b>	<b>\$ 30.35</b>	<b>\$ 243.17</b>	<b>\$ 70.05</b>	<b>\$ 295.22</b>			<b>\$ 8,026.73</b>

Schedule C  
 Town of Essex  
 Tax Adjustments under Section 357.(1) of the Municipal Act, 2001 for 2015

Class	Roll Number	Current Value Assessment	Municipal	County	Education - English Public	Education - English Separate	Education - French Public	Education - French Separate	Urban/Rural Levy	Garbage Levy	Date	Number of Days	Total
CTN	610-11400	\$ 87,500.00	\$ 684.60	\$ 429.63	\$ 665.49	\$ 414.80	\$ 9.38	\$ 102.35	\$ 9.54	\$ 72.45	1/1/2015	365	\$ 2,388.22
CTN	560-14288	\$ 104,375.00	\$ 816.63	\$ 512.48	\$ 793.83	\$ 494.79	\$ 11.19	\$ 122.08	\$ 11.38	\$ 86.42	1/1/2015	365	\$ 2,848.81
FT	610-11400	\$ (35,500.00)	\$ (64.18)	\$ (40.26)	\$ (17.32)	\$ -	\$ -	\$ -	\$ (0.89)	\$ -	1/1/2015	365	\$ (122.65)
Total		\$ 156,375.00	\$ 1,437.05	\$ 901.85	\$ 1,442.00	\$ 909.59	\$ 20.57	\$ 224.43	\$ 20.03	\$ 158.87			\$ 5,114.38

Schedule D  
Town of Essex  
Tax Adjustments under Section 357.(1) of the Municipal Act, 2001 for 2014

Class	Roll Number	Current Value Assessment	Municipal	County	Education - English Public	Education - English Separate	Education - French Public	Education - French Separate	Urban/Rural Levy	Garbage Levy	Date	Number of Days	Total
CTN	610-11400	\$ 87,500.00	\$ 227.98	\$ 141.52	\$ 221.69	\$ 142.93	\$ 2.97	\$ 32.77	\$ 3.25	\$ 24.22	9/1/2014	122	\$ 797.32
CTN	560-14288	\$ 111,751.00	\$ 871.10	\$ 540.76	\$ 847.07	\$ 546.12	\$ 11.34	\$ 125.23	\$ 12.40	\$ 92.53	1/1/2014	365	\$ 3,046.56
FT	610-11400	\$ (35,500.00)	\$ (21.37)	\$ (13.27)	\$ (6.03)	\$ -	\$ -	\$ -	\$ (0.31)	\$ -	9/1/2014	122	\$ (40.97)
Total		\$ 163,751.00	\$ 1,077.71	\$ 669.02	\$ 1,062.74	\$ 689.05	\$ 14.30	\$ 158.00	\$ 15.34	\$ 116.75			\$ 3,802.91



## Report to Council

Department: Chief Administrative Officer (CAO)  
Date: February 20, 2018  
Prepared by: Nelson Silveira, EDO  
Submitted by: Donna Hunter, CAO  
Report Number: EDO 2018-03  
Subject: Harrow Streetscape Plan  
Number of Pages: 3

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

1. That, EDO report 2018-03 entitled Harrow Streetscape Plan be **received**.
2. That, Council approves funding and the issuance of an RFP to secure a consultant for the development of a long-term streetscape improvement plan for Harrow Centre.

### Reason for Report

This report is to provide council with an overview of the project and funding for the proposed Harrow Streetscape Plan.

### Background

In 2013, a streetscape plan was developed for Essex Centre and has changed the appearance and vision for the downtown core. From new park benches and light poles to a complete transformation of the Silo District, this streetscape plan continues to influence beautification efforts in Essex Centre. Although the streetscape plan has been successful in providing the blueprint for all future works in Essex Centre, no similar plan has been developed for Harrow. Streets are the most vital part of a community's open public space system and have a distinct position, identity and role within the fabric of any community. Our downtown centres are



unique and in order to create an identity and vision for the overall look of Harrow Centre, a streetscape plan is needed.

In a letter sent to Council on January 22, 2018, the Harrow and Colchester South Chamber of Commerce expressed that they “would like to see the Harrow downtown revitalized through developing a streetscape plan”. The Chamber of Commerce is eager to move forward with a streetscape plan and has set aside \$2,500 in their budget to assist in funding the project.

## **Discussion**

When a streetscape is dynamic it is not only an experience and an image, but it also becomes, a destination. In order to facilitate priorities for Harrow Centre’s downtown core, the streetscape will include urban design improvements that occur in special areas such as significant intersections, historically significant locations and community entrances.

The main objective of the streetscape plan project is to create a tangible vision for the future of Harrow Centre by establishing streetscape design guidelines. The plan will provide urban design and streetscape recommendations, based on community consultation, input from administration, and the consultant’s research and expertise.

The next steps of this project include the development and issuance of an RFP as well as the creation of a Steering Committee consisting of members of Council, administration and the Harrow Chamber of Commerce. Once selected, the consultant will be required to contact the Steering Committee members when necessary from the initiation of the review of documents, to the completion of the final draft of the streetscape report. The Steering Committee will be the primary body working with the consultant to complete the necessary process.

## **Financial Impact**

The total budget for this project is \$40,000. Funding sources for the proposed Harrow streetscape plan would include:

- Council contingency: **\$15,000**
- Library surplus: **\$10,000**
- Windsor-Essex Economic Development Corporation surplus: **\$10,000**
- Office of the CAO contingency: **\$2,500**
- Harrow and Colchester South Chamber of Commerce: **\$2,500**

## **Link to Strategic Priorities**

This report is linked to two Strategic Priorities:

1. Enhance economic development activities through business retention and expansion, the attraction of light industrial businesses, and downtown improvements.
2. Manage the Town's infrastructure in a responsible and efficient manner.

Reviewed by:

Donna Hunter, Chief Administrative Officer, Concurs

Doug Sweet, Director of Community Services, Concurs



## Report to Council

Department: Chief Administrative Officer (CAO)  
Date: February 20, 2018  
Prepared by: Jeffery Morrison, Director of Corporate Services  
Nelson Silveira, Economic Development Officer  
Submitted by: Donna Hunter, Chief Administrative Officer  
Report Number: Economic Development Officer Report (EDO) 2018-04  
Subject: Waiving Commercial Development Charges  
Number of Pages: 5, plus attached document

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

1. That, EDO report 2018-04 entitled Waiving Commercial Development Charges be **received.**
2. That, Council provide direction on whether it is desired to begin the public consultation to amend by-law 1344 to reduce Development Charges for commercial development by 100% in the Town of Essex for areas that fall outside of the existing Community Improvement Plan boundaries; remaining in effect until August 25, 2019.

### Purpose

This report will provide council with an overview of the economic and financial outcomes of waiving commercial development charges in the Town of Essex that fall outside of the existing Community Improvement Plan boundaries. A by-law to waive commercial development charges must be adopted by Council.

### Background

A notice of motion was brought forward for consideration at the December 4, 2017 regular

Council meeting to facilitate a discussion by Council on the possible reduction of commercial development charges in the Town of Essex.

In order to gauge the revenue generated by the municipality from the past collection of commercial development charges, administration has identified the following commercial development charges for the three year period of 2015 to 2017 broken out by ward.

#### Development Charge Revenue

<b>Ward</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Ward 1	\$19,919 *	\$74,435 *	\$0
Ward 2	\$0	\$0	\$0
Ward 3	\$0	\$8,643	\$23,097
Ward 4	\$14,618	\$0	\$0
<b>Total – All Wards</b>	<b>\$34,537</b>	<b>\$83,078</b>	<b>\$23,097</b>

\* Includes amounts granted through the Community Improvement Plan.

The above table includes two properties in 2015, three in 2016, and one in 2017.

Commercial development charges are referred to as non-residential development charges under the by-law, and for the purposes of this report the term commercial development charges is used in place of non-residential development charges.

As required under the *Development Charges Act* (the "Act"), the reduction in development charges must be funded from other sources. Additionally, if it is Council's intent to pass an amending by-law to reduce development charges for commercial, Bill 73, which amended the Act, requires a longer process to achieve this. A background study in the form of a staff report (which this report will act as) would have to be released sixty (60) days prior to considering the amending by-law. Notice of the public meeting will be required in accordance with the Act.

It is important to note that any change to the by-law is from the date of adoption moving forward and cannot be applied retroactively. If applied retroactively it would be considered bonusing per Section 106(1) of the Municipal Act, 2001 as the reduction was provided outside of the amending by-law's authority.

## **Discussion**

### **Development Charges**

Municipalities levy development charges, to pay the capital costs of infrastructure associated with new development. The ability to set the fees is laid out in the Act, and a municipality then establishes a bylaw for the fee structure. Development charges are among the most common instruments used to finance growth-related infrastructure, but can also be used to fund projects that benefit a community or to ensure a future reserve fund for infrastructure operation and maintenance. However, the way in which municipalities treat non-residential development charges may play a significant role in the attraction of industrial, commercial and residential development.

Under the current Act, municipalities may apply development charges in ways that best suit their local growth-related needs and priorities. A number of municipalities use local development charges as an incentive for directing land and building development through reductions and exemptions of development charges in areas such as downtown cores, industrial and commercial areas, where higher-density growth is desired. In the Town of Essex, the majority of commercial development occurs within the main street of our centres.

### **Waiving Commercial Development charges in the Town of Essex**

The main streets of Essex, Harrow and Colchester Centres are already incorporated within the Community Improvement Plan (CIP) boundaries which enable commercial developments to be reimbursed for development charges. However, outside of the CIP areas there are several properties that are not eligible for this same incentive (see attached document). There is concern that levying development charges generally halts growth in areas targeted for intensification and that waiving development charges in these areas should be considered to stimulate development.

In the Town of Essex, commercial areas near Highway 3 and Maidstone Ave have been identified as areas where Council would like to encourage development for intensification purposes. As a result of not being able to extend the boundary of the CIP to incorporate greenfield properties, administration is recommending that Council waive commercial

development charges outside of the existing CIP boundaries in order to help stimulate new development in the Town of Essex. This recommendation is based on the fact that providing a reimbursement of commercial development charges would have short-term financial impact on the municipality with long-term taxation and economic spinoff benefits. To determine the impact on the general tax base an estimated payback period has been identified for each type of potential development identified in this report.

The payback period is defined as:

$$\text{Estimated Payback Period} = \frac{\text{Number of years of New Property Tax Revenue from the Commercial Development needed to pay back the waived Development Charges.}}{\text{Estimated Payback Period}}$$

Utilizing the 2018 municipal base property tax rate for a new occupied commercial property of 0.008349 and the 2018 commercial development charge rate of \$4.08 per square foot of gross floor area, and an estimated construction value or assessed value, the payback period is calculated as follows:

Building Type	Estimated Payback Period		
	Gross Floor Area = 10,000 Square Feet	Gross Floor Area = 22,500 Square Feet	Gross Floor Area = 45,000 Square Feet
<b>Office Building</b> Under 5 Storey Surface Parking	2.27	1.76	1.62
<b>Retail</b> Strip Plaza	5.05	3.07	2.66
Supermarket	3.11	2.23	2.00
Big Box Store	3.47	2.41	2.14
<b>Hotel</b> Per Hotel Feasibility Study	6.82	3.65	3.07

Utilizing the Hotel class, and the applicable information that was provided in the Hotel Feasibility Study, the payback period for a 90 room, 45,000 gross floor area hotel would take approximately 3.07 years for the waived commercial development charges to be funded

through the additional revenue from taxation of the proposed project. To ensure consistency to the residential development charge report that was presented at the November 6, 2017 Regular Council Meeting, the same lifecycle contribution assumptions have been utilized.

## **Financial Impact**

Through the utilization of the incremental commercial property tax revenue and the estimated payback period for each new commercial development, the 100% reduction in commercial development charges would have no impact on the pre-development tax base, as no existing tax dollars would be required to fund the reduction.

The 100% reduction in commercial development charges would be funded through the new tax revenue or incremental commercial property tax revenue from each applicable development based on a calculated payback period for the development.

## **Link to Strategic Priorities**

This report is linked to three Strategic Priorities:

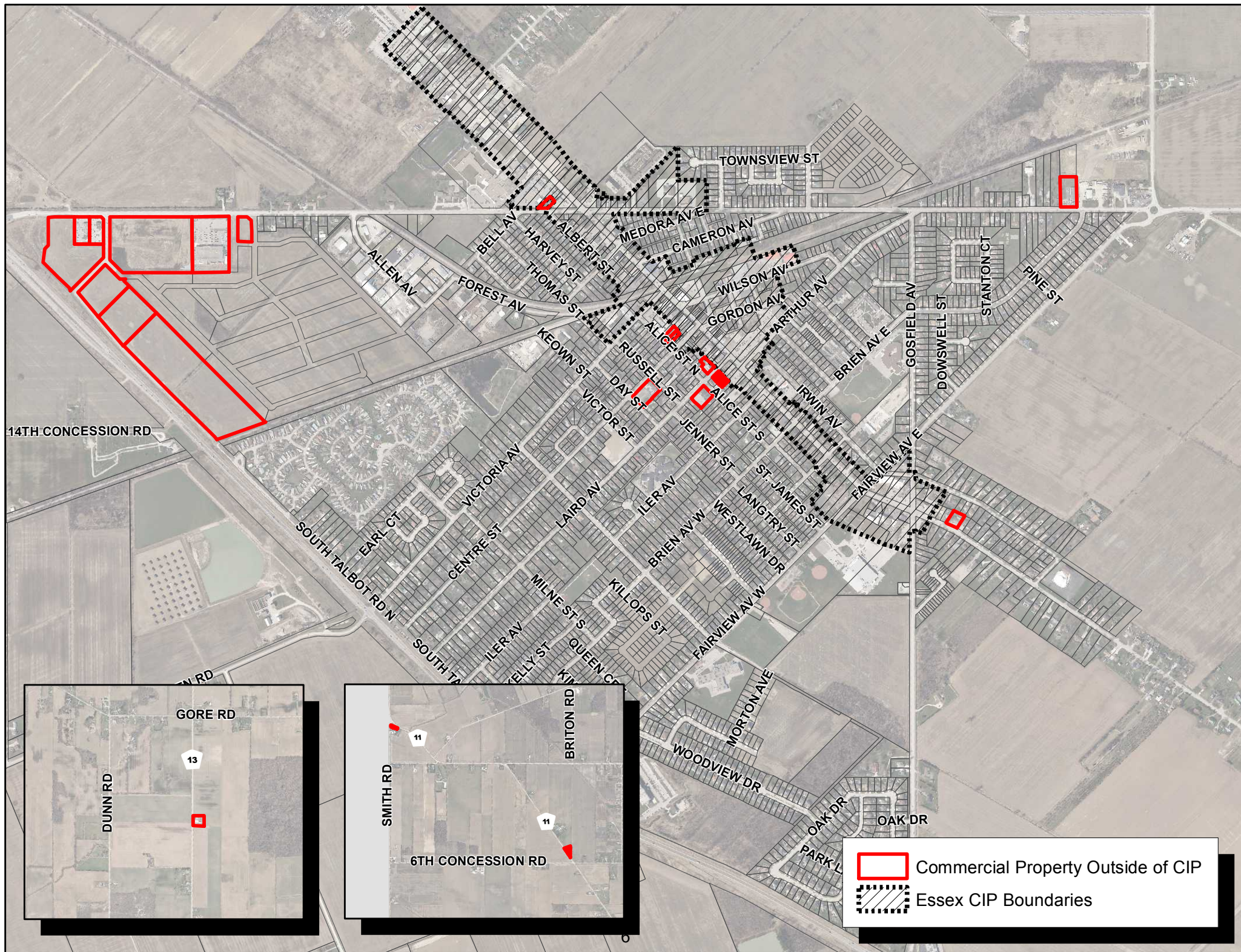
1. Enhance economic development activities through business retention and expansion, the attraction of light industrial businesses, and downtown improvements.
2. Manage the Town's infrastructure in a responsible and efficient manner.
3. Manage the Town's finance and human resources in a responsible manner.

Reviewed by:

Donna Hunter, Chief Administrative Officer, Concurs

Chris Nepszy, Director, Infrastructure and Development, Concurs







Report Number: Building 2018-01  
Date: Feb 8, 2018  
Subject: January 2018 Building Report

Number of Permits and Construction Value

Permit Type	Permits Issued	Prior Months	Year Total	Cancelled Permits	Monthly Construction Value	Prior Months Construction Value	Less Cancelled Construction Values	Jan 2018 Construction Values	Jan 2017 Construction Values
Single Family Residence								\$ -	\$ 1,481,000.00
Ward 1	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Ward 2	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Ward 3	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Ward 4	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Multiple Residential	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Addition/Sunrooms	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ 126,000.00
Garages/Carports	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Decks/Porches	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Fences/Pool	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Demolition	1	0	1		\$ 5,950.00	\$ -	\$ -	\$ 5,950.00	\$ -
House Raising	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Pole Barns	4	0	4		\$ 151,000.00	\$ -	\$ -	\$ 151,000.00	\$ 150,000.00
Commercial/Industrial	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	4	0	4		\$ 55,200.00	\$ -	\$ -	\$ 55,200.00	\$ -
Shed	1	0	1		\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 20,000.00
Roof	1	0	1		\$ 19,000.00	\$ -	\$ -	\$ 19,000.00	\$ -
Septic System	1	0	1		\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	\$ -
Sign	4	0	4		\$ 1,300.00	\$ -	\$ -	\$ 1,300.00	\$ -
Green Houses/Winery	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Renovations	7	0	7		\$ 149,300.00	\$ -	\$ -	\$ 149,300.00	\$ 65,000.00
Additions/Renovation-Commercial/Industrial/Inst	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Plumbing only	1	0	1		\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ -
Demolition Out Buildings	0	0	0		\$ -	\$ -	\$ -	\$ -	\$ -
Total Permits/Construction Value	24	0	24	0	\$ 392,950.00	\$ -	\$ -	\$ 392,950.00	\$ 1,842,000.00

Permit Fee Totals

Permit Fees	4872.48
Monthly Total	\$ 4,872.48
Yearly Total	\$ 4,872.48
Previous Year Total	\$ 19,951.18

Monthly Building Permit Totals

Permit Categories	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled Permits	Year Total
Single Family Residence															
Ward 1	0											0	0		0
Ward 2	0												0		0
Ward 3	0												0		0
Ward 4	0												0		0
Multiple Residential	0												0		0
Addition/Sunrooms	0												0		0
Garages/Carports	0												0		0
Decks/Porches	0												0		0
Fences/Pool	0												0		0
Demolition	1												1		1
House Raising	0												0		0
Pole Barns	4												4		4
Commercial/Industrial	0												0		0
Miscellaneous	4												4		4
Shed	1												1		1
Roof	1												1		1
Septic System	1												1		1
Sign	4												4		4
Green Houses/Winery	0												0		0
Renovations	7												7		7
Additions/Renovation-Commercial/Industrial/Institutional	0												0		0
Plumbing only	1												1		1
Demolition Out Buildings	0												0		0
Total	24	0	0	0	0	0	0	0	0	0	0	0	24	0	24

Monthly Permit Fee Totals

Permit Categories	January	February	March	April	May	June	July	August	September	October	November	December	Cancelled		
													Total	Permits	Year Total
Single Family Residence	\$ 637.68												\$ 637.68	\$ -	\$ 637.68
Single Family Residence-Plumbing	\$ -												\$ -	\$ -	\$ -
Single Family Residence-Septic	\$ -												\$ -	\$ -	\$ -
Multiple Residential	\$ -												\$ -	\$ -	\$ -
Additions/Sunrooms	\$ -												\$ -	\$ -	\$ -
Garages/Carports	\$ -												\$ -	\$ -	\$ -
Decks/Porches	\$ -												\$ -	\$ -	\$ -
Fences/Pools	\$ -												\$ -	\$ -	\$ -
Demolition	\$ 100.00												\$ 100.00	\$ -	\$ 100.00
House Raising	\$ -												\$ -	\$ -	\$ -
Pole Barns	\$ 1,649.80												\$ 1,649.80	\$ -	\$ 1,649.80
Commercial/Industrial	\$ -												\$ -	\$ -	\$ -
Miscellaneous	\$ 300.00												\$ 300.00	\$ -	\$ 300.00
Shed	\$ 100.00												\$ 100.00	\$ -	\$ 100.00
Roof	\$ 100.00												\$ 100.00	\$ -	\$ 100.00
Septic System	\$ 100.00												\$ 100.00	\$ -	\$ 100.00
Sign	\$ 175.00												\$ 175.00	\$ -	\$ 175.00
Green Houses/Winery	\$ -												\$ -	\$ -	\$ -
Renovations	\$ 1,560.00												\$ 1,560.00	\$ -	\$ 1,560.00
Additions/Renovation-Commercial/Industrial/Institutional	\$ -												\$ -	\$ -	\$ -
Plumbing only	\$ 150.00												\$ 150.00	\$ -	\$ 150.00
Demolition Out Buildings	\$ -												\$ -	\$ -	\$ -
Total	\$ 4,872.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,872.48	\$ -	\$ 4,872.48

Monthly Construction Value Total

Permit Categories	January	February	March	April	May	June	July	August	September	October	November	December	Total	Cancelled Permits	Year Total
Single Family Residence															
Ward 1	\$ -												\$ -	\$ -	\$ -
Ward 2	\$ -												\$ -	\$ -	\$ -
Ward 3	\$ -												\$ -	\$ -	\$ -
Ward 4	\$ -												\$ -	\$ -	\$ -
Multiple Residential	\$ -												\$ -	\$ -	\$ -
Additions/Sunrooms	\$ -												\$ -	\$ -	\$ -
Garages/Carports	\$ -												\$ -	\$ -	\$ -
Decks/Porches	\$ -												\$ -	\$ -	\$ -
Fences/Pools	\$ -												\$ -	\$ -	\$ -
Demolition	\$ 5,950.00												\$ 5,950.00	\$ -	\$ 5,950.00
House Raising	\$ -												\$ -	\$ -	\$ -
Pole Barns	\$ 151,000.00												\$ 151,000.00	\$ -	\$ 151,000.00
Commercial/Industrial	\$ -												\$ -	\$ -	\$ -
Miscellaneous	\$ 55,200.00												\$ 55,200.00	\$ -	\$ 55,200.00
Shed	\$ 5,000.00												\$ 5,000.00	\$ -	\$ 5,000.00
Roof	\$ 19,000.00												\$ 19,000.00	\$ -	\$ 19,000.00
Septic System	\$ 1,200.00												\$ 1,200.00	\$ -	\$ 1,200.00
Sign	\$ 1,300.00												\$ 1,300.00	\$ -	\$ 1,300.00
Green Houses/Winery	\$ -												\$ -	\$ -	\$ -
Renovations	\$ 149,300.00												\$ 149,300.00	\$ -	\$ 149,300.00
Additions/Renovation-Commercial/Industrial/Institutional	\$ -												\$ -	\$ -	\$ -
Plumbing only	\$ 5,000.00												\$ 5,000.00	\$ -	\$ 5,000.00
Demolition Out Buildings	\$ -												\$ -	\$ -	\$ -
Total	\$ 392,950.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 392,950.00	\$ -	\$ 392,950.00

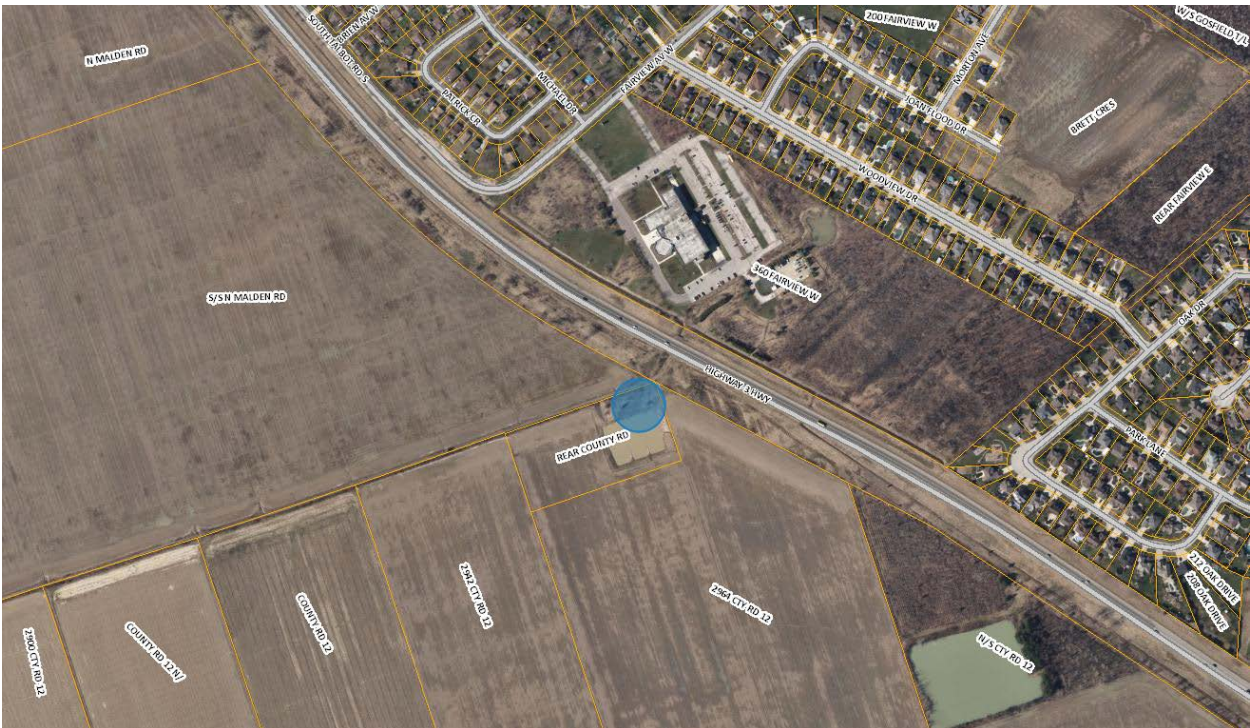
Department: Planning  
 Date: February 19, 2018  
 Prepared by: Jeff Watson, Policy Planner  
 Submitted by: Chris Nepszy, Director of Infrastructure and Development  
 Report Number: Planning 2018-08  
 Subject: dBMedia billboard lease request  
 (Essex Centre, Ward 1)  
 Number of Pages: 5

### Recommendation

That the Town enter into a lease agreement with dBMedia for the leasing of lands to permit the retention of a billboard sign located on Town lands described as “Rear County Road” Concession NMR, Part Lot 33 on the west side of Highway 3, north of County Road 12.

### Reason for Report

To permit the entering into of a lease for a billboard sign located on Town lands due to a change on business ownership.



### Comments

Some years ago the Town entered into a lease agreement with Oliver Signs to permit the erection and use of a billboard on Town lands abutting Highway 3, north of County Road 12.

Oliver Signs was recently purchased by dBMedia and they have asked that they retain the right to use the existing billboard. Council recently approved a lease agreement with dBMedia for the erection of a billboard on the Town's sewage treatment plant lands abutting Highway 3. It is proposed that they enter into the same lease agreement. The agreement has a 5 year term with a renewal option and the Town can order the removal of the sign after giving 90 days notice. The lease payment is \$1200 annually.

## **Financial Impact**

This is a municipal land leasing agreement that will bring on \$1200.00 annually for the life of the agreement.

Reviewed by:

Chris Nepszy, Director of Infrastructure & Development – concurs

Schedule A



BILLBOARD LEASE

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2018  
\_\_\_\_\_, BETWEEN:

The Town of Essex

Hereinafter called “Lessor”

And

823966 Ontario Ltd., carrying on business  
under The firm name and style dBMedia

Hereinafter called the “Lessee”

PREMISES:

The Lessor does hereby lease to the Lessee 12’x24’ space for outdoor advertising purposes, a portion of the real property located at “Rear County Road”, Part Lot 33, Concession NMR, located west of Highway 3, north of County Road 12, Essex, Ontario

Hereinafter called the

“Premises” TERM:

The term of this lease shall be Five years beginning on the first day of February 2018 and ending on the last day of February 2023

Subject to the terms of this Agreement.

RENTAL:

The rental payments shall be made in advance, in equal yearly payments of \$1200 per year (plus HST, if applicable) due on the first day of each June once billboard construction has completed.

USE:

The Premises are leased for the sole purpose of construction, operation and maintenance of a non-illuminated outdoor advertising two-sided billboard. The Lessee shall have the right to erect, place and maintain a billboard style advertising sign on the premises to post, paint and maintain advertisements. After obtaining a sign permit from the Town of Essex, all structures, equipment and materials placed upon the said Premises shall remain the property of the Lessee and may be removed by the Lessee at any time prior to or within sixty (60) days after the expiration of the term of the lease hereof, subject to the Termination provisions of this agreement. For all such purposes, the Lessee shall have the right to access the Premises. The lessee agrees to only solicit and post advertisements from businesses, groups or individuals whose office or place of business is located in the municipality of the Town of Essex or which

primarily serve businesses or other customers in the Town of Essex.

INSURANCE AND INDEMNIFICATION:

The Lessee shall maintain liability insurance, in the amount of \$2 million, for any and all damages resulting in personal injury or property damage in connection with the erection, servicing, maintenance, removal, replacement of the sign structure, equipment and other property placed on the Premises by the Lessee and all other occurrences arising out of the Lessee’s use of the Premises. Such insurance shall be in an amount not less than Two Million dollars.

The Lessee shall indemnify the Lessor from and against any and all loss or damages arising out of the Lessee’s use of the Premises.

ASSIGNMENT:

This Agreement shall not be Assigned by the Lessee without the Lessor’s prior written consent, which consent shall not be unreasonable withheld.

TERMINATION:

Either party shall have the right to cancel this Agreement upon Ninety (90) days written notice. Upon termination of the Agreement, the Lessor shall have sixty (60) days to remove the signage and restore the Premises to the same condition as existing at the signing of this Agreement.

PERMITS:

The Lessee shall be responsible to obtain any and all necessary permits for the erection or maintenance of the signage.

LESSOR COVENANTS:

The Lessor covenants that:

- (a) It has the authority to make this Agreement;
- (b) It will not permit any other advertising signage to be erected on the Premises, exclusive of advertising or such other signage for the purposes of a Town sponsored event or Town supported cause or such other purpose of the Town.
- (c) It will not permit any shrubs, trees, vines, crops, buildings or other signage to be planted or erected on the Premises which would obstruct or materially impair the visibility of the Lessee’s signage. (I am not in agreement with this clause. The Town is working on tree planting with ERCA along the Hwy frontage, as Brian knows. He was cautioned that trees will grow and ultimately hinder sign visibility at which time he is likely to remove the sign and end his lease.)

LESSEE’S COVENANTS:

The Lessee covenants that it will:

- (a) Pay the rental due pursuant to this Agreement;
- (b) Keep all signage placed on the Premises in good repair, to the satisfaction of the Town’s Chief Building Official;

NOTICE:

Any Notice to the Lessor regarding the keeping, maintenance and or removal of the billboard structure or its advertising content shall be in writing at the following address:

---



\_\_\_\_\_

Any Notice to the Lessee regarding the keeping, maintenance and or removal of the billboard structure or its advertising content shall be in writing at the following address:

\_\_\_\_\_

\_\_\_\_\_

IN WITNESS WHEREOF the parties hereto have duly executed this Lease.

\_\_\_\_\_

Witness

\_\_\_\_\_

Lessor  
Clerk, Town of Essex

823966 Ontario Ltd., cob dBMedia

\_\_\_\_\_

Lessee Per:  
I have authority to bind the corporation

**The Corporation of the Town of Essex**  
**By-Law Number 1679**  
**Being a by-law Regulating the Erection and Maintenance of Signs in the**  
**Town of Essex**

Whereas Section 11(1) of the Municipal Act, R.S.O. 2001 authorizes a municipality to provide a service that the municipality considers necessary or desirable for the public;

And whereas Section 11 (3) of the Municipal Act, R.S.O. 2001 authorizes a municipality to pass by-laws respecting matters within its jurisdiction;

And whereas Council of the Town of Essex did pass By-Law Number 1350 being a by-law regulating the erection of signs in the Town of Essex on July 13, 2015;

And whereas dB Media wishes to maintain an existing billboard sign in the municipality on lands belonging to the Town of Essex;

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

1. dB Media shall enter into a lease agreement with the Town for the maintenance and use of one billboard sign at the following location:

Rear County Road Part Lot 33, Concession NMR, west of Highway 3, north of County Road 12, belonging to the Town of Essex;

2. The following provisions shall apply to the erection and maintenance of any sign permitted by this by-law:
  - a) The billboard sign face area will have maximum dimensions of 3.65 meters in height, 7.3 meters in width, a maximum height of 6.0 meters above the ground and it shall have a minimum setback as existing from the centerline of the road abutting the lot on which the sign is located;
  - b) The sign shall be of a fixed media format, not of an electronic or changeable copy format;
  - c) The sign will advertise a single business, organization, event or activity located in the Town of Essex or serving the local community;
  - d) The sign shall not be used to advertise a product, unless that is in combination with, directly associated with and subordinate to the advertised business, organization, activity or event;
  - e) The sign shall be maintained on site in a manner satisfactory to the Chief Building Official;

- f) The erection and maintenance of the sign and media content placed on the sign shall also satisfy all conditions required by the Town of Essex and, if mandated, by the Ministry of Transportation of Ontario;
  - g) The sign shall be maintained in good practice;
  - h) The Town reserves the right to remove or order the removal or alteration of a sign or its contents when, as determined by the Chief Building Official, the sign does not comply with the provisions of this by-law or such other applicable law.
3. For the purpose of this by-law, **"Billboard"** means a freestanding off-site sign permanently affixed to the ground used to identify or advertise an off-site business, organization, event or activity.

This By-law shall take effect on the day of the passing thereof.

**Read a first and second time and finally passed this 20th day of February, 2018.**

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Mayor

---

Clerk

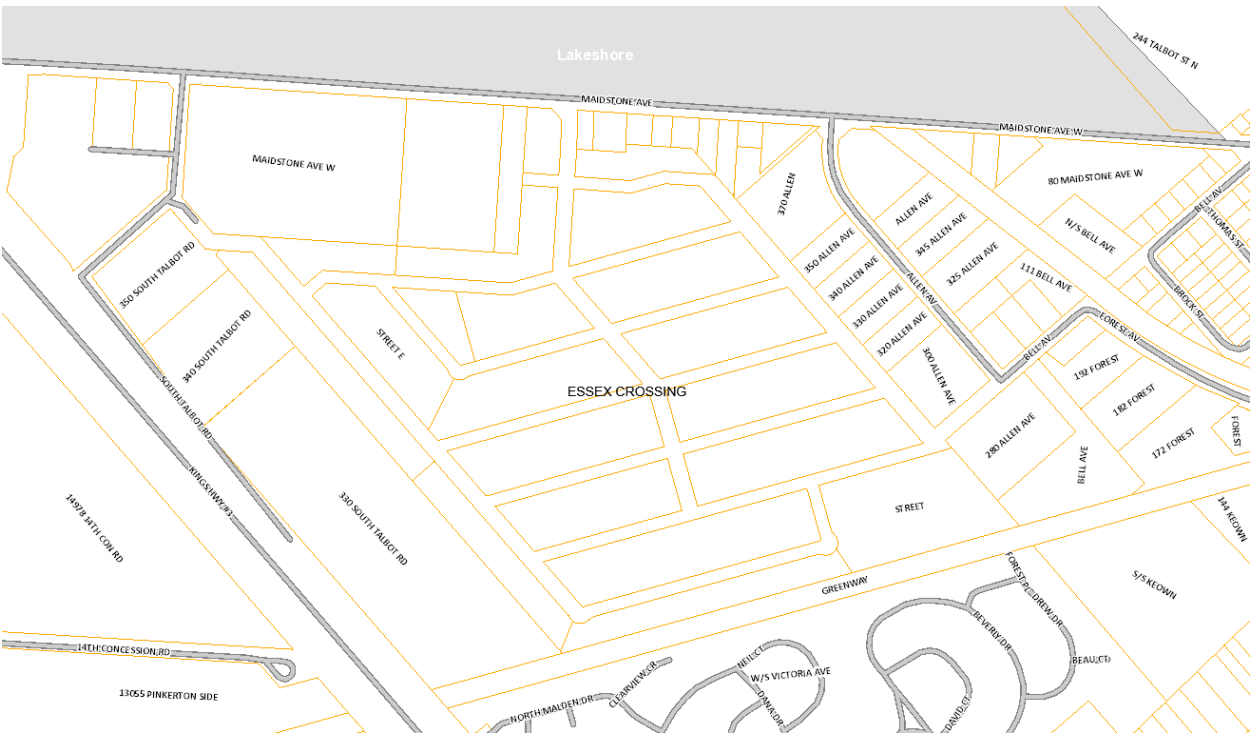
Department: Planning  
 Date: February 20, 2018  
 Prepared by: Jeff Watson, Policy Planner  
 Submitted by: Chris Nepszy, Director of Infrastructure and Development  
 Report Number: Planning 2018-09  
 Subject: Essex Crossing street name application  
 (Essex Centre, Ward 1)  
 Number of Pages: 2

### Recommendation

That approval be given to the naming of the streets in the Essex Crossing subdivision in accordance with the names submitted by the property owners Essex Town Centre Limited.

### Reason for Report

A request for street name approval has been submitted by Essex Town Centre Limited for the Essex Crossing subdivision.



### Comments

Administration has been meeting with the proponents of the Essex Crossing subdivision, Essex Town Centre Limited in order for them to proceed with Phase 1 of their subdivision on

the south side of Maidstone Avenue east of highway 3. Currently the streets in the registered plan of subdivision are identified as Streets A to I. Essex Town Centre Limited is asking that the streets be named as follows:

Street A	Peters Street
Street B	Reed Street
Street C	Bear Street
Street E	Lane Street
Street F	Jones Street
Street G	Hamilton Street
Street H	Henderson Street
Street I	Butterworth Street

The chosen names were selected from the list of approximately 190 Town of Essex veteran’s names set out in Appendices A and B of By-law 601. These are preferred names for new residential streets and as such it is recommended that they be endorsed by resolution of Council. To date, with this approval, 25 of the 190 names will have been adopted.

**Financial Impact**

Not applicable.

Reviewed by:

- Chris Nepszy, Director of Infrastructure & Development – concurs
- Donna Hunter, Chief Administrative Officer - concurs

**ESSEX TOWN CENTRE LTD.  
2985 Dougall Avenue  
Windsor, Ontario N9E 1S1**

Telephone: 519-966-7777  
Facsimile: 519-972-8271

February 12, 2018

BY EMAIL

Town of Essex  
33 Talbot St. S.  
Essex, Ontario  
N8M 1A8

Attention: Jeff Watson

Dear Mr. Watson:

**RE: REQUEST FOR STREET NAMES ESSEX TOWN CENTRE SUBDIVISION**

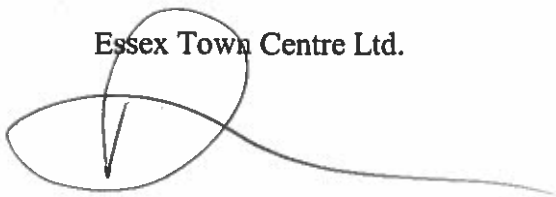
Please find below a list of names we have chosen from your list of approved names in the Town of Essex. Essex Town Centre Ltd. would like to request the streets names as follows:

Street A - Peters Street  
Street B - Reed Street  
Street C - Bear Street  
Street E - Lane Street  
Street F - Jones Street  
Street G - Hamilton Street  
Street H - Henderson Street  
Street I - Butterworth Street

Thank you.

Yours truly,

Essex Town Centre Ltd.

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line extending to the right.

Remo Valente

RV:sp

**THE CORPORATION OF THE TOWN OF ESSEX**

**BY-LAW #601**

**BEING A BY-LAW TO ESTABLISH THE  
PROCEDURE FOR THE NAMING  
OF HIGHWAYS WITHIN  
THE CORPORATION OF THE TOWN OF ESSEX**

WHEREAS, Section 47 of the Municipal Act 2001, and amendments thereto, provides that a municipality may name or change the name of highway;

AND WHEREAS, from time to time, the Council of the Corporation Town of Essex is required to name or to rename highways under their jurisdiction located within its' municipal limits;

AND WHEREAS, the Council of the Town of Essex is desires to establish a procedure for the naming or renaming of highways under their jurisdiction located within its' municipal limits;

AND WHEREAS, the Council of the Town of Essex wishes to recognize the deceased members of the Royal Canadian Legion Branches 201 and 338 by naming a highway in their honour.

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF ESSEX ENACTS AS FOLLOWS:

1. That the primary source of names for highways under the jurisdiction of, and located within the municipal limits of Corporation of the Town of Essex shall be those listed in Schedules "A" and "B" attached hereto.
2. The names listed on Schedule "A" and "B" shall be chosen on a lottery basis, or other such method as determined by Council.
3. Upon request from an interested party, Council at its' discretion may deviate from the names listed in Schedule "A" or "B", and accept a name that has some regional or other significance.

READ A FIRST, SECOND, THIRD TIME AND FINALLY PASSED THIS 12<sup>TH</sup> DAY OF JULY, 2004.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**SCHEDULE "A"**  
**TO BY-LAW #601**

Updated March 20, 2012

- ~~Adams, Jay~~ (Duplicate Name)  
~~Allison, Melvin~~ (Duplicate Name)
1. Barnett, Roy
  2. Bear, Fred
  3. Bennett, Barclay
  4. Bisailion, Edward Bruce
  5. Burrell, R.G.
  6. Butterworth, James A.
  7. Chapman, Ernest R.
  8. Counsell, Henry
  9. Cunningham, A.S.
  10. Davis, Henry
  11. De Veau, Lawrence
  12. Doherty, Harold
  - ~~Dusik, Ed~~ (Selected)
  13. Embury, William A.
  14. Fevreau, A.E.
  - ~~Flood, Ross Coatsworth~~ (Duplicate Name)
  15. Francottie, W.C.
  16. Frenett, Edgar J.
  17. Gaudette, Gerald J.
  18. Geirnaert, Andrew
  19. Gemmell, A.G.
  20. Giabson, Thomas G.
  21. ~~Goodburn W. (Bill)~~ (Selected March 20, 2012)
  22. Grubb, Herbert S.
  23. Hamilton, William
  24. Henderson, R.L.
  25. Henderson, W.J.
  26. Henderson, Lloyd
  27. Hermann, John
  28. Hodgins, Bertha
  29. Hoffman, Jim E.
  30. Holt, L.G.
  - ~~Hope, George~~ (Duplicate Name)
  31. Horn, Neil J.
  - ~~Houghton, John A.~~ (Selected)
  - ~~Imrie, Ernest~~ (Selected)
  32. Ives, Lyle L.
  33. Johnson, Donald W.
  34. Jones, H.
  35. Jones, Richard E.
  - ~~Killops, Stan~~ (Selected)
  36. Kurist, A.
  37. Kwait, Edward
  38. Labranche, Gordon
  39. Lampert, Hyman
  40. Lane, Henry
  41. Lemmon, Robert
  - ~~Lennox, John~~ (Selected)
  - ~~Lester, Joseph~~ (Duplicate Name)
  42. Levis, Joseph
  43. Linton, William
  44. Lloyd, Carl E.
  45. Logan, Frank
  46. Lacle, Aurea
  47. Masse, Philip
  48. Mathys, Leon
  49. McCagherty, R.H.
  - ~~McCready, G. Doug~~ (Selected)
  - ~~McPherson, Dunc~~ (Selected)
  50. Morgan, William T.
  - ~~Morris, Kenneth~~ (Selected)
  51. Moulden, John
  52. Nantau, Fred
  - ~~Neels, Eli~~ (Selected)
  53. Newman, Hugh
  54. Pehleman, D.T.
  55. Peters, V.H.
  56. Pilon, Albert
  57. Plant, Gerald A.
  58. Redding, Norman
  59. Reed, George



**SCHEDULE "A"**  
**TO BY-LAW #601**  
**Page 2**

60. Roberts, Pat
61. Robinson, Jim, W.  
    ~~Relfe, Martin J.~~ (Selected)
62. Ross, Murray E.
63. Rounding, Raymond
64. Rounding, Russell
65. Rounding, Henry J.
66. Sample, Garnet
67. Schmidt, A.
68. Shurman, Carl G.
69. Shura, Stephen
70. Shurak, George
71. Slote, Douglas
72. Smith, Olive The street name "Ollie" was approved by Council at their May 7, 2007 meeting.
73. Steed, Donald S.
74. Stitzinger, William
75. Stowe, W.E.
76. Stropkovics, Joseph
77. Sweetman, Stanley
78. Szejbut, William
79. Thompson, Edward G.
80. Thorton, Richard
81. Tullett, Henry
82. Upcott, L.B.
83. Whitlock, Nancy W.  
    ~~Wilson, James~~ (Duplicate Name)

**SCHEDULE “B”  
TO BY-LAW #601**

100. Reese, Claude (1944 Charter Executive)
101. McVitte George (1944 Charter Executive)
102. Windover, Bill (1944 Charter Executive)
103. Rath, Wes
104. Fawdry, Charles
105. Stoddart, Tom
106. Stickles, Orin
107. Burman, Layton  
~~Wright, Philip~~ (Duplicate Name)
108. Brompton, Jack  
~~Persoon, Frank~~ (Too close to Pearson)
109. Smith, Bernie  
~~Amer, John~~ (Duplicate Name)
110. Little, Ranus
111. Deslippe, Leo
112. Broad, ray
113. Thompson, Bill
114. Chittle, George  
~~McLean, George~~ (Duplicate Name)  
~~Lypps, Russell~~ (Duplicate Name)
- 115 Scott, Hugh
116. Greenham Sam (Vimy Ridge)
117. ~~Munger, James (P.O.W.)~~ (Duplicate Name)
118. Skinner, Rev. R.S.
119. Cleghorn, William (W.W. 1 2<sup>nd</sup> Scottish Horse)
120. Eccleston, Tom  
~~McKenzie, Harry (M.S.M.)~~ (Selected)  
~~Pollard, Gerald~~ (Duplicate Name)  
~~Harrison, T. Brian~~ (Duplicate Name)
121. Tearle, Tom
122. Capstick, Omer
123. Cox, Malcom
124. Wass, Earl
125. Ounsworth, Les. F.
126. Holmes, William L.
127. Duffield, Gerald
128. Reid, E.A. “Bink”
129. Reaume, William
130. ~~Brush, Jack~~ (Duplicate Name)
131. ~~Hendershot, Warren~~ (Selected)
132. ~~Jenner, Doug~~ (Duplicate Name)
133. ~~Hendershot, Charles~~ (Selected)
134. Carr, George
134. Brown, Victor
136. Brimmer, Ellis “Bill”
137. Fawdry, John C. “Jack”
138. Fawdry Thomas, J.
139. Rayner, Leonard
140. Allchin, Denis
141. Baltzer, Allen
142. Readman, H. “Candy”
143. Paul, GeorgeBeckett, P.L.  
~~Grant, Walter~~ (Duplicate Name)
144. Herniman, Roy
145. Archibald. J.  
~~Sinasac, Roy “Copper”~~ (Duplicate Name)
146. Wachna, Boris  
~~Hendershot, Howard “Hub”~~ (Selected)  
~~Shewell, William~~ (Selected)
147. Stomp, Julius
148. Winters, Roy
149. Dalton, Ernie
150. Jamison, Harry
151. Bond, G
152. Baker, R.
153. White, Robert
154. ~~Crosby, J.~~ (Selected)
155. Way L.
156. Hall T.
157. Eansor G.
158. Leeson, R.

**SCHEDULE "B"**  
**TO BY-LAW #601**  
**Page 2**

- 159. Middleton, Arlo
- 160. Ashforth H.  
~~Brush, Ralph~~ (Duplicate Name)
- 162. Masternak, E.
- 163. Coventry, J.H.
- 164. Lidwell, W.  
~~Scott, G.~~ (Duplicate Name)
- 165. Morency, A.
- 166. Sunshine, Lee
- 167. Kok, Albert
- 168. Lauzon, W.
- 169. Meleg, Sam
- 170. Grayer, Mervyn  
~~Scott, Evelyn~~ (Duplicate Name)  
~~Jordan, Elaine~~ (Selected)
- 171. Gascoyne, Garwood
- 172. Young, E.
- 173. Tetstall, Barry  
~~Marsden William~~ (Duplicate Name)
- 174. Soulliere, Nelson
- 175. Gibbons, Bernard
- 176. Heaton, F.J.  
~~Johnson, D.~~ (Duplicate Name)
- 177. Quick, Lorne
- 178. Quick, Donald
- 179. Affleck, Charles
- 180. Clarke, C.N.
- 181. Brown, Duncan  
~~Cornwall, Stan~~ (Duplicate Name)
- 182. Langford, C.
- 183. Mulder, J.E. "Jud"
- 184. Byron, Ernie
- 185. Hertel, Mel  
~~Jewell, W.J.~~ (Selected)
- 186. Pearman, Fred
- 187. McDonald, R.D.
- 188. Munroe, Rick
- 189. Ouellette, Frank  
~~Graf, Rudy~~ (Selected)
- 190. Baltzer, Gordon
- 191. Langlois, Cliff
- 192. Townsend, F.  
~~Wright, Max Munger~~ (Duplicate Name)



## Report to Council

Department: Planning  
Date: February 20, 2018  
Prepared by: Jeff Watson, Policy Planner  
Submitted by: Chris Nepszy, Director of Infrastructure and Development  
Report Number: Planning 2018-10  
Subject: Harrow Community Improvement Plan Expansion  
(Harrow Centre, Ward 4)  
Number of Pages: 2

### Recommendation

That By-law 1677, which expands the Harrow Community Improvement Plan Project Area and introduces grants for the re-purposing of institutional properties, be approved.

### Reason for Report

Council endorsed the expansion of the Harrow Community Improvement Plan (HCIP) to take in the Harrow High School and Harrow Junior School Properties and to provide specific grants for their re-purposing. This report sets out the objectives of the related implementing by-law.

### Comments

The two schools have been declared by the Greater Windsor Essex County District School Board to be surplus to their needs and were placed for sale. The Harrow Junior School was purchased by private interests and administration has been meeting with several proponents interested in the redevelopment of the school for residential purposes. The former Harrow High School property is also potentially to be purchased in whole or in part by private interests who will consider either the demolition of the school and redevelopment of the vacated lands or the re-purposing of the school building for other uses.

In order to assist with the re-purposing or redevelopment of these lands, Council requested that they be incorporated into the Harrow CIP Project Area. This would then permit proponents to apply under the various CIP programs for grant monies to make the site more attractive for re-investment and the project more viable.

By-law 1677 expands the HCIP Project Area to the school properties and includes text changes to the HCIP Implementation Strategy to provide for the following grants for surplus institutional buildings:

1. Development Fee Grant Program would provide the grant equivalent to the cost of rezoning and site plan control applications and for permits required by the Town for demolition and construction.

2. Façade Improvement Program would provide for 50 percent of the cost of a new front façade to a maximum of \$12,000.00.
3. Conversion and Rehabilitation Grant would provide a redevelopment grant of \$5,000.00 for each affordable rental dwelling unit or hotel room to a maximum of \$50,000.00 or \$1,000.00 per bed for a residential care facility, within the existing building.
4. Demolition Grant would provide a grant of up to \$6,000.00 toward the cost of building demolition and site clearance, with the proviso that if the cost of demolition exceeds \$250,000.00 the grant would be increased to \$25,000.00 upon approval of a redevelopment plan by Council.

These incentives are intended to bring about the re-use of institutional lands for other uses that will satisfy the needs of the municipality, particularly the need for new housing and to offer greater housing variety sorely lacking in Harrow and potentially for other land uses that will help to keep Harrow resilient and attractive for new investment.

As well, the high school property is currently exempt from taxation and the junior school property is unutilized. Development of these sites will bring in additional tax revenue, reduce the potential for vandalism and maintain a higher property standard in the longer term. Providing incentives make redevelopment of the sites more attractive for investment and should reduce the time the development community would normally take to evaluate the merits of a development proposal.

## **Financial Impact**

Expansion of the HCIP Project Area to include additional lands and the addition of grant funding for re-purposing institutional properties will potentially result in the distribution of grant monies over a wider range of projects and may necessitate a request to Council to augment the CIP funds held for such purposes. Council can consider the use of contingency funds for a specific project.

## **Link to Strategic Priorities**

This report is linked to two Strategic Priorities:

1. Enhance economic development activities through the adaptive re-use and or redevelopment of surplus institutional properties.
2. Manage the Town's infrastructure in a responsible and efficient manner.

Reviewed by:

Donna Hunter, Chief Administrative Officer- concurs

Chris Nepszy, Director of Infrastructure & Development - concurs

Nelson Silviera, Economic Development Officer - concurs

# **THE CORPORATION OF THE TOWN OF ESSEX**

## **BY-LAW NUMBER 1677**

### **BEING A BY-LAW TO ENLARGE THE COMMUNITY IMPROVEMENT PROJECT AREA OF THE HARROW CENTRE COMMUNITY IMPROVEMENT PLAN**

**WHEREAS** Section 28(2) of the Planning Act, R.S.O 1990, c. P.13, provides that where there is an official plan in effect in a local municipality that contains provisions relating to community improvement in the municipality, the council may, by by-law, designate the whole or any part of an area covered by such an official plan as a community improvement project area;

**AND WHEREAS** Section 28(2) of the Planning Act defines a municipality or an area within a municipality, that community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason;

**AND WHEREAS** the Official Plan for the Town of Essex contains provisions enabling the Council of the Town of Essex to designate Community Improvement Project Areas, by by-law, for the purposes of preparing and undertaking a Community Improvement Plan;

**AND WHEREAS** the Council of the Town of Essex has deemed it appropriate to designate part of Essex Centre, within the Town of Essex in the Province of Ontario as a Community Improvement Project Area for the purposes of establishing the Essex Centre Community Improvement Plan respecting the redevelopment, revitalization, prosperity and beautification of downtown Essex Centre, and further to establish the necessary policies, guidelines and instructions to implement the Community Improvement Plan, all in accordance with Section 28(2) of the Planning Act R.S.O. 1990, c. P. 13;

**WHEREAS** the Council of the Town of Essex has fulfilled the requirements of Section 28 of the Planning Act, R.S.O. 1990, chapter P.13, as amended;

**NOW THEREFORE** the boundaries of the Harrow Centre Community Improvement Plan Project Area are hereby revised, as shown in Schedule A, and Schedule A, attached hereto, is declared to be part of this by-law and the following text revisions are adopted:

1. In Subsection 1.3 "Harrow Community Improvement Plan Expansion", the following paragraph is added between paragraphs 6 and 7:



"Harrow has also experienced recent school closings rendering the school buildings and or site redundant for institutional purposes. They are suitable for redevelopment or re-use, particularly for mixed residential land uses. Harrow lacks a range of housing options and such sites provide the opportunity for addressing this deficiency. "

2. In subsection 5.2.1 "Development permit Fee Grant Program", under "Program Specific Provisions", the first bullet point clause is deleted and substituted by the following clause:

- "Owners of a dwelling or other building to be converted to a bed and breakfast dwelling or to which an affordable rental dwelling unit is to be added or of a commercial or industrial property or a redundant institutional building which is intended to be re-purposed, which are the subject of this grant application, are eligible to participate in this program."

3. In subsection 5.2.2, "Development Charges Grant Application", under "Program Specific Provisions", the following words are added at the end of the clause in the first bullet point:

"and redevelopment of an institutional building formally declared to be redundant and intended to be re-purposed."

4. In subsection 5.2.5, "Façade Improvement Grant Program", in the first paragraph the word "institutional" is added between the words "undertaking" and "commercial" and under "Program Specific Provisions" the word "Institutional" is added between the words "to" and "commercial" in the clause in the second bullet point.

5. In subsection 5.2.7, "Conversion, Rehabilitation and Enhancement and Building Demolition Grant Program", the following revisions are adopted:

- i) Under "Conversion Grant Component" the following bullet point clause is added:

- "converting an institutional building in whole or in part to accommodate multiple dwelling units and or a residential care facility. "

and under "Program Specific Provisions" the first three bullet point clauses are deleted and substituted by the following clauses:

- "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 or per hotel unit or suite of rooms to a maximum total grant of \$50,000 and

- \$1000 for a bed and breakfast bedroom or suite of rooms to a maximum total grant of \$5,000 in a converted single-detached dwelling and
  - \$1000 per bed in a residential care facility to a maximum total grant of \$50,000.”
- ii) under “Demolition Grant Component”, the word “institutional” is added between the words “an” and commercial in the first paragraph and the second bullet point clause is deleted and substituted by the following:
- Grant approval will be conditional upon acceptance of a redevelopment plan for the site, if substantial or complete demolition is proposed. Council may also consider the giving of 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.

This By-law shall take effect on the day of the passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20<sup>th</sup> DAY OF FEBRUARY, 2018.

#### **THE CORPORATION OF THE TOWN OF ESSEX**

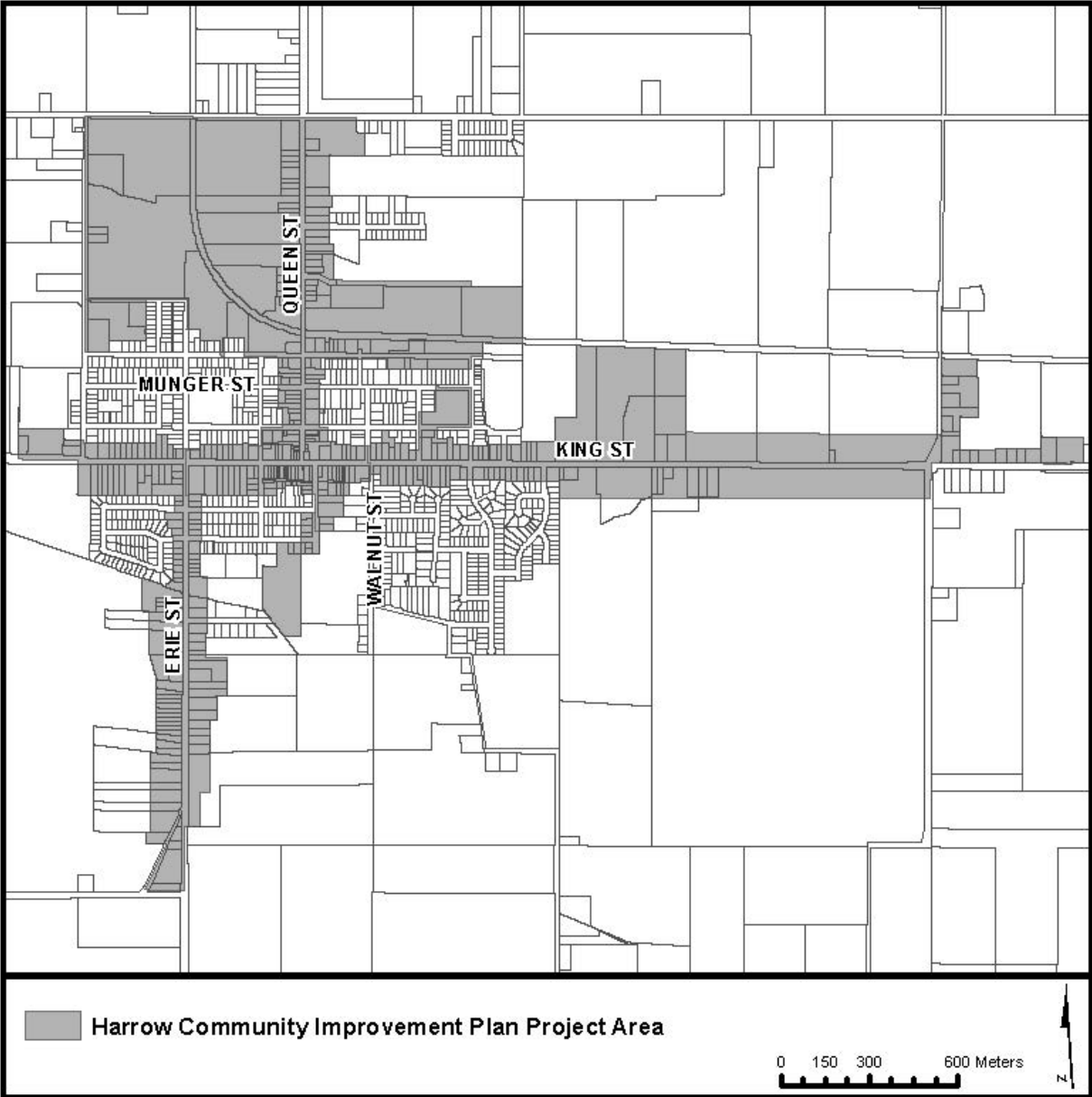
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**MAYOR**

---

**Clerk**

Schedule A to By-law Number 1677





## Report to Council

Department: Planning  
Date: February 20, 2018  
Prepared by: Rita Jabbour, Assistant Planner  
Submitted by: Chris Nepszy, Director of Infrastructure and Development  
Report Number: Planning 2018-07  
Subject: Site Plan Control Agreement for  
International Door Company  
1170 County Road 13, (Colchester South - Ward 3)  
Number of Pages: 4

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

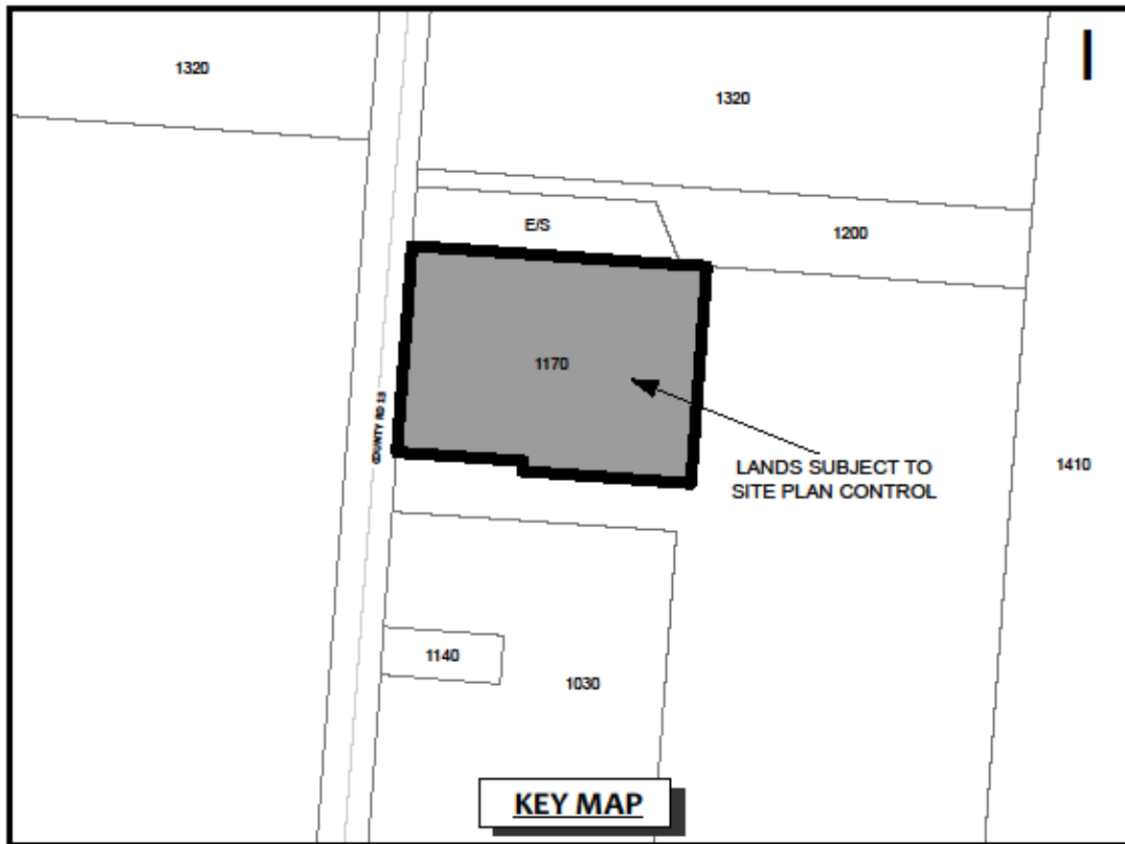
- 1) That Council receive report Planning2018-07; and,
- 2) That Council approve the site plan control application for the International Door Company and By-law 1676, to permit the registration of a site plan control agreement for the lands at 1170 County Road 13, situated to the East side of County Road 13 in the former Township of Colchester South.

### Reason for Report

To recommend approval of the site plan control (SPC) application for the International Door Company and the execution of an SPC agreement.

## Background

The Key Map below shows the location of the subject lands.



The site is designated Industrial under the Town's Official Plan and zoned Manufacturing District 1.1 (M1.1) for light industrial/limited commercial uses such as the manufacture of mouldings for doors and windows.

The proponents are proposing to construct a 2205 square foot addition to the existing 7485 square foot building located directly to the west of the subject property. The addition will be used for workshop purposes. An application for site plan control is necessary because the proposed addition exceeds 20 percent of the Gross Floor Area (GFA) of the existing building.

## Comments

The site plan, found under Appendix A of this report, conforms to all setback regulations for buildings and structures under the M1.1 zoning district. No additional parking spaces are

required as the addition will be less than 29063 square feet. Town of Essex Zoning Bylaw 1037 requires one parking space for each 484 square feet of GFA for the first 29063 square feet. Additionally, no loading spaces are required as the proposed addition is less than 29602 square feet.

The site plan was circulated for comment to various internal and external agencies including the County of Essex and the Essex Region Conservation Authority. No objections were received as a result of the circulation.

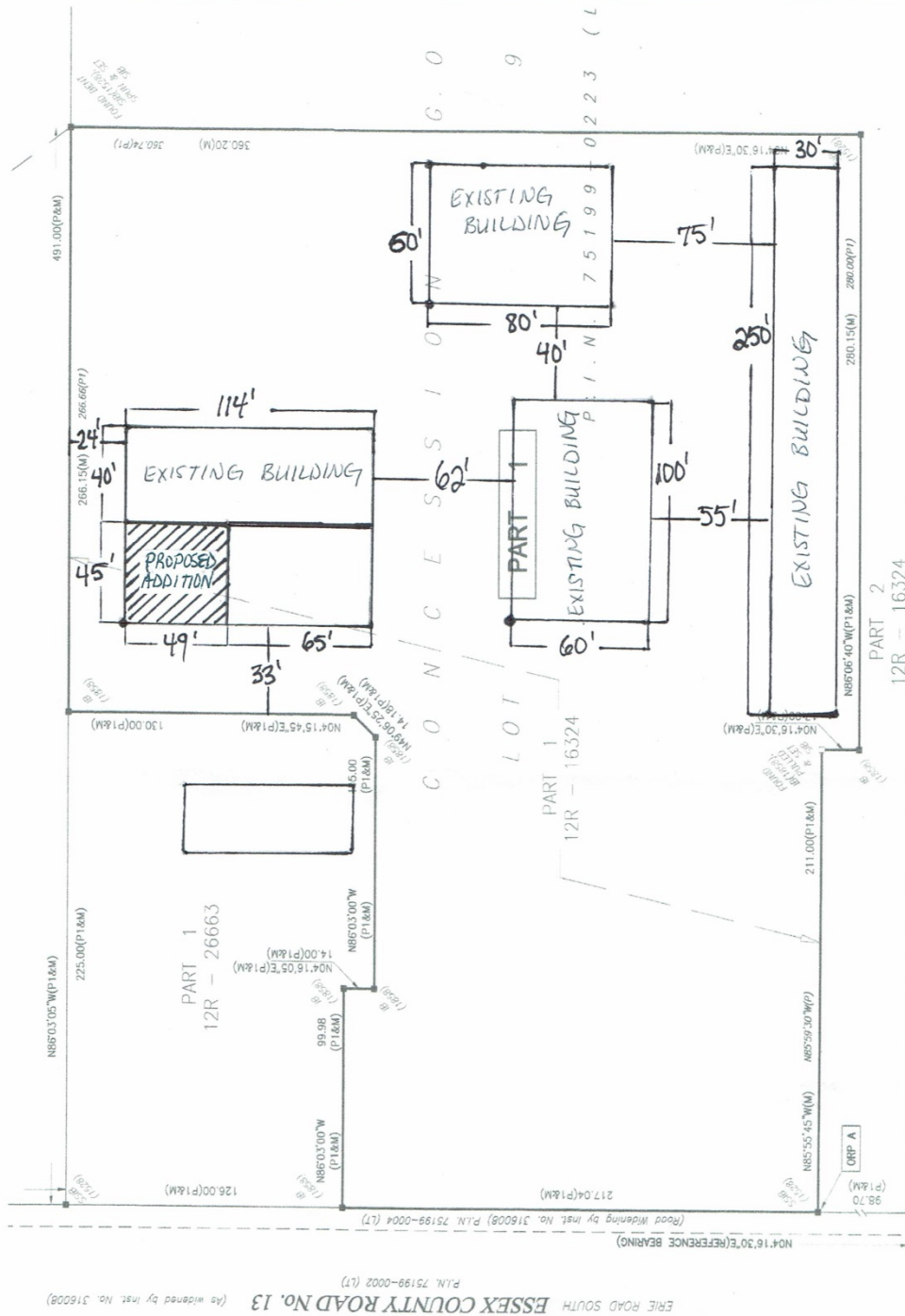
## **Financial Impact**

No financial impact.

Reviewed by: Chris Nepszy, Director of Infrastructure and Development -



# Appendix 'A' – Site Plan



**The Corporation of the Town of Essex**

**By-Law Number 1676**

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

**The Corporation of the Town of Essex**

**and**

**The International Door Company**

**WHEREAS** pursuant to Section 41 of the Planning Act, R.S.O. 1990 and Amendments thereto, the International Door Company are desirous of constructing an addition to their existing building on lands on the East Side of County Road 13 and as such is required to enter into a Site Plan Control Agreement with the Town of Essex;

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

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

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

That the Mayor and Clerk be directed to affix their signatures, on behalf of the Corporation of the Town of Essex, to Schedule 1 attached hereto and forming part of this Bylaw, for the purpose of executing the Site Plan Control Agreement.

**Read a first and second time and provisionally adopted on February 20, 2018.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Read a third time and finally passed on March 5, 2018.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## **Schedule 1**

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

#### **Site Plan Control Agreement**

This agreement made in triplicate, on March 5, 2018

**Between:**

**International Door Company**

hereinafter called

**The Owner of the First Part or Owner**

**And**

**The Corporation of the Town of Essex**

hereinafter called

**The Corporation of the Second Part or the Town**

**Whereas** an application has been made by the Owner for approval of a development within the limits of the Town of Essex which lands are more particularly described in Schedule A (the subject lands);

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

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

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

**And Whereas** the Owner wishes to undertake a development on the lands described in Schedule B, in accordance with the site plan prepared by the International Door Company;

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

1. The Owner hereby agrees to construct, provide, install and maintain for the life of the proposed development, to the satisfaction of and at no expense to the Corporation, all buildings, structures, landscaping, fencing, light standards, walkways, vehicular and bicycle parking, garbage disposal facilities, grading and provision for storm, surface and waste water, and other facilities in accordance with the site plan shown in Schedule B, and in accordance with all the applicable provisions of the Corporation's Zoning By-law and such other relevant by-laws, as amended, and to the satisfaction of the Corporation. The final location and design of the access areas will be to the satisfaction of the Town, in consultation with the County of Essex, the Owner and, if requested, a traffic engineer retained by the Owner;
2. The Owner hereby agrees that in advance of obtaining a building permit for the building addition, a security deposit in the amount of \$5,000 shall be provided to the Corporation to ensure that the works as set out in this agreement are complied with. The Owner agrees to deliver the required security to the Corporation, either as an irrevocable letter of credit (in a form satisfactory to the Corporation's solicitor) or as cash to be kept in an interest bearing account by the Corporation. The Corporation hereby agrees to return the security deposit to the Owner within 30 days of being notified by the Town's Manager of Capital Projects and Chief Building Official that all required works as set out in this agreement have been completed and any deficiencies corrected to the satisfaction of the Corporation and are in compliance with any applicable federal, provincial or municipal statute, by-law or regulation;
3. The Owner agrees to pay all outstanding Realty Taxes to the Corporation in advance of any building permit being issued for the proposed commercial building;
4. The Owner hereby agrees to remove at no expense to the Corporation all snow from all driveways, parking and access areas and to remove and dispose of all refuse from the Subject Lands;
5. The Owner shall keep the municipal roads adjacent to the Subject Lands free from dirt and debris caused by the construction on the Subject Lands;
6. The Owner shall, at its entire expense, restore any curbs, gutters, pavements, sidewalks, drains or landscaped areas on the municipal roads which are damaged during construction and construct any new curbs, gutters, pavements, sidewalks, drains and landscaped areas on the municipal roads abutting the Subject Lands, all to the satisfaction of the Corporation;
7. All lighting erected on light standards shall be directed inward and downward within the property and shielded so as to reduce, as much as technically possible, direct light penetration beyond the property lines. The Owner hereby agrees to orient, shield, install and maintain all other outside lighting in such a manner so as to direct all outside lighting away from abutting municipal road allowances and all other properties. The Owner further agrees to use only full cut-off fixtures for any and all new outside lighting purposes;

8. The Owner hereby agrees to notify all local, provincial or federal authorities having jurisdiction as to their proposed program of work and shall obtain all necessary permits and/or approvals which may be required from any authority having jurisdiction;
9. The Owner agrees to commence and complete construction of the building addition and all other facilities required under this agreement and zoning by-law within two (2) years of the date of execution of this agreement, all to the satisfaction of the Town, unless otherwise dictated by this agreement, or this agreement may, at the option of the Corporation, be deemed to be null and void;
10. The Owner hereby agrees to obtain approval from the Town's Chief Building Official before installing any signage on the Subject Lands. As part of his approval, the Chief Building Official, in consultation with the Town Planner, will review the size, location, type and design of any signage proposed, to ensure that the signs are in accordance with the approved site plan, landscape plan and signage plans and or with the municipal sign bylaw. It is acknowledged that a sign permit may be required from the County of Essex and that the Town may not issue a sign permit(s) until such time as a permit or formal clearance from the County is received;
11. The Owner hereby agrees to pay to the Corporation the applicable development charges, in accordance with the Town's Development Charges By-law, as may be amended from time to time, in advance of any building permit being issued by the Corporation;
12. The Owner hereby agrees to pay all costs incurred by the Corporation with respect to this Agreement, and without limiting the generality of the foregoing, shall include legal, planning, engineering and administrative costs;
13. The Owner acknowledges and agrees that pursuant to subsection (11) of Section 41 of the Planning Act, R.S.O. 1990, as amended, Section 325 of the Municipal Act applies to all requirements of this agreement. If the Owner neglects to undertake any matter or thing required to be done by this agreement and such default continues, in addition to other remedies available to it, the Corporation may direct that such matter or thing shall be done at the expense of the Owner and the Corporation may recover the expense incurred in doing it and the Owner hereby authorizes the Corporation to enter upon the said land and do such matter or thing;
14. This agreement may be amended at any time with the consent of the Corporation and the registered Owner of the said lands at the time of such amendment;
15. The Corporation shall not be required to issue a building permit for the said development until all the preconstruction provisions of this Agreement have been complied with;
16. If any term, covenant or condition of this agreement shall, to any extent, be declared invalid or unenforceable, the remainder of this Agreement shall not be affected thereby

and each term, covenant or condition of this agreement shall be valid and be enforced to the fullest extent permitted by law;

17. The Owner hereby agrees to the registration of the within agreement in the Land Registry Office for the County of Essex (No. 12) by the Corporation's solicitor and at the entire expense of the Owner;
18. This Agreement is not assignable by the Owner (or any person claiming through or under the Owner) unless the assignee thereof shall first in writing covenant and agree with the Corporation to assume the burdens and obligations imposed upon the Owner under this Agreement and to undertake with the Corporation to observe and perform the obligations herein imposed upon the Owner;
19. This agreement shall inure to the benefit of the Corporation and shall be binding upon the Owners and their respective heirs, executors, administrators, successors and authorized agents.



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

Signed, sealed and delivered in the presence of:

**The Corporation of the Town Of Essex**

**Per:** \_\_\_\_\_  
**Mayor**

**Per:** \_\_\_\_\_  
**Clerk**

**Per:** \_\_\_\_\_

**I have the authority to sign on behalf of the  
International Door Company**

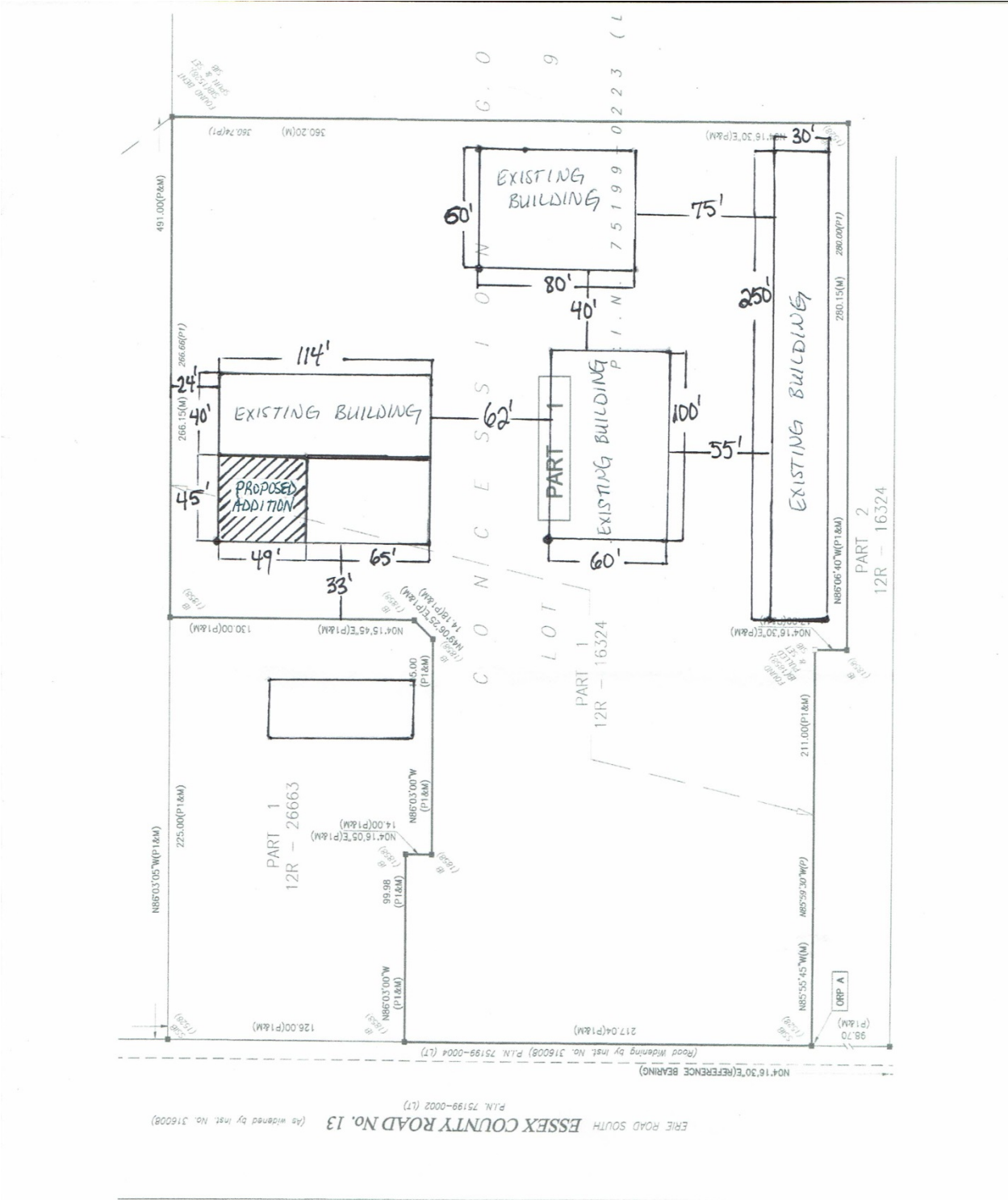
**Schedule A**

Municipal Address: 1170 County Road 13

Legal Description: PT 1 PT LT 9 CON GORE PT OF 75199-0223, 12R26960

Schedule B

Site Plan





HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

*Tracey Ramsey*  
Member of Parliament  
Essex

February 5, 2018

Hon. Bill Morneau  
Minister of Finance  
90 Elgin Street,  
Ottawa, ON K1A 0G5  
[bill.morneau@canada.ca](mailto:bill.morneau@canada.ca)

Dear Minister,

As the MP for Essex, I fully support the growth and prosperity of the rural economy, as well as sectoral strategies and initiatives to support the wine and grape industry. I am therefore pleased to lend my strong support to recommendation 73 in the House of Commons Finance Committee 2018 pre-budget report, noting a recommendation for the federal government to implement a Wine Industry Innovation Program (WIIP) to help develop and grow the wine and grape industry across Canada. WIIP would provide a 37 fold return on the federal government investment and support the creation of 10,000 direct and indirect jobs.

Wineries in my riding have been actively pursuing the implementation of WIIP, which if implemented will help the Canadian wine industry continue to stay competitive in the face of NAFTA uncertainty, the Canada-EU Comprehensive Economic and Trade Agreement (CETA), restrictions on interprovincial trade, legalization of cannabis, and other measures which impact the competitiveness and growth of the industry.

The introduction of a time- and budget-limited grant in the form of WIIP would incentivize Canadian wineries to make renewed infrastructure investments, thereby improving productivity, competitiveness and promoting innovation. WIIP could also be used to help wineries invest in technology and infrastructure to become more climate resilient and sustainable in their operations.

As the industry is inherently linked to local vineyards, the full economic impact of the WIIP program would be guaranteed to remain in Canada, ensuring that federal investments are maximized to benefit the Canadian economy, rural communities and Canada's labour force.

*Parliamentary Office*

Room 910, Justice Building  
Ottawa, Ontario  
K1A 0A6  
Tel: 613-992-1812

[Tracey.Ramsey@parl.gc.ca](mailto:Tracey.Ramsey@parl.gc.ca)

*Constituency Office*

316 Talbot Street North, Unit 6  
Essex, ON N8M 2E1  
Tel: 519-776-4700  
Fax: 519-776-1383  
Tollfree: 1-866-776-5333  
[www.traceyramsey.ca](http://www.traceyramsey.ca)

Given the favourable market conditions, I believe the introduction of WIIP would be well-timed for Canadian wine producers to increase production and market penetration. My constituents are eager to continue to develop the wine industry in Essex as winery investment generates jobs, as well as direct and indirect benefits to the entire region.

I sincerely hope you will strongly consider incorporating the Wine Industry Innovation Program (WIIP) into the 2018 Budget.

Sincerely,

A handwritten signature in black ink that reads "Tracey Ramsey". The signature is written in a cursive, flowing style with a large initial 'T'.

Tracey Ramsey, MP  
Essex  
NDP International Trade Critic

## **Windsor Essex County Environment Committee – Meeting held January 25, 2018**

A meeting of the **Windsor Essex County Environment Committee** is held this day commencing at 5:30 o'clock p.m. at the Ojibway Nature Centre, there being present the following members:

Councillor Paul Borrelli, Chair  
Councillor Fred Francis  
Mayor Nelson Santos, Town of Kingsville  
Derek Coronado  
Debby Grant  
Mike Nelson  
Joe Passa (arrives at 5:40 p.m.)  
Dr. Edwin Tam

### ***Regrets received from:***

Mayor Aldo DiCarlo, Town of Amherstburg  
Radwan Tamr

### ***Guest in attendance:***

Michael Schneider

### **Also present are the following resource personnel:**

Karina Richters, Supervisor, Environmental Sustainability & Climate Change  
Kelsey Williams, (A) Environmental & Sustainability Coordinator  
Karen Kadour, Committee Coordinator

## **1. Call to Order**

The Chair calls the meeting to order at 5:33 o'clock p.m. and the Committee considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

## **2. Additions to the Agenda**

None



**3. Declaration of Conflict**

None disclosed.

**4. Minutes**

Moved by D. Grant, seconded by M. Nelson,  
That the minutes of the Windsor Essex County Environment Committee of its meeting held October 26, 2017 **BE ADOPTED** as presented.  
Carried.

**5. Business Items**

**5.1 Set 2018 Meeting Dates**

It is generally agreed meetings of the Windsor Essex County Environment Committee will be held every other month on the last Thursday of the month.

**5.2 Completion of City of Windsor Draft Environmental Master Plan Public Engagement**

K. Williams advises eight public engagement sessions regarding the Draft Environmental Master Plan were recently held. On-line surveys were also conducted with great support received from the respondents.

Moved by D. Grant, seconded by M. Nelson,  
That the update regarding the City of Windsor Draft Environmental Master Plan provided by the (A) Environmental & Sustainability Coordinator **BE RECEIVED**.  
Carried.

**6. Coordinator's Report**

K. Williams provides an overview of the January 2018 Coordinator's Report. She requests members provide names of possible Green Speakers for the 2018 series.

J. Passa suggests inviting a planner from Toronto to speak to the topic zero emissions and green roofs.

D. Grant requests a list of previous green speakers be provided including the topics of discussion.

Moved by Councillor Francis, seconded by Mayor Santos,  
That the update relating to the January 2018 Coordinator's Report provided by  
the (A) Environmental & Sustainability Coordinator **BE RECEIVED.**  
Carried.

## **7. Subcommittee Reports**

### **7.1 Air**

D. Coronado indicates the Province recently released an updated Nuclear Emergency Response Plan. The update makes the plan more transparent and accountable, increases alignment with national and international standards, and enhances emergency planning.

D. Coronado refers to the Environmental Registry and the Policy Proposal Notice entitled "Cumulative Effects Assessment in Air Approvals". He notes the public comment period ends February 7, 2018.

Moved by Councillor Francis, seconded by J. Passa,  
That the WECEC Air Subcommittee update provided by D. Coronado **BE RECEIVED.**  
Carried.

### **7.2 Environmentally Sensitive Lands and Issues**

D. Coronado states damage has been caused by all terrain and motorized vehicles in the Ojibway Shores area adjacent to the Black Oak Heritage Park.

Councillor Francis indicates there is evidence of tree stands and poaching of deer. He adds bike trails were built by mountain bikers without authority to do so.

K. Richters advises the mountain bikers have provided assistance in clean up events of the park in the past.

Moved by Councillor Francis, seconded by J. Passa,  
That the Environmentally Sensitive Lands and Issues Subcommittee update **BE RECEIVED.**  
Carried.

## 8. New Business

### 8.1 Update on City of Windsor Environmental Initiatives

In terms of the Active Transportation Master Plan and the Sewer Master Plan, K. Richters reports there will be opportunities for public engagement.

K. Richters states Earth Hour will be held on March 24, 2018 at 8:30 p.m. She adds Earth Day will be held on April 22, 2018.

Moved by Mayor Santos, seconded by Councillor Francis,  
That the update on City of Windsor Environmental Initiatives provided by the Supervisor, Environmental Sustainability & Climate Change **BE RECEIVED.**  
Carried.

### 8.2 Update on Essex County Environmental Initiatives

Mayor Santos advises CWATS plans on connecting the paths and trails throughout the Town of Kingsville in order to provide more active transportation options. The investment by CWATS in the amount of \$7M will connect bike lanes between Leamington and Kingsville.

Mayor Santos indicates the Town of Leamington will proceed with the 2<sup>nd</sup> phase of the sewer separation program to Pointe Pelee at a cost of \$17-20 M.

Moved by D. Grant, seconded by Councillor Francis,  
That the update on Essex County environmental initiatives provided by Mayor Santos **BE RECEIVED.**  
Carried.

### 8.3 2018 Goals: Objectives and Work Plan

K. Williams provides an overview of the WECEC Work Plan 2018 and some of the priorities noted in the document are reiterated and additional comments are provided as follows:

- Greening the City – specifically more green roofs
- Walkability, complete streets, active transportation
- Right to Know by-law
- Sewer Use Master Plan
- Shift the focus to 50/50 City/County
- Ban plastic bags
- Group priorities into themes

In terms of the discussion relating to green roofs, Councillor Francis suggests a representative from Planning be invited to a future meeting of WECEC.

Moved by M. Nelson, seconded by Dr. Tan,  
That the list of priorities identified in the WECEC Work Plan 2018 **BE AMENDED**  
to add the issue of banning plastic bags, and to group the priorities into themes.  
Carried.

## 9. Communications

Moved by Councillor Francis, seconded by D. Grant,  
That the following communications **BE RECEIVED**:

- 9.1 Release of Ontario's Long-Term Energy Plan 2017
- 9.2 Study Commencement: Class Environmental Assessment Combined Sewer Overflow Control in the Riverfront Area West of Caron Avenue
- 9.3 EBR Posting 013-2083 – Community Emissions Reduction Planning: A Guide for Municipalities
- 9.4 EBR Posting 012-5806 – Guide: Consideration of Climate Change in Environmental Assessment in Ontario
- 9.5 EBR Posting 013-1520 – Climate Change Adaptation (Ontario)

Carried.

## 10. Date of Next Meeting

The next meeting will be held on Thursday, March 29, 2018 at 5:30 p.m. at the Ojibway Nature Centre.

## 11. Adjourned

There being no further business, the meeting is adjourned at 6:35 o'clock p.m.

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CHAIR

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COMMITTEE COORDINATOR



# Union Water Supply System

P.O. Box 340, 1615 Union Avenue, Ruthven, Ontario, N0P 2G0

Tele: 519-326-1668 Fax: 519-326-3490

Email: [rbouchard@unionwater.ca](mailto:rbouchard@unionwater.ca)

[www.unionwater.ca](http://www.unionwater.ca)

**SENT BY: EMAIL**

February 07, 2018

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

**Attention: Ms. Donna Hunter, Chief Administrative Officer**

Dear Madam,

**RE: Annual Report Requirement Section 11, Reg. 170/03 and Summary Report Requirement Schedule 22, Reg. 170/03**

Attached are the following items for the Essex Water Distribution System supplied by the UWSS:

1. Annual Report (Section 11, Reg. 170/03)
2. Summary Report (Schedule 22, Reg. 170/03).

## Annual Report

The Annual Report must be prepared before February 28, 2018 which requirement is now satisfied. It must also be provided to all members of Council, given at no charge to the public on request and posted on the municipal website.

## Summary Report

The Summary Report must be provided to all members of Council before March 31, 2018. Although the Report gives information for all parts of the UWSS, the information that refers to the Essex Water Distribution System satisfies the requirements of Schedule 22, Reg. 170/03.

Please call me if you have any questions or comments.

Yours truly,

Rodney Bouchard, Manager

kmj

cc: Jeff Morrison, Chris Nepszy, Andy Graf

Filename: c:\users\kjohnson\documents\annual-summary\2017\02-07-18 ltr to cao essex - annual - summary (2017).docx



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**



**Annual Performance Report**

**Essex Distribution System**

**Drinking Water System # 220003680**

**2017**

Prepared for the Corporation of the Town of Essex

By the Ontario Clean Water Agency

Ken Penney

Process & Compliance Technician

[kpenney@ocwa.com](mailto:kpenney@ocwa.com)

519-326-4447



## ANNUAL REPORT

<b>Drinking-Water System Number:</b>	220003680
<b>Drinking-Water System Name:</b>	Essex Distribution System (Union WSS)
<b>Drinking-Water System Owner:</b>	The Corporation of the Town of Essex
<b>Drinking-Water System Category:</b>	Large Municipal Residential
<b>Period being reported:</b>	01-January-2017 to 31-December 2017

<p><b><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></b></p> <p><b>Does your Drinking-Water System serve more than 10,000 people? Yes [ ] No [X]</b></p> <p><b>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No [ ]</b></p> <p><b>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</b></p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;">         Town of Essex Municipal Office          33 Talbot St. South          Essex, Ontario       </div>	<p><b><u>Complete for all other Categories.</u></b></p> <p><b>Number of Designated Facilities served:</b></p> <div style="border: 1px solid black; padding: 2px; width: 100px; text-align: center;">N/A</div> <p><b>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [ ] No [ ]</b></p> <p><b>Number of Interested Authorities you report to:</b></p> <div style="border: 1px solid black; padding: 2px; width: 100px; text-align: center;">N/A</div> <p><b>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [ ] No [ ]</b></p>
--	---

**List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:**

Drinking Water System Name	Drinking Water System Number
N/A	N/A

**Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?**

Yes [ ] No [N/A]





Indicate how you notified system users that your annual report is available, and is free of charge.

- ☒ Public access/notice via the web  
☐ Public access/notice via Government Office  
☐ Public access/notice via a newspaper  
☒ Public access/notice via Public Request  
☐ Public access/notice via a Public Library  
☐ Public access/notice via other method

**Describe your Drinking-Water System**

**Stand Alone Distribution System. Serving the northern portion of the Town of Essex with a population of approx. 9,500.**

**List all water treatment chemicals used over this reporting period**

N/A

**Were any significant expenses incurred to?**

- ☐ Install required equipment  
☒ Repair required equipment  
☒ Replace required equipment

**Please provide a brief description and a breakdown of monetary expenses incurred**

**Miscellaneous repairs/maintenance on distribution system-\$30,000.00**

**Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre**

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
None					



**Microbiological testing done under Schedule 10, 11 or 12 of regulation 170/03, during this reporting period.**

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
<b>Raw</b>	Please see the Annual Report for the Union Water Supply System # 210000853				
<b>Treated</b>	Please see the Annual Report for the Union Water Supply System # 210000853				
<b>Distribution</b>	305	0-0	0-0	153	<10-20

**Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.**

	Number of Grab Samples	Range of Results (min #)-(max #)
<b>Turbidity</b>	Please see the Annual Report for the Union Water Supply System # 210000853	
<b>Chlorine Combined</b>	364	Max: 1.82 mg/l Min: 0.65 mg/l Avg: 1.23 mg/l Combined Residual (Chloramination)
<b>Fluoride</b> (If the DWS provides fluoridation)	N/A	

***NOTE:** For continuous monitors use 8760 as the number of samples.*

***NOTE:** Record the unit of measure if it is **not** milligrams per litre.*

**Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.**

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
<b>None</b>				

**Summary of Inorganic parameters tested during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Nitrite	December 27/17	<0.1	mg/L	No
Nitrate	December 27/17	0.5	mg/L	No
Nitrate + Nitrite (N)	December 27/17	0.5	mg/L	No
Ammonia (N) -Total	December 27/17	0.25	mg/L	No

\*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

**Summary of lead testing under Schedule 15.1 during this reporting period**

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Results (min#) – (max #)		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
Distribution – Lead Results (ug/L)	6	0.02	0.31	10	0
Distribution – Alkalinity (mg/L)	6	78	103	n/a	n/a
Distribution – pH In-House	6	7.68	8.14	n/a	n/a

**Summary of Organic parameters sampled during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
<b>THM</b> (NOTE: show latest annual average)	Annual Average	23.5	ug/L	No
<b>HAA</b> (NOTE: show latest annual average)	Annual Average	7.27	ug/L	No

**List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

Parameter	Result Value	Unit of Measure	Date of Sample
None			

# UNION WATER SUPPLY SYSTEM SUMMARY REPORT 2016

For the Union Water Supply System  
(Made under Schedule 22 of Ontario Regulation 170/03, a regulation made under  
the Safe Drinking Water Act, 2002)

## **EXPLANATION**

Schedule 22 of Ontario Regulation 170/03, a regulation made under the Safe Drinking Water Act, 2002 requires that a large municipal residential drinking-water system must provide to its board members a Summary Report on various aspects of the system before March 31 of the following year. The Union Water Supply System is classed as a large municipal residential drinking-water system and all of the municipal water systems that obtain water from it are classified as large municipal residential drinking-water systems and are therefore subject to Schedule 22.

The Summary Report must list the following:

- The requirements of the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- The requirements of the regulations made under the Safe Drinking Water Act, 2002 that the system failed to meet during the period covered by the Summary Report
- Any condition of the drinking-water system's drinking water works permit or municipal drinking water license that the system failed to meet during the period covered by the Summary Report
- Any order that the system failed to meet during the period covered by the Summary Report, the duration of any such failure and any measures that were taken to correct such failure
- A summary of the quantities and flow rates of water supplied by the drinking-water system by monthly average and maximum daily flow rates and instantaneous peak flow rates
- A comparison of actual flow rates with rated capacity and flow rates in the systems approval

A drinking-water system that supplies water to another drinking water system must provide a copy of the Summary Report to that system's owner by March 31 of the year following the year covered in the Summary Report.

The sections below details the occasions on which the Union Water Supply System (UWSS) and the connected municipal water systems failed to meet the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders in 2017.

## **Union Water Supply System (UWSS)**

The following provides details of occurrences where the Union Water Supply System was not in compliance with the requirements of the Safe Drinking Water Act 2002, associated regulations, system approvals and provincial officer orders.

**Non-Compliance Item:**

The following Adverse Water Quality Incident (AWQI) identified for the Union Water Supply System.

- AWQI #137144 - October 7, 2017 failure to maintain coagulant continuously. It was discovered that coagulant was not flowing continuously to Clarifier #1 for approximately one hour (1) and six (6) minutes, due to pump failure. Maintenance personnel was called in to replace faulted out coagulant pump.

**Leamington Water Distribution System**

**Non-Compliance Item:**

The following Adverse Water Quality Incident (AWQI) identified for the Leamington Distribution System that is supplied by the Union Water Supply System.

- AWQI #133147 - May 24, 2017 - Bacti adverse at sample station SS-L-17 with 7 Total Coliform. Town of Leamington staff flushed affected area, then a set of samples were taken upstream and downstream. A second set of samples were taken 24 hours later upstream and downstream. All results returned were within normal parameters.

**Kingsville Water Distribution System**

**Non-Compliance Item:**

The following Adverse Water Quality Incident (AWQI) identified for the Kingsville Distribution System that is supplied by the Union Water Supply System.

- AWQI #136615, 136667, 136715 - September 11, 2017, Bacti adverse at sample station SS-K-37 with 27 Total Coliform. Town of Kingsville staff flushed affected area, then samples were taken upstream and downstream, this set resulted in similar results. After consulting with MOH, MOECC, and the Town of Kingsville it was determined that SS-K-37 would be decommissioned. Flushing of the area then took place with resampling occurring upstream and downstream and all sets were returned clean. The sample station was replaced.

**Essex Water Distribution System**

**Non-Compliance Item:**

The following Adverse Water Quality Incident (AWQI) identified for the Essex Distribution System that is supplied by the Union Water Supply System

There were no non-compliances or AWQIs identified for the portion of the Town of Essex Water Distribution System that is supplied by Union Water Supply System:

**Lakeshore Water Distribution System**

There were no non-compliances or AWQIs identified for the portion of the Town of Lakeshore Water Distribution System that is supplied by Union Water Supply System.

**SUMMARY OF THE QUANTITIES AND FLOW RATES OF WATER SUPPLIED DURING THE PERIOD COVERED BY THE REPORT, INCLUDING MONTHLY AVERAGE AND MAXIMUM DAILY FLOWS, AND DAILY INSTANTANEOUS PEAK FLOW RATES**

The following sections provide information in regards to the Union Water Supply System's Permit to Take Water, issued under Ontario Regulation 387/04 and Drinking Water License issued under the Safe Drinking Water Act, 2002.

**Permit to Take Water**

The Union Water Supply System operated under Permit to Take Water (PTTW) Number 0816-9T9SVT, which expires at the end of 2025. The PTTW has the following flow conditions:

- Maximum Allowable Amount Taken per Minute (Litres/Min) 113,650
- Maximum Allowable Amount Taken Per Day (Litres/Day) 163,656,000

The maximum amounts of raw water taken during 2017 (see Table 1 below) are as follows:

- Maximum Amount Taken per Minute in 2017 (Litres/Min) 58,301
- Maximum Amount Taken Per Day in 2017 (Litres/Day) 83,305,000

The system did not exceed the PTTW limits in 2017.

**Drinking Water License**

The UWSS operates under Municipal Drinking Water Licence 041-01; issue Number 4 which has been issued for the period July 21, 2014 to July 20, 2019. The Certificate of Approval and licence had the following condition:

- The drinking water system shall not be operated to exceed 124,588 m<sup>3</sup>/d (27.4 MIGD) on any calendar day, conveyed from the treatment system to the distribution system.
- The maximum daily volume of water pumped into the distribution system was 71,369 m<sup>3</sup> (15.699 MIGD).

Tables 1A through 3B below provide the monthly average, maximum and peak flows for raw and treated water for the Union Water Supply System.

**Table 1A**  
**2017 Raw Water Taking from Lake Erie in Metric Units**

	Maximum Allowed Flow Rate (m3/Day)	Average Flow (m3/Day)	Maximum Flow (m3/Day)	Maximum Flow (Litres/Day)	Maximum Allowed Flow Rate (Litres/ Minute)	Peak Flow (Litres/ Minute)
January	163,656	26,142	29,149	29,149,230	113,650	22,190
February	163,656	29,283	35,152	35,152,110	113,650	26,923
March	163,656	39,006	55,091	55,091,000	113,650	38,692
April	163,656	43,874	57,132	57,132,000	113,650	41,054
May	163,656	53,188	70,399	70,399,000	113,650	55,126
June	163,656	63,804	77,473	77,473,000	113,650	51,974
July	163,656	64,390	79,899	79,899,000	113,650	58,302
August	163,656	65,565	83,305	83,305,000	113,650	52,792
September	163,656	57,747	65,218	65,218,000	113,650	45,630
October	163,656	39,964	54,609	54,609,000	113,650	39,938
November	163,656	33,826	49,324	49,324,000	113,650	33,690
December	163,656	26,631	32,016	32,016,000	113,650	23,297

**Table 1B**  
**2017 Raw Water Taking from Lake Erie in Imperial Units**

	Maximum Allowed Flow Rate (MGD)	Average Flow (MGD)	Maximum Flow (MGD)	Maximum Allowed Flow Rate (Gallons/ Minute)	Peak Flow (Gallons/ Minute)
January	36.00	5.75	6.41	25,000	4,881
February	36.00	6.44	7.73	25,000	5,922
March	36.00	8.58	12.12	25,000	8,511
April	36.00	9.65	12.57	25,000	9,031
May	36.00	11.70	15.49	25,000	12,126
June	36.00	14.03	17.04	25,000	11,433
July	36.00	14.16	17.58	25,000	12,825
August	36.00	14.42	18.32	25,000	11,613
September	36.00	12.70	14.35	25,000	10,037
October	36.00	8.79	12.01	25,000	8,785
November	36.00	7.44	10.85	25,000	7,411
December	36.00	5.86	7.04	25,000	5,125



**Table 2A**  
**2017 Treated Water Flow Into Distribution System in Metric Units**

	Maximum Allowed Flow Rate (m3/Day)	Average Daily Flow (m3/Day)	Maximum Daily Flow (m3/Day)	Peak Instantaneous Flow (Litres/ Second)
January	124,588	26,216	30,358	549
February	124,588	28,861	36,013	693
March	124,588	33,409	42,082	809
April	124,588	41,486	54,647	936
May	124,588	47,261	59,866	954
June	124,588	59,397	73,513	1,207
July	124,588	56,419	71,831	1,086
August	124,588	60,555	75,568	1,171
September	124,588	54,303	60,665	1,013
October	124,588	37,694	52,269	853
November	124,588	28,329	34,044	571
December	124,588	25,525	28,877	538

**Table 2B**  
**2017 Treated Water Flow Into Distribution System in Imperial Units**

	Maximum Allowed Flow Rate (MGD)	Average Daily Flow (MGD)	Maximum Daily Flow (MGD)	Peak Instantaneous Flow (Gallons/ Second)
January	27.4	5.77	6.68	121
February	27.4	6.35	7.92	152
March	27.4	7.35	9.26	178
April	27.4	9.13	12.02	206
May	27.4	10.40	13.17	210
June	27.4	13.07	16.17	265
July	27.4	12.41	15.80	239
August	27.4	13.32	16.62	258
September	27.4	11.95	13.35	223
October	27.4	8.29	11.50	188
November	27.4	6.23	7.49	126
December	27.4	5.62	6.35	118

**Table 3A**  
**2017 Treated Flow to Local Municipalities in Metric Units**

	<u>Leamington</u>		<u>Kingsville</u>		<u>Essex</u>		<u>Lakeshore</u>	
	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)	Monthly Total (m3)	Average Day (m3/day)
January	425,775	13,735	376,442	12,143	71,879	2,319	54,548	1,760
February	374,735	12,922	317,719	10,956	50,985	1,758	27,251	940
March	447,717	14,442	462,007	14,903	56,366	1,818	30,665	989
April	590,523	19,684	718,261	23,942	69,864	2,329	39,879	1,329
May	584,997	18,871	659,310	21,268	62,804	2,026	36,036	1,162
June	839,259	27,975	711,916	23,731	78,680	2,623	53,257	1,775
July	849,905	27,416	681,655	21,989	78,627	2,536	47,378	1,528
August	1,054,891	34,029	913,392	29,464	95,961	3,096	55,034	1,775
September	758,065	25,269	666,601	22,220	63,404	2,113	37,723	1,257
October	624,761	20,154	497,964	16,063	58,256	1,879	49,614	1,600
November	439,918	14,664	311,137	10,371	64,169	2,139	32,158	1,072
December	426,147	13,747	289,099	9,326	65,493	2,113	54,548	1,760
Total	7,416,693	20,242	6,605,503	18,031	816,488	2,229	518,091	1,412

**Table 3A**  
**2017 Treated Flow to Local Municipalities in Imperial Units**

	<u>Leamington</u>		<u>Kingsville</u>		<u>Essex</u>		<u>Lakeshore</u>	
	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)	Monthly Total (Imperial Gallons)	Average Day (MGD)
January	93,657,407	3.02	82,805,664	2.67	15,811,170	0.51	11,998,883	0.39
February	82,430,176	2.84	69,888,410	2.41	11,215,132	0.39	5,994,382	0.21
March	98,483,972	3.18	101,627,332	3.28	12,398,787	0.40	6,745,357	0.22
April	129,896,900	4.33	157,995,332	5.27	15,367,932	0.51	8,772,154	0.29
May	128,681,350	4.15	145,027,925	4.68	13,814,949	0.45	7,926,812	0.26
June	184,611,171	6.15	156,599,627	5.22	17,307,180	0.58	11,714,902	0.39
July	186,952,964	6.03	149,943,138	4.84	17,295,522	0.56	10,421,703	0.34
August	232,043,580	7.49	200,918,152	6.48	21,108,469	0.68	12,105,788	0.39
September	166,750,988	5.56	146,631,721	4.89	13,946,930	0.46	8,297,900	0.28
October	137,428,208	4.43	109,536,767	3.53	12,814,529	0.41	10,913,554	0.35
November	96,768,432	3.23	68,440,572	2.28	14,115,207	0.47	7,073,771	0.24
December	93,739,235	3.02	63,592,890	2.05	14,406,446	0.46	11,998,883	0.39
Total	1,631,444,384	4.45	1,453,007,530	3.97	179,602,252	0.49	113,964,088	0.31



# *Union Water Supply System*

*P.O. Box 340, 1615 Union Avenue, Ruthven, Ontario, N0P 2G0*

*Tele: 519-326-1668 Fax: 519-326-3490*

*Email: [rbouchard@unionwater.ca](mailto:rbouchard@unionwater.ca)*

*[www.unionwater.ca](http://www.unionwater.ca)*

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## **SENT BY: EMAIL**

February 07, 2018

Municipality of Leamington

111 Erie St. N.

Leamington, Ontario

N8H 2Z9

**Attention: Mr. Peter Neufeld, Chief Administrative Officer**

Town of Kingsville

2021 Division Road North

Kingsville, Ontario

N9Y 2Y9

**Attention: Ms. Peggy Van Mierlo-West, Chief Administrative Officer**

Town of Essex

33 Talbot Street South

Essex, Ontario

N8M 1A8

**Attention: Ms. Donna Hunter, Chief Administrative Officer**

Town of Lakeshore

419 Notre Dame Street

Belle River, Ontario

N0R 1A0

**Attention: Mr. Tom Touralias, Chief Administrative Officer**

**RE: Union Water Supply System Annual Report for 2017 in accordance with Section 11 O. Reg. 170/03**

At its meeting on February 21, 2017, the Joint Board of Management of the UWSS will be receiving the Annual Report for 2017 prepared in accordance with Section 11 of O. Reg. 170/03. By this letter and as required by O. Reg. 170/03 I am providing the owners of the drinking water systems that obtain water from the UWSS with a copy of the UWSS Annual Report for 2017.

I request that you do the following:

1. Provide each member of your municipal council with the report on or before February 28, 2018.
2. Provide a copy of the report to anyone who requests it, free of charge (Section 11 (8) O. Reg. 170/03) (Copies will also be made available free of charge at the Ruthven WTP).

3. Post a copy of the report on your municipal website (Section 11(10), O. Reg. 170/03).
4. Include a notice that the report is available at your municipal office and at the Ruthven Water Treatment Plant in any newsletter or other notice that you issue to your residents (Section 11(9.1) O. Reg. 170/03).

Please call me if you have any questions.

Yours truly,



Rodney Bouchard, Manager  
Union Water Supply System Joint Board of Management  
kmj

CC: Robert Sharon, Shannon Belleau, Nelson Carvalho, Andrew Plancke, Kevin Girard, Chris Nepszy, Andy Graf, John Kehoe, Tom Kissner, Nelson Cavacas, Dale Dillen, Ken Penney, Dave Jubenville

Filename: c:\users\kjohnson\documents\annual-summary\2017\02-07-18 ltr to caos re - uwss annual rpt for 2017.docx



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**



**Annual Performance Report**

**Union Area Water Supply System**

**Drinking Water System # 210000853**

**2017**

Prepared for the Corporation of the Town of Kingsville, the Corporation of the Town of Essex,  
the Town of Lakeshore & the Municipality of Leamington

By the Ontario Clean Water Agency  
Ken Penney  
Process & Compliance Technician  
kpenney@ocwa.com  
519-326-4447



## ANNUAL REPORT

<b>Drinking-Water System Number:</b>	<b>210000853</b>
<b>Drinking-Water System Name:</b>	Union Area Water Supply System
<b>Drinking-Water System Owner:</b>	Union Area Water Supply System Joint Board of Management (Municipality of Leamington, Town of Kingsville, Town of Essex, Town of Lakeshore)
<b>Drinking-Water System Category:</b>	Large Municipal Residential
<b>Period being reported:</b>	01-January-2017 to 31-December-2017

<p><b><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></b></p> <p><b>Does your Drinking-Water System serve more than 10,000 people? Yes [ X ] No [ ]</b></p> <p><b>Is your annual report available to the public at no charge on a web site on the Internet? Yes [ X ] No [ ]</b></p> <p><b>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</b></p> <div style="border: 1px solid black; padding: 5px;"> <p><i>Union Water Treatment Plant P.O. Box 340, 1615 Union Ave., Ruthven, Ont. N0P 2G0</i></p> </div>	<p><b><u>Complete for all other Categories.</u></b></p> <p><b>Number of Designated Facilities served:</b></p> <div style="border: 1px solid black; padding: 2px; width: 100px; margin: 5px auto;">N/A</div> <p><b>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [ ] No [ ]</b></p> <p><b>Number of Interested Authorities you report to:</b></p> <div style="border: 1px solid black; padding: 2px; width: 100px; margin: 5px auto;">N/A</div> <p><b>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [ ] No [ ]</b></p>
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**Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report**

**List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:**

Drinking Water System Name	Drinking Water System Number
Municipality of Leamington	220004992
Town of Kingsville	220003403
Town of Essex	220003680
Town of Lakeshore	260004995





## Ontario Drinking-Water Systems Regulation O. Reg. 170/03

**Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?**

Yes [ ☒ ] No [ ☐ ]

**Indicate how you notified system users that your annual report is available, and is free of charge.**

- [X] Public access/notice via the web  
[ ] Public access/notice via Government Office  
[ ] Public access/notice via a newspaper  
[X] Public access/notice via Public Request  
[ ] Public access/notice via a Public Library  
[X] Public access/notice via other method: Municipal Offices

### **Describe your Drinking-Water System**

The Union Water Treatment Plant (UWTP) is a chemically assisted conventional filtration plant, which draws water from Lake Erie.

The UWTP supplies potable water to the Town of Kingsville, Municipality of Leamington, a portion of the Town of Essex and a portion of the Town of Lakeshore with an estimated service population of 65,000.

The treatment process includes chemically assisted up-flow clarification, filtration with dual media filters, primary disinfection using chlorine gas and secondary disinfection using chloramination.

Seasonally, the UWTP uses sodium hypochlorite at its intakes to control Zebra Mussel formation.

There are also four water towers and a booster/storage station located on the Union Water Supply System.

### **List all water treatment chemicals used over this reporting period**

#### Zebra Mussel Control:

- Sodium Hypochlorite – (Seasonal)

#### Clarification Chemicals:

- DelPAC – Coagulant
- Hyper+Ion 1090 – Coagulant
- Magnafloc LT22S (polymer) - Coagulant Aid
- Powdered Activated Carbon – Taste and Odor Control

#### Filtration:

- Cat-Floc 8103 Plus (polymer) – Filter Aid (Seasonal)

#### Disinfection:

- Primary: Chlorine Gas
- Secondary: Aqua Ammonia & Chlorine (to form chloramines)

**Were any significant expenses incurred to?**

- ☒ [X] Install required equipment
- ☒ [X] Repair required equipment
- ☒ [X] Replace required equipment

**Please provide a brief description and a breakdown of monetary expenses incurred**

Item	Cost
Low Lift Pump #2 Major Maintenance	\$51,507
Low Lift Generator/Electrical Upgrades	\$9,404
Treatment Plant Electrical Upgrades	\$10,429
Clarifier #2 valve upgrade	\$2,580
Clarifier #3 Blow Off Valve and Turbine Gear Box	\$8,473
Clarifier #3 Turbine VFD	\$2,219
Treatment Plant Building Upgrades - New floor in old microstrainer room	\$20,332
Perimeter fencing upgrades - Treatment Plant and Cottam Booster	\$5,694
Filter Meter Replacements	\$18,100
Filter Media Replacement -Filters 5 and 7	\$122,034
Turbidity Meter Replacements	\$25,225
Filter Turbidity Meters - New	\$9,543
Chlorine Analyzer Replacements	\$18,269
Ammonia Storage Tank Level Transmitter	\$3,777
Chlorine Feed Room - New Heater	\$1,593
High Lift Pump #3 Rehabilitation	\$31,539
High Lift Compressor #1 Replacement	\$11,719
Window Replacements - Treatment Plant	\$24,046
Essex Water Tower Rehabilitation Project	\$19,131
Master Water Meter Replacements/Upgrades	\$56,595
SCADA System Upgrade	\$29,167
<b>Total Capital Works/Major Maintenance</b>	<b>\$481,375</b>



Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Incident description	Corrective Action	AWQI #	Corrective Action Date
October 7, 2017	Loss of coagulant	Re-initialized coagulant	137144	October 10, 2017

Note: Corrective action Date is Date of resolution.

Microbiological testing is done under Schedule 10 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of Ecoli Or Fecal Results (min #)-(max #) (ct/100 mL)	Range of Total Coliform Results (min #)-(max #) (ct/100 mL)	Number of HPC Samples	Range of HPC Results (min #)-(max #) (ct/mL)
Raw	52	2 - 56	14 - 400	0	N/A
Treated	52	0 - 0	0 - 0	52	<10 - 30
Distribution	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).				

Operational testing is done under Schedule 7 of Regulation 170/03 during the period Covered by this annual report.

	Number of Grab Samples	Range of Results (min #)-(max #)
Turbidity	8760	0.02 – 1.96 NTU
Chlorine - Free	8760	1.51 – 2.28 mg/L
Fluoride (If the DWS provides fluoridation)	N/A	N/A

**NOTE:** For continuous monitors use 8760 as the number of samples.

**NOTE:** Record the unit of measure if it is **not** milligrams per litre.



## Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter: (Suspended Solids)	Date Sampled	Result	Unit of Measure
09- June- 2017 Municipal Drinking Water Licence Number: 041-101	North Settling Pond	Jan 03/17	<3.0	mg/L
	North Settling Pond	Jan 30/17	<3.0	mg/L
	North Settling Pond	Feb 06/17	3.0	mg/L
	North Settling Pond	Mar 06/17	<3.0	mg/L
	South Settling Pond	Mar 06/17	<3.0	mg/L
	North Settling Pond	April 03/17	<3.0	mg/L
	North Settling Pond	May 01/17	<3.0	mg/L
	North Settling Pond	June 05/17	<3.0	mg/L
	North Settling Pond	July 04/17	<3.0	mg/L
	North Settling Pond	Aug 08/17	<3.0	mg/L
	North Settling Pond	Sept 05/17	<3.0	mg/L
	South Settling Pond	Oct 02/17	6.0	mg/L
	North Settling Pond	Oct 02/17	<3.0	mg/L
	South Settling Pond	Nov 06/17	<3.0	mg/L
	North Settling Pond	Nov 06/17	<3.0	mg/L
	South Settling Pond	Dec 04/17	<3.0	mg/L
Limit 25.0 mg/L		Annual Average:		3.2 mg/L

## Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	January 10, 2017	0.12	ug/L	No
Arsenic	January 10, 2017	0.4	ug/L	No
Barium	January 10, 2017	16.0	ug/L	No
Boron	January 10, 2017	18.0	ug/L	No
Cadmium	January 10, 2017	0.019	ug/L	No
Chromium	January 10, 2017	0.82	ug/L	No
*Lead	n/a			
Mercury	January 10, 2017	0.01	ug/L	No
Sodium	January 10, 2017	7.60	mg/L	No
Selenium	January 10, 2017	0.12	ug/L	No
Uranium	January 10, 2017	0.141	ug/L	No
Fluoride	January 10, 2017	0.13	mg/L	No
Nitrite (N)	December 27, 2017	< 0.1	mg/L	No
Nitrate (N)	December 27, 2017	0.5	mg/L	No
Nitrite + Nitrate (N)	December 27, 2017	0.5	mg/L	No
Ammonia (N) - Total	December 27, 2017	0.25	mg/L	No

\*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems



## Summary of lead testing under Schedule 15.1 during this reporting period

(Applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).		
Distribution	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).		

## Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	January 10, 2017	0.02	ug/L	No
Atrazine + N-dealkylated metabolites	January 10, 2017	0.01	ug/L	No
Atrazine	January 10, 2017	0.01	ug/L	No
Azinphos-methyl	January 10, 2017	0.05	ug/L	No
Benzene	January 10, 2017	0.32	ug/L	No
Benzo(a)pyrene	January 10, 2017	0.004	ug/L	No
Bromoxynil	January 10, 2017	0.33	ug/L	No
Carbaryl	January 10, 2017	0.05	ug/L	No
Carbofuran	January 10, 2017	0.01	ug/L	No
Carbon Tetrachloride	January 10, 2017	0.16	ug/L	No
Chlorpyrifos	January 10, 2017	0.02	ug/L	No
Desethyl atrazine	January 10, 2017	0.01	ug/L	No
Diazinon	January 10, 2017	0.02	ug/L	No
Dicamba	January 10, 2017	0.20	ug/L	No
1,2-Dichlorobenzene	January 10, 2017	0.41	ug/L	No
1,4-Dichlorobenzene	January 10, 2017	0.36	ug/L	No
1,2-Dichloroethane	January 10, 2017	0.35	ug/L	No
1,1-Dichloroethene (vinylidene chloride)	January 10, 2017	0.33	ug/L	No
Dichloromethane	January 10, 2017	0.35	ug/L	No
2-4 Dichlorophenol	January 10, 2017	0.15	ug/L	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	January 10, 2017	0.19	ug/L	No
Diclofop-methyl	January 10, 2017	0.40	ug/L	No
Dimethoate	January 10, 2017	0.03	ug/L	No
Diquat	January 10, 2017	1.0	ug/L	No
Diuron	January 10, 2017	0.03	ug/L	No
Glyphosate	January 10, 2017	1.0	ug/L	No
HAA (NOTE: show latest annual average)	Please See Individual Annual Reports for Distribution System Information: Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).			



Summary of Organic parameters sampled during this reporting period or the most recent sample results continued				
Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Malathion	January 10, 2017	0.02	ug/L	No
MCPA	January 10, 2017	0.12	ug/L	No
Metolachlor	January 10, 2017	0.01	ug/L	No
Metribuzin	January 10, 2017	0.02	ug/L	No
Monochlorobenzene	January 10, 2017	0.3	ug/L	No
Paraquat	January 10, 2017	1.0	ug/L	No
Pentachlorophenol	January 10, 2017	0.15	ug/L	No
Phorate	January 10, 2017	0.01	ug/L	No
Picloram	January 10, 2017	1.0	ug/L	No
Polychlorinated Biphenyls(PCB)	January 10, 2017	0.04	ug/L	No
Prometryne	January 10, 2017	0.03	ug/L	No
Simazine	January 10, 2017	0.01	ug/L	No
THM (NOTE: show latest annual average)	Please See Individual Annual Reports for Distribution System Information: <b>Leamington (220004992), Kingsville (220003403), Essex (220003680), and Lakeshore (260004995).</b>			
Terbufos	January 10, 2017	0.01	ug/L	No
Tetrachloroethylene	January 10, 2017	0.35	ug/L	No
2,3,4,6-Tetrachlorophenol	January 10, 2017	0.20	ug/L	No
Triallate	January 10, 2017	0.01	ug/L	No
Trichloroethylene	January 10, 2017	0.44	ug/L	No
2,4,6-Trichlorophenol	January 10, 2017	0.25	ug/L	No
Trifluralin	January 10, 2017	0.02	ug/L	No
Vinyl Chloride	January 10, 2017	0.17	ug/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
None			



February 1, 2018

Association of Municipalities of Ontario (AMO)  
200 University Avenue, Suite 801  
Toronto, Ontario M5H 3C6  
Email: [amo@amo.on.ca](mailto:amo@amo.on.ca)

Rural Ontario Municipal Association  
200 University Avenue, Suite 800  
Toronto, Ontario M5H 3C6  
Email: [roma@roma.on.ca](mailto:roma@roma.on.ca)

Ontario Municipalities

Re: Offering School Property to Municipalities

Dear Sir/Madam,

At its regular council meeting of January 15, 2018, Essex Town Council discussed the ongoing issue of school closures throughout Ontario. These school closures in many cases result in properties that are left as vacant and unused for substantial periods of time and this often results in properties that not only become eyesores for the affected communities but as well often have further negative impacts on the social and economic development of that community and its municipality.

Many municipalities might be interested in purchasing these properties for development and sustainment as a hub in their community. However the feasibility of this certainly becomes more daunting and for some municipalities even impossible when municipalities that are interested in purchasing must first (pursuant to current regulations) purchase these properties at fair market value with taxpayer dollars and then may need to spend further taxpayer monies in order to retrofit and/or remediate the building (s) on these properties.

Given the fact that these properties were already originally purchased and developed into schools using taxpayer dollars we ask that consideration be given to the fact that the taxpayers should not again have to purchase these properties at fair market value if the intent





is for the particular Municipality to develop and/or sustain these properties for the betterment of its community.

As a result of the discussion the following resolution was passed by Essex Town Council at its January 15, 2018 regular meeting:

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**

Council believes that providing the opportunity to purchase the buildings for a dollar would give municipalities a meaningful opportunity to ensure that these properties remain a key hub for social and economic development in their respective communities.

Should you have any questions or comments regarding this matter, please feel free to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read "Robert Auger".

Robert Auger, L.L.B.  
Clerk, Legal and Legislative Services  
Town of Essex  
Email: [rauger@essex.ca](mailto:rauger@essex.ca)

RA/Im



January 30, 2018

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

Re: Volunteer Appreciation Evening

Dear Mayor McDermott and Council,

On behalf of the Essex Accessibility Advisory Committee, I would like to express our appreciation to you and the staff for the Volunteer Appreciation Night that was put on for the members of the various committees of the Town.

We are grateful that Council thought to express their gratitude to the volunteers in this manner and appreciate the work the staff put into it to make this an enjoyable event.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Wallace".

Lisa Wallace, Chair  
Essex Accessibility Advisory Committee

LA/lm

## **Arts, Culture and Tourism Committee Meeting**

February 7, 2018

A regular meeting of the Arts, Culture, and Tourism (ACT) Committee was held on Wednesday, February 07, 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

Chris Carter

Also Present: Cynthia Cakebread, Manager Recreation and Culture

Janice Aloisio, Administrative Assistant, Community Services

Regrets: Councillor Larry Snively

Councillor Steve Bjorkman

### **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 February 7, 2018 meeting and the following addition came forward.

- Extension of dates for the Tune-up the Parks series

### **4. Adoption of Published Agenda**

- a) Wednesday, February 7, 2018 Regular Arts, Culture, and Tourism Committee Meeting Agenda with the addition of extension of dates for the Tune-up the Parks series.

Moved by Liz Semperger

Seconded by Chris Carter

**(ACT-2018-02-05)** That the published agenda for the February 7, 2018 regular Arts, Culture, and Tourism meeting be adopted as presented with the additions as noted above. **"Carried"**

## **5. Adoption of Minutes**

- a) January 10, 2017 regular Arts, Culture, and Tourism (ACT) Committee meeting.

Moved by Liz Semperger

Seconded by Jason Nagy

**(ACT-2018-02-06)** That the minutes of the regular Arts, Culture, and Tourism Committee Meeting held January 10, 2017 minutes be adopted as circulated.

**"Carried"**

## **6. Old Business**

- a) Art of Excellence Awards – Marketing Strategy Update by Cynthia

- Copies of the Communications Plan forwarded by Alex Denonville, Communications Manager were circulated to the committee for review and comment;
- Committee supported the revamped marketing strategy as presented;
- Media launch date indicated in the plan will be March 19;
- Alex further forwarded the link to the revised Award Information page located on the Town's website and noted as well the revised application form link, which was simplified to accommodate the updated communications plan.

- b) McGregor Mural Update on discussion with Director by Cynthia

- Cynthia advised that the McGregor Mural will now proceed through the town's request for proposal and she will start the document process necessary for the request sometime in March.

- c) Ideas or Concepts for a Standardized 'Musician' Tip Container

- Committee members are looking for a design concept that would stand about two feet off the ground to be visible and accessible to the attendees and be of a decent weight to withstand windy weather conditions, be durable, be

uniform in design for the four park sites and be easily transportable and simple to store for the weekly events;

- Cynthia advised if any concepts or design ideas are brought forward that can be made by a wood craftsman, she has a person in mind that is capable of bringing picture concepts provided to him and making them out of wood at a reasonable cost; and
- Committee is to do further research on ideas and concept for a standardized musician tip container and bring forward these ideas and concepts to the next meeting.

d) Rules and Regulations for setting up an ACT Committee “Civic Art Fund” for future committee projects update by Cynthia

- Cynthia advised that in order to establish an ACT Committee Civic Art Fund, the committee has to have a specific design and project fully ready for launching; the committee has to have a specific ‘end’ result in mind, knowing exactly what they want to do, exact location of where they want to do it or want it to go and specifically state “that proceeds are going to ‘designated project’”;
- All fund raising has to be totally transparent to the public and council;
- Cynthia indicated ‘tax receipts’ are typically provided by the town for fund raising initiatives.

## **7. New Business**

a) The Colchester Schoolhouse for Award Exhibit by Cynthia

- Further to discussions by the committee at the previous meeting indicating the committees intent to hold an exhibit at the old Colchester Schoolhouse of the Art Excellence Awards; Cynthia advised that the schoolhouse is not up to code standards to house such a public exhibit and that the newly renovated Colchester Community Centre located at the harbour would be an alternative recommended location instead;
- Upon the support of the recommended new location to hold the award exhibit, Cynthia advised she will reserve the facility on behalf of the committee.

b) Extension of dates for the Tune-up the Parks Series

- The secretary advised that currently almost all established series dates have been spoken for by ‘past performers’ in all four parks with the exception of one in Essex, McGregor and Harrow and two openings and asked if addition dates could be opened up as the ‘public call for performers’ has yet to go out and is scheduled by the Communications Manager for the beginning of March;
- Discussion by committee found in favour of commencing the series opening date in Essex to start on June 6<sup>th</sup> to accommodate a current performer’s

request, to accommodate the Essex September 5<sup>th</sup> date as requested and if need be, accommodate additional dates at either McGregor or Harrow parkettes but limit extensions further into September due to the time dusk falls; and

- Cynthia indicated that she has limited staff resources to perform the introductions of the performers to accommodate any additional requests and that committee members will have to assume the responsibility.

## **8. Next Meeting**

- The next regular meeting of the ACT Committee is scheduled for March 14, 2018 at 5:30 PM Essex Town Hall large boardroom or at the call of the chair, if necessary.

## **9. Adjournment**

Moved by: Jason Nagy

That the meeting of the regular Arts, Culture, and Tourism Committee held February 7, 2018 be adjourned at 6:30 PM.

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Peter Youngson, Chair

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Janice Aloisio, Recording Secretary



## **Essex Police Services Board Regular Meeting Minutes**

A regular meeting of the Essex Police Services Board was held on Thursday, January 11, 2018 @ 4:30 p.m. in the Town of Essex Large Meeting Room, 33 Talbot Street South, Essex, Ontario.

### **Roll Call:**

**Present:** Councillor Larry Snively

Morley Bowman

John Garinger

Kim Verbeek

Inspector Glenn Miller, Ontario Provincial Police

Staff Sergeant Mike Beatty, Ontario Provincial Police

Jill Brett, Secretary

**Regrets:** Mayor Ron McDermott

Sergeant Jeff Coulter, Ontario Provincial Police

Donna Hunter, CAO, Town of Essex

### **1. Call To Order**

The Secretary called the meeting to order at 4:30 p.m.

### **2. Election of the Chair and Vice Chair**

The secretary opened the nominations.

Moved by John Garinger

Seconded by Kim Verbeek

**(EPSB18-01-001)** That Morley Bowman be nominated as Chair of the Essex Police Services Board for 2018. "Carried"





## **Essex Police Services Board Regular Meeting Minutes**

Moved by John Garinger

Seconded by Councillor Larry Snively

**(EPSB18-01-002)** That Kim Verbeek be nominated as Vice Chair of the Essex Police Services Board for 2018. "Carried"

Moved by John Garinger

Seconded by Councillor Larry Snively

**(EPSB18-01-003)** That the nominations be closed. "Carried"

Morley Bowman will serve as Chair and Kim Verbeek will serve as Vice Chair of the Essex Police Services Board for 2018.

### **3. Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

### **4. Adoption of the Published Agenda**

a) Moved by John Garinger

Seconded by Councillor Larry Snively

**(EPSB18-01-004)** That the agenda for the January 11<sup>th</sup>, 2018 Essex Police Services Board regular meeting be adopted with amendments. "Carried"

### **5. Adoption of Minutes**

a) Moved by Councillor Larry Snively

Seconded by John Garinger

**(EPSB18-01-005)** That the minutes of the November 2<sup>nd</sup>, 2017 Essex Police Services Board regular meeting be adopted as presented. "Carried"

### **6. Public Presentation**

None



## **Essex Police Services Board Regular Meeting Minutes**

### **7. Unfinished Business**

None

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

- a) Moved by Councillor Larry Snively

Seconded by Vice Chair Kim Verbeek

**(EPSB18-01-006)** That the Ontario Provincial Report to the Essex Police Services Board and the Detachment Sergeant's Report for the months of November and December 2017 be received. "Carried"

### **9. Correspondence**

- a) Moved by John Garinger

Seconded by Vice Chair Kim Verbeek

**(EPSB18-01-007)** That the correspondence from Ellen Preuschat, Town of Tecumseh Police Services Board – Crime Prevention through Environmental Design (CPTED) Workshop on January 22<sup>nd</sup>, 2018 be received. "Carried"

- b) Moved by John Garinger

Seconded by Vice Chair Kim Verbeek

**(EPSB18-01-008)** That the correspondence from Inspector Glenn Miller, Ontario Provincial Police – Essex County OPP – Project B.E.S.T. Human Trafficking Symposium on January 31<sup>st</sup>, 2018 be received. "Carried"

- c) Moved by Councillor Larry Snively

Seconded by Vice Chair Kim Verbeek

**(EPSB18-01-009)** That the **For Information Purposes Only** correspondence be received and filed. "Carried"



## **Essex Police Services Board Regular Meeting Minutes**

### **10. In Camera**

Moved by Councillor Larry Snively

Seconded by Vice Chair Kim Verbeek

**(EPSB18-01-010)** That the Board move into the closed portion of their meeting @ 5:20 p.m. to discuss personnel and legal matters. "Carried"

Moved by Vice Chair Kim Verbeek

Seconded by Councillor Larry Snively

**(EPSB18-01-011)** That the Board move out of the closed portion of their meeting at 5:30 p.m. and resume their regular meeting. "Carried"

### **11. New Business**

Councillor Larry Snively discussed heavy truck traffic on county roads and snowmobiles on residential properties.

### **12. Announcements**

None

### **13. Future Meeting Date**

Thursday, March 8<sup>th</sup>, 2018

### **14. Adjournment**

Moved by Councillor Larry Snively

Seconded by John Garinger

**(EPSB18-01-012)** That the meeting be adjourned @ 5:40 p.m.

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Chair

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Secretary



## **Essex Municipal Heritage Committee (EMHC)**

### **Regular Meeting Minutes**

Town of Essex Municipal Building, 33 Talbot Street South, Large Meeting Room – Thursday

January 25, 2018 - 5:00 PM

"The EMHC is the resource base for information and knowledge for Council, administration and the community on all matters of heritage"

#### **1. Roll Call**

Present: Deputy Mayor Richard Meloche, Chair  
Claudette Gauthier, Vice - Chair  
Laurie Kowtiuk  
Joseph Lucas  
Megan Meloche  
Phil Pocock  
Fred Groves

Also Present: Rita Jabbour, Assistant Planner

Regrets: Linda Iler  
Sarah Girard, Planning Assistant

#### **2. Declarations of Conflict of Interest**

None.

#### **3. Adoption of Published Agenda**

- a) Thursday, January 25, 2018 Regular EMHC Meeting Agenda

Moved by Joseph Lucas

Seconded by Phil Pocock

(HC18-01-01) That the published agenda for the January 25, 2018 EMHC meeting, be adopted as presented.

"Carried"

#### **4. Adoption of Minutes**

- a) November 30, 2017 EMHC Meeting

Moved by Phil Pocock

Seconded by Joseph Lucas

(HC18-01-02) That the minutes of the November 30, 2017 Regular EMHC Meeting, be adopted as circulated.

"Carried"

## **5. Public Presentations**

None.

## **6. Unfinished Business**

### **a) Greater Marketing and Public Education about Heritage– Ongoing**

Rita Jabbour, Secretary-Treasurer, asks the Committee if they are aware of any upcoming events heritage programs and the tour brochure can be marketed at.

Fred Groves suggests the upcoming event at Colio Estate Winery. He suggests Rita provide him with material as he will be in attendance.

### **b) Heritage Designation and Interpretive Plaque Program – Ongoing**

### **c) 98 Talbot Street South –Ongoing**

### **d) Listing– Ongoing**

### **e) Designation By-law Revisions - Ongoing**

### **f) Heritage Property Standards By-Law – Ongoing**

### **g) Master Plan for Heritage –Ongoing**

### **h) Cultural and Archaeological Mapping –Ongoing**

### **i) Section 33 (15) of the Ontario Heritage Act –Ongoing**

### **j) Heritage Week 2018**

Rita presents the Committee with an itinerary for Heritage Week 2018. She states that she did contact the Marsh Collection but that they are unable to put on a presentation in time for Heritage Week. She explains that they are willing to prepare a presentation for McGregor in the Spring.

Rita states that although a call for submissions was put forward to all local schools for students in grades 6-8 and 9-12, no submissions were received perhaps due to short timing and lack of promotion. She suggests putting a call out in September or October and promoting the task better for Heritage Week 2019.

Rita states that she has met with the Manager of Communications to discuss a communications plan for the week. She explains that administration is working on developing a webpage for the week which will include the full itinerary, a heritage quiz and downloadable material. She explains that a series of Facebook posts will be developed to promote our local history too.

Phil Pocock suggests Rita contact St. Paul's in Essex and ask them to promote the event on Take a Break.

Megan Meloche suggests contacting the University of Windsor's History Department. She states that she will contact Dr. Teasdale.

## **7. Reports from Administration**

None.

## **8. Correspondence**

Wayne Morgan, President, Community Heritage Ontario

RE: Federal Action on the Conservation of Heritage Properties

Rita explains the contents of the letter. She states that the Canadian Register of Historic Places contains all historic properties in Canada. Thus, designated properties in Essex would be eligible for the proposed tax credit too.

Rita explains that she has contacted the administrators of the Register as she noticed none of the heritage properties in Essex were included on the Register.

She states that the correspondence will be placed on Council's agenda for their consideration as well.

She explains that she has prepared a letter on behalf of the Heritage Committee in support of the recommendations to be submitted to the Federal Minister of Environment, the Federal Minister of Finance and Essex's local Member of Provincial Parliament.

Phil Pocock asks if there is any funding to change the names of municipalities for historic reasons.

Rita states that she didn't see anything in the recommendations pertaining to that.

Fred Groves asks if the tax credit would pertain to public land too.

Rita states that land owned by municipalities are not taxed. She states that the County of Essex did pass a bylaw for to allow for a tax reduction on heritage properties but that the local municipalities would need to pass their own bylaw to do the same.

Moved by Laurie Kowtiuk

Seconded by Claudette Gauthier

(HC18-01-03) That the correspondence from Wayne Morgan, President, Community Heritage Ontario, be received and where indicated, to 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.

"Carried"

## **9. New Business**

a) 400 County Road 13 and 460 County Road 50

Rita presents the Committee with recommendations for two heritage designations: 400 County Road 13 and 460 County Road 50. She states that no extensive research has been conducted but that the properties have architectural value and possibly historical and associative value too.

She states that the two properties were not listed on the inventory. She states that she will have the summer student conduct more research on the properties.

Megan Meloche states that there might have been a recent addition placed on the property at 400 County Road 13. She states that the addition is sympathetic to the design of the house and looks good. She recommends listing the two properties.

b) Heritage Week Community Heritage Preservation Award

Rita presents the Committee with two recommendations for the Community Heritage Preservation Award. She states that Laurie Kowtiuk and Andreas Wirag are good candidates for the first annual award because they were the first residences to request designation of their own residences.

She states that recognizing two people who have voluntarily requested a designation for their home signals to the public that designation is not so scary and that there are real benefits to it. She explains that it is also remarkable that these two candidates wanted to preserve their structure simply because they understood the significance it held for the local community and early pioneer families even if there was no association between them.

Moved by Fred Groves

Seconded by Megan Meloche

(HC18-01-04) That Laurie Kowtiuk and Andreas Wirag be presented with the Community Heritage Preservation Award on Tuesday February 20<sup>th</sup> at the regular meeting of Council.

"Carried"

c) Student Heritage Submissions

Rita states that no submission have been received by the local school boards. She states that time and promotions were a factor.

Fred Groves ask how we can engage the youth of the community in our local history.

Phil Pocock suggests PA day programming.

Rita states that she will contact the Director of Community Services and suggest heritage programming for future PA days.

Rita reminds the Committee that Heritage Week has a significant youth component this year with the distribution of the colouring books. She states that it might be possible to have Seamus present at some of the elementary schools next year.

Megan Meloche states that it is difficult for teachers to stray from the curriculum. She states that emphasis can also be placed on engaging university level students.

Joseph Lucas states that it should begin early.

Fred Groves suggests liaising with the student Council representatives.

Adjournment

Moved by Megan meloche

(HC18-01-05) That the meeting be adjourned at 5:50pm.

"Carried"



**Next Meeting Date** – Thursday March 29, 2018 at 5pm, 243 McAfee Street, Harrow

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

**The Corporation of the Town of Essex**  
**Minutes of Regular Committee of Adjustment Meeting**  
**Tuesday February 6, 2018**

A regular meeting of the Town of Essex Committee of Adjustment was held on February 6, 2018 at 4:00 PM in the Small Council Chambers of the Municipal Building at 33 Talbot Street South, Essex, Ontario.

**1. Roll Call**

Members Present:	John Scott, Chair
	Percy Dufour, Vice-Chair
	Councillor Sherry Bondy
	Councillor Larry Snively
	Joe Iatonna
Also Present:	Rita Jabbour, Assistant Planner
	Sarah Girard, Planning Assistant

Members of Public in Attendance: See sign-in sheet attached hereto

**2. Declarations of Conflict of Interest**

None

**3. Adoption of Minutes**

Moved by Councillor Snively

Seconded by Councillor Bondy

(COA-2018-02-01) That the minutes of the December 19, 2017 Committee of Adjustment meeting be adopted as circulated.

"Carried"

**4. Adoption of Published Agenda**

Moved by Percy Dufour

Seconded by Joe Iatonna

(COA-2018-02-02) That the published agenda for the February 6, 2018 meeting of the Committee of Adjustment be adopted as circulated.

"Carried"

**5. Applications**

The following applications were heard:

**a) B-01-18 and A-01-18– Miller Cattle and Grain LTD– 2917 County Road 20 East  
(Colchester South, Ward 3)**

**B-01-18**

A consent application has been received by the Town of Essex Committee of Adjustment for the lands at 2917 County Road 20 East in the former Township of Colchester South, Ward 3. The applicants are proposing to sever a  $\pm 0.47$  hectare ( $\pm 1.18$  acre) parcel from the existing  $\pm 17.09$  hectare ( $\pm 42.25$  acre) lot. The retained parcel is proposed to have an area of  $\pm 16.62$  hectares ( $\pm 41.07$  acres). The applicants are proposing this consent as a result of farm consolidation.

**A-01-18**

An application for minor variance has been received by the Town of Essex Committee of Adjustment for the lands at 2917 County Road 20 East, in the former Township of Colchester South, Ward 3. As a result of a proposed severance, the lot area for the retained and severed parcel will decrease in size from  $\pm 17.09$  hectares ( $\pm 42.25$  acres) to  $\pm 16.62$  hectares and  $\pm 0.47$  hectares ( $\pm 41.07$  acres and  $\pm 1.18$  acres), respectively. The total lot width for the severed parcel will be reduced to  $\pm 50$  metres ( $\pm 165$  feet). The required minimum lot area for properties within the General Agricultural district (A1.1) under the Town of Essex Zoning By-Law 1037 is 40 hectares (100 acres) or as existing. The required minimum width for lots in the General Agricultural district (A1.1) under the Town of Essex Zoning By-Law 1037 is 60 metres (200 feet) or as existing. Thus, variances are being sought to accommodate the reduction in total lot area for the retained and severed parcels and a reduction in lot width for the severed parcel.

**Rita Jabbour, Assistant Planner, wrote:**

Official Plan Designation: "Agricultural"

Zoning: Agricultural District 1.1 (A1.1) –general agriculture and farm production support activities

Applications for consent and minor variance have been submitted for the lands located at 2917 County Road 20 East in the former township of Colchester South. The subject property is designated "Agricultural" under the Town's Official Plan and zoned Agricultural District 1.1 (A1.1) for general agriculture and farm production support activities under the Town of Essex Zoning Bylaw, Bylaw 1037.

The applicants are proposing to sever a  $\pm 0.47$  hectare ( $\pm 1.18$  acre) parcel from the existing  $\pm 17.09$  hectare ( $\pm 42.25$  acre) lot. The severed parcel will be occupied by the existing single detached dwelling, an accessory structure and accompanying infrastructure (i.e. septic system and driveway). Access to the severed lot will be by way of County Road 20.

The retained lot is proposed to have an area of  $\pm 16.62$  hectares ( $\pm 41.07$  acres) and will continue to be used for agricultural purposes. Access to the retained lot is by way of County Road 20. A separate access area exists to serve the retained lot.

The applicant is proposing this consent due to the house being surplus to his needs. The applicant owns several agricultural parcels within the Town of Essex. The Provincial Policy Statement (PPS) states that a surplus dwelling, namely a dwelling that is acquired as part of farm land acquisition, may be severed and sold, with the stipulation that no new dwelling can be constructed on the retained farm lot. The intent is to preclude the construction of new dwellings on prime agricultural lands. The application conforms to these mandates and the applicants understand that no new dwelling will be permitted on the retained farm parcel.

The minimum lot area required for lots zoned A1.1 under Bylaw 1037 is the lesser of 40 hectares (100 acres) or as existing. The required minimum width for lots in the General Agricultural district (A1.1) under the Town of Essex Zoning By-Law 1037 is 60 metres (200 feet) or as existing. As a result of the proposed severance, the lot area for the retained and severed parcel will decrease in size from  $\pm 17.09$  hectares to  $\pm 16.62$  and  $\pm 0.47$  hectares respectively. The total lot width for the severed parcel will be reduced to +50 metres (+165 feet).

As per section 9.8 of the Town of Essex Official Plan, when reviewing applications for minor variance to the Zoning Bylaw, the Committee of Adjustment should be satisfied that:

- a) The general intent of this Plan and the Zoning Bylaw are maintained;
- b) The variance(s) is minor and desirable for the appropriate use of the land;
- c) The variance is compatible with the established character of the neighbourhood, traffic and parking patterns;
- d) The variance deals with circumstances particular to the site and development.

The existing dwelling is serviced by municipally piped water. As such, it has been confirmed with the Manager of Environmental Services that no water buy in fee is necessary as a condition of the consent.

As a result of the giving of public notice, no objections were received from the public, departments and agencies notified as of Thursday February 1, 2018. Planning did receive a phone call from the owner of the landlocked property to the southeast of the subject lands. The property owner called to inquire about the location of a right of way or easement as access to their property is through the subject lands. Planning advised the owner to contact a lawyer to determine if an easement does exist over the subject lands and its location. Planning also requested they call the Department should they wish to make an application for an easement.

**Actions:**

1. Should the Committee choose to approve this application, approval should be subject to satisfying the following conditions:

- a) That at the time the conveyance is prepared for certification, three hard copies and one digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;
- b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;
- c) That at the time the conveyance is presented for certification, a tax certificate from the Treasurer of the Town or evidence showing all taxes for the current year have been paid in full to the date of consent approval, as well as any and all arrears owing on the total parcel, shall be submitted to the Town;
- d) That an apportionment of assessment pursuant to Section 65 of The Drainage Act, R.S.O. 1990, and amendments thereto, be provided to the satisfaction of the Drainage Superintendent for the Town of Essex, if deemed necessary by the Town;
- e) That a septic test report be completed and filed with the municipality by a Certified Septic System Installer confirming that the septic system meets Part 8 of the Ontario Building Code (OBC) regulations prior to the stamping of the Deeds and/or the issuance of the certificate;
- f) That all of the above conditions be fulfilled on or before February 6, 2019.

**Additional comments resulting from circulation.**

**Corinne Chiasson, Resource Planner, Essex Region Conservation Authority (ERCA), wrote:**

The following is provided for your information and consideration as a result of our review of Application for Consent B-01-18. We understand that the owners wish to sever a parcel of land from the property identified as 2917 County Rd 20 East, as it has been deemed to be surplus to the needs of the farming operation.

**NATURAL HAZARD POLICIES OF THE PPS, 2014**

A portion of the proposed retained lot is subject to our Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations under the Conservation Authorities Act, (Ontario Regulation No. 158/06). This portion of the subject parcel falls within the regulated area of the Taylor Drain. The property owner would be required to obtain a Permit and/or Clearance from the Essex Region Conservation Authority

prior to any construction or site alterations within the vicinity of the regulated Taylor Drain, or other activities affected by the regulations.

We have reviewed these applications with regards to Section 28 of the Conservation Authorities Act and have no objections.

### **WATER RESOURCES MANAGEMENT**

Our office has reviewed the proposal and has no concerns relating to stormwater management.

### **NATURAL HERITAGE POLICIES OF THE PPS, 2014**

The subject property is within, and/or is adjacent to (within 120 metres of), a natural heritage feature that is identified as a significant wetland, significant woodland, significant valleyland, significant wildlife habitat under the Provincial Policy Statement (PPS,2014).

Section 2.1.5 of the PPS, 2014 states – “Development and site alterations shall not be permitted in significant woodland, and significant valleylands, and significant wildlife habitat, unless it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.”

Section 2.1.8 of the PPS 2014 states – “Development and site alterations shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 2.1.4, 2.1.5 and 2.1.6 unless the ecological function of the adjacent lands has been evaluated, and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.” The required demonstration of no negative impact, in accordance with the relevant PPS policies outline above, is most effectively accomplished through the completion of an Environmental Impact Assessment (EIA). However, other options may exist as an adequate demonstration of no negative impact.

Our information also indicates that the subject properties may support habitat of endangered species and threatened species. As per Section 2.1.7 of the PPS 2014 – it is the proponents responsibility to exercise due diligence in ensuring that all issues relation to the provincial Endangered Species Act and its regulations have been addressed.

### **FINAL RECOMMENDATION**

It is our understanding that the retained lot will be subject to a re-zoning that will prohibit future dwellings on the subject parcel. In our opinion, the successful re-zoning of the retained parcel is a satisfactory demonstration of no negative impact on the natural heritage feature. Therefore, no Environmental Impact Assessment is required and we can advise that it is our opinion that there are no outstanding natural heritage concerns associated with this application. We have no objections to this Consent application.

## **Discussions:**

Rita Jabbour, Assistant Planner, explains the nature of the application.

She states that owner of the land to the southeast of the subject lands has contacted her to determine the location of an existing right of way that might be registered over part of the severed lot. She explains that she has advised the owner that he should retain the services of a solicitor to determine the exact location of the right of way.

Percy Dufour asks Rita if she can clarify the issue with the right of way.

Rita states that the parcel located to the southeast corner of the subject land is landlocked and currently uses the subject land for access. She explains that there might be a registered right of way over the driveway serving the lot to be severed.

Rita states that Karl Melinz, solicitor for Peter Pucowsky, the owner of the landlocked parcel, is in attendance and would be the best person to explain the situation involving the right of way to committee members.

Karl Melinz, Lawyer, hands a reference plan to the committee members which outlines the original right of way. He explains that the original right of way which is registered over the driveway that serves the severed lot has been abandoned. He states that a new right of way to be registered over the eastern side of the retained farm is the one being used. He states that when Frank Miller, applicant, purchased the said property the right of way was moved to the blue location on the survey.

He suggests that the original right of way be released and reflect the on-going right of way before the application be completed. He asks that this be made a condition of the consent.

Councillor Snively asks if the applicant and Mr. Pucowsky have discussed the changes that Mr. Melinz is proposing. Mr. Melinz states that his client would like the right of way to be changed to reflect the changes as requested. Frank Miller, applicant, advises that he would have no problem ensuring there was an agreement between himself and Mr. Pucowsky.

Councillor Snively suggest that an agreement be done between the applicant and Mr. Pucowsky and that it be a condition for the completion of the application. All parties and the committee agree with these terms.

Moved by Councillor Snively

Seconded by Joe Iatonna

(COA-2018-02-03) That application B-01-18 be granted subject to the following conditions:

a) That at the time the conveyance is prepared for certification, three hard copies and one digital copy in a format compatible with AutoCAD 2000 of a reference plan prepared by an Ontario Land Surveyor, which has been numbered, dated, signed and registered, must be submitted to the Town;



- b) That the appropriate documents for the conveyance be prepared in triplicate (three copies) and suitable for registration. All copies shall have original signatures and one copy will remain as a record with the Town;
- c) That at the time the conveyance is presented for certification, a tax certificate from the Treasurer of the Town or evidence showing all taxes for the current year have been paid in full to the date of consent approval, as well as any and all arrears owing on the total parcel, shall be submitted to the Town;
- d) That an apportionment of assessment pursuant to Section 65 of The Drainage Act, R.S.O. 1990, and amendments thereto, be provided to the satisfaction of the Drainage Superintendent for the Town of Essex, if deemed necessary by the Town;
- e) That a septic test report be completed and filed with the municipality by a Certified Septic System Installer confirming that the septic system meets Part 8 of the Ontario Building Code (OBC) regulations prior to the stamping of the Deeds and/or the issuance of the certificate;
- f) That the existing right-of-way over the severed lot be relocated;
- g) That all of the above conditions be fulfilled on or before February 6, 2019.

"Carried"

#### **Reasons:**

In the opinion of the Committee, approval of this consent application is in keeping with the policies of the Town of Essex Official Plan, the requirements of the Planning Act and the policies mandated under the Provincial Policy Statement (PPS).

Moved by Councillor Snivel

Seconded by Councillor Bondy

(COA-2018-02-04) That application A-01-18 be granted.

"Carried"

#### **Reasons:**

The Committee of Adjustment is of the opinion that the four (4) tests for minor variances under Section 45(1) of the Planning Act have been satisfied.

#### **6. New Business**

None

#### **7. Old Business**

None

**8. Next Meeting Date –March 20, 2018**

The next Committee of Adjustment meeting is scheduled to be held at 4:00 PM on Tuesday March 20, 2018, in the Small Council Chambers of the Essex Town Hall, subject to the submission of complete applications for this agenda.

**9. Adjournment**

Moved by Councillor Bondy

(COA-2018-02-04) That the meeting be adjourned at 4:15 pm.

“Carried”

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Chair

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Secretary-Treasurer/Assistant Planner

Full Name (Please Print)	Address (Please Print)	Telephone Number	Email Address (Please Print)
1 Frank Miller	4581 conc 4 Amherstburg		millercallie@aol.com
2 Bruce Gonsen	2915 County Rd 20 Harrow		j.guirke@hotmail.com
3 JAMIE QUICK	3890 RY RD 20 HARROW		
4 KARL MILLINZ	Box 880, HARROW, ON, N6R 1G0		
5 Kevin Lucovsky	1771 Qy Rd 20 Kijik, ON N0Y 2E6		
6			
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Personal information that you provide on this sign in sheet is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request for information regarding the application. Please note that this sign in sheet will appear in the published Committee of Adjustments Meeting Minutes and will also be included in the Council Agenda, both of which become part of the public record and are posted on our municipal website.



**ESSEX CENTRE B.I.A.  
REGULAR BOARD MEETING MINUTES**  
Tuesday, November 19, 2017

**1. CALL TO ORDER**

Present

Mary-Anne Bjorkman, Chair  
Ann Pittao, Vice Chair  
Richard Banwell, Treasurer  
Liz Semperger, Secretary  
Sylene Argent, Coordinator  
Pauline Gemmell  
Shelly Hodare  
Mayor McDermott

**2. Declarations of Conflict of Interest**

None

**3. Adoption of Published Agenda**

Motion to Accept by Richard Banwell  
Seconded by Ann Pittao  
B.I.A. 17-11-01  
All in Favour-Carried

**4. Adoption of Minutes**

Motion to Accept by Liz Semperger  
Seconded by Pauline Gemmell  
B.I.A. 17-11-02  
All in Favour-Carried

**DEPUTATIONS**

Annual cheque presentation for donations to the Salvation Army, Essex Food Bank and ECHRS.

**CORRESPONDENCE**

A request from the Windsor Parade Corporation was received to increase our sponsorship to \$12,000 for 2018.

Motion to increase our sponsorship for the Windsor Parade Corporation for the Santa Claus Parade to \$12,000 for 2018 by Mary-Ann Bjorkman

Seconded by Ann Pittao

B.I.A. 17-11-03

All in Favour-Carried

Motion to Accept the correspondence by Liz Semperger

Seconded by Ann Pittao

B.I.A. 17-11-04

All in Favour-Carried

## **TREASURER'S REPORT**

Motion to Accept by Richard Banwell

Seconded by Liz Semperger

B.I.A. 17-11-05

All in Favour-Carried

## **COMMITTEE REPORTS**

### **A. Special Events**

Street Party—final cost to come in but we were under budget. (Budget of \$20,000 and expenses of \$7600 to date)

Tiny Tots—we had approximately 300 kids and spent \$1200 on candy

Santa Claus Parade—all set for Saturday, December 9, 2017

### **B. Member Services**

Website recommendation for an upgrade—partial upgrade for \$2600 or full upgrade for \$3400

Motion to update and overhaul the current BIA website at a cost of \$3400 by Cowlick by Shelly Hodare

Seconded by Ann Pittao

B.I.A. 17-11-05

All in Favour-Carried

### **C. Beautification**

Pavilion update—9 Contractors did attend the site meeting. Tenders are being accepted until 3pm November 15, 2017

Motion to Accept Committee Reports by Liz Semperger  
Seconded by Ann Pittao  
B.I.A. 17-11-06  
All in Favour-Carried

## **NEW BUSINESS and UPDATES**

The wreath was laid at the Cenotaph and a cheque for \$45 was given to the Legion

The Salvation Army Tree Lighting has been confirmed for Friday, November 24 at 6pm..The carriage rides have been confirmed

The Tiny Tots Parade was advertised by the Collective County Wide BIA/Chamber

The new mural for the EC BIA Parkette will be completed in Spring of 2018

New policies for cheque requests have been put in place by Jeff Morrison, the new Director of Finance and Business

Motion to increase Sylene Argent's hourly rate as of January 1, 2018 by \$18/hr by Richard Banwell  
Seconded by Shelly Hodare  
B.I.A. 17-11-07  
All in Favour-Carried

## **DISCUSSIONS**

2018 Event Dates  
Tree Lighting—November 23, 2018 @ 6pm  
Tiny Tot Parade—October 31, 2018 @ 10am  
Santa Claus Parade—December 8, 2018 @ 630pm  
Car Show  
Street Party  
Awards Dinner

**Next Meeting** Tuesday, December 12, 2017 at 5:30pm at Essex Arena in the Barnett Room.

## **ADJOURNMENT**

Motion to Adjourn by Liz Semperger  
Seconded by Richard Banwell  
B.I.A. 17-11-08  
All in Favour-Carried.



**ESSEX CENTRE B.I.A.  
REGULAR BOARD MEETING MINUTES**  
Tuesday, December 12, 2017

**1. CALL TO ORDER**

Present

Mary-Anne Bjorkman, Chair  
Ann Pittao, Vice Chair  
Richard Banwell, Treasurer  
Liz Semperger, Secretary  
Sylene Argent, Coordinator  
Pauline Gemmell  
Shelly Hodare

**2. Declarations of Conflict of Interest**

None

**3. Adoption of Published Agenda**

Motion to Accept by Ann Pittao  
Seconded by Shelly Hodare  
B.I.A. 17-12-01  
All in Favour-Carried

**4. Adoption of Minutes**

Motion to Accept as amended by Liz Semperger  
Seconded by Ann Pittao  
B.I.A. 17-12-02  
All in Favour-Carried

**DEPUTATIONS**

None

**CORRESPONDENCE**

Motion to give a \$500 donation to the Essex Train Station for their February 24-25, 2018 Train Show to



be held at the Essex Public School by Shelly Hodare  
Seconded by Ann Pittao  
B.I.A. 17-12-03  
All in Favour-Carried

Motion to Accept the correspondence by Liz Semperger  
Seconded by Ann Pittao  
B.I.A. 17-12-04  
All in Favour-Carried

## **TREASURER'S REPORT**

Motion to Accept by Richard Banwell  
Seconded by Liz Semperger  
B.I.A. 17-12-05  
All in Favour-Carried

Motion to pay Sylene for overtime to date of 23 hours by Shelly Hodare  
Seconded by Pauline Gemmell  
B.I.A. 17-12-06  
All in Favour-Carried

## **COMMITTEE REPORTS**

### **A. Special Events**

Santa Claus Parade—there were some gaps in the flow of the parade.

### **B. Member Services**

Radio Advertising budget of \$20,000 for the year excluding AM 800 and perhaps working with TV (CBC, CTV and Cogeco)

Essex BIA Downtown Dollar Campaign--\$36,940 sold. Some guidelines may be considered for next campaign such as a contract with merchants to accept \$250/person maximum, and an 18 years of age to purchase requirement.

### **C. Beautification**

The Pavilion project—6 of 9 contractors that visited the site submitted bids and Goodreau Sawmill was selected. The cost will be \$319, 564 subtracting the tax refund for a total of \$287,777.

Motion to increase our budget of \$150,000 for the pavilion project to \$175,000 from the reserve by Mary-Ann Bjorkman

Seconded by Ann Pittao  
B.I.A. 17-12-07  
All in Favour-Carried

Motion to Accept Committee Reports by Liz Semperger  
Seconded by Ann Pittao  
B.I.A. 17-12-08  
All in Favour-Carried

### **NEW BUSINESS and UPDATE**

The Salvation Army Tree Lighting has been confirmed for Friday, November 23, 2018 at 6pm..The carriage rides have to be better organized.

Santa Claus Parade will be Saturday, December 8, 2018.

### **DISCUSSIONS**

**Next Meeting** Tuesday, January 9, 2018 at 5:30pm at Essex Arena in the Barnett Room.

### **ADJOURNMENT**

Motion to Adjourn by Liz Semperger  
Seconded by Richard Banwell  
B.I.A. 17-12-09  
All in Favour-Carried.

**COMMITTEE OF COUNCIL**  
**Regular Co-An Park Committee – Minutes**

MEETING OF January 16, 2018

The regular meeting for the Co-An Park Committee was held Wednesday January 16, 2018 at 5:30 PM at the McGregor Library located at 9571 Walker Rd. McGregor, Ontario. The chairman Christine McAgy to call the meeting to order and welcome members and guests.

**1. Roll Call**

Tina McAgy, Town of Essex, Chairman

Jim Meloche, Town of Essex, Vice Chairman

Richard Meloche, Deputy Mayor, Town of Essex

Leo Meloche, Councilor, Town of Amherstburg

Chris Drew, Town of Amherstburg

Joanne Bissonnette, Recording Secretary and Treasurer

Murray Sellars, Town of Amherstburg

**Absent;**

Jonathan Little, Town of Essex

**2. Meeting Called to Order**

Tina McAgy, Chairman of the Co-An Park Committee called the meeting to order

**3. Declarations of Conflict of Interest**

Jim Meloche noted a conflict of interest with item 8 (ii) 2018 Concession Stand

**4. Adoption of Published Agenda**

a) January 16, 2018 Regular Co-An Park Committee Meeting Agenda

Moved by Leo Meloche

Seconded by Chris Drew

(CAP-2018-01-01) That the published agenda for January 16, 2018 Regular Co-An Park Committee meeting be adopted as presented. Carried

## **5. Minutes**

a) November 8, 2017 Co-An Park Committee Regular Meeting Minutes

Moved by Richard Meloche

Seconded by Jim Meloche

(CAP-2018-01-02) That the minutes of the Regular Meeting for the Co-An Park held November 8, 2017 be adopted as presented. Carried

## **6. Costing Report**

i) Costing report / 2018 Budget

Deferred until next meeting; concession stand must be addressed before budget can be approved.

## **7. New Business**

i) Park rental fees

Moved by Leo Meloche

Seconded by Jim Meloche

(CAP-2018-01-03) That increases to rates and non-refundable rates as discussed; outlined in schedule below be implemented beginning in the 2018 season. Carried

<b>Co-An Park</b>	
<b>2018 RATES</b>	
<b>FAMILY EVENTS</b>	
\$125.00	\$100 Non-refundable (if cancelled within 60 days of event) deposit required and due with signed contract
(includes non-refundable and refundable deposit	Includes \$25 refundable security deposit if no damage & clean
	Balance of payment due 30 days prior to event

fees)	
	Baseball may be scheduled during event
	PAL Insurance/LCBO permit required if applicable
	\$5M Liability insurance required naming: Co-An Park, Corp of Town of Essex, & Corp Town of Amherstburg as additional insured
	Extra \$100 to rent outdoor heaters incl propane, <u>plus</u> \$100 security deposit
	Extra \$75 to rent cooler
	Extra \$50 (Waste pick up fee) for Pig Roasts
<b>JACK N JILLS</b>	
\$450.00	\$100 Non-refundable ( if cancelled within 60 days of event) deposit required due with signed contract
(includes non-refundable and refundable deposit fees)	Balance of payment due 30 days prior to event
	Use of pavilion one baseball diamond
	\$5M Liability insurance required naming: Co-An Park, Corp of Town of Essex, & Corp Town of Amherstburg as additional insured
	LCBO permit required/PAL Insurance required
	Includes Walk-in-cooler
	Baseball may be scheduled during event
	Extra \$100 to rent outdoor heaters incl propane, plus \$100 security deposit
	Includes \$50 refundable security deposit if no damage & clean
	No games with broken glass, no staples, no fire pits, no camping
	Extra \$50 (Waste pick up fee) for Pig Roasts
<b>BASEBALL TOURNAMENTS</b>	
\$125 per day	\$100 Non-refundable (if cancelled within 90 days of event) deposit required per day; due with signed contract
(includes non-refundable deposit fees)	Balance of payment due 30 days prior to event
	\$5M Liability insurance required naming;
	Co-An Park, Corp Town of Essex & Corp Town of Amherstburg as additional insured
	LCBO permit required
	Co-An park have all food rights
	Extra \$75 use of Walk in Cooler
	Extra \$10 per diamond to set up, chalk bases /
	Extra \$50 use of park bases
	Extra \$100 to rent outdoor heaters incl propane, <u>plus</u> \$100 security deposit
	Extra \$25 per day for use of Dia#3 Lights
<b><u>Special Rates</u></b>	

free of charge subject to approval	School functions & Alhambra - park rental will continue to be no charge
\$125.00	Essex Gas & Steam Engine/Country Music Jamboree-park rental fee \$125 to be charged
\$11.00 per player/per league	User Fee baseball
\$5.00 per diamond/per game	Chalking diamonds
\$5.00 per diamond/per game	base set up on diamonds

ii) User Fees for 2019 Season

Moved by Leo Meloche

Seconded by Jim Meloche

(CAP-2018-01-04) That it is the 2014-2018 Co-An Committee recommendation to increase User Fee rates across the board from \$11 to \$12 per player beginning in the 2019 season. Carried

## 8. Old Business

i) Capital Purchase for 2018 season

Two (2) Used pre-assembled bleachers \$2245 plus freight plus HST – Approximate cost will be \$2662 each; Call to verify these items are still available and order as discussed.

ii) Concession Stand

Discussion took place; the Co-An Committee have decided to seek a third party proposal for Operation of the concession stand, to be advertised in local newspapers.

Moved by Chris Drew

Seconded by Leo Meloche

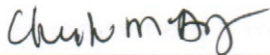
(CAP-2018-01-05) That the Co-An committee seek a third party proposal on a one (1) year probation period with the option to renew at a Lease rate of NIL dollars for trial period in regards to the Operations of the Co-An Park concession stand; all food rights per RFP. Carried

iii) Town of Essex Capital Budget 2018-2022 - verses - Co-An 5 Year Plan

Co-An 5 year plan reviewed and to be forwarded to both towns to aid Councilors in accessing and budgeting for future growth to the Co-An Park; the Town of Essex 2019 budget is to be set January 21, 2018. Town of Essex has approved \$400,000 to acquire land for new fire hall; near park would serve a duo purpose – new land for soccer, parking, washrooms; Town of Amherstburg also reviewing their fire hall situation.

**10. Adjournment**

Meeting adjourned 7:00 pm



Christine McAgy – Chairman



Joanne Bissonnette - Secretary Treasurer



**Co-An Park**  
**5 Year Forecast**

Category Buildings	Description of Requirements	Estimated Expense	Projected Capital Monetary Requirements					Beyond
			2018	2019	2020	2021	2022	2023
Roofs - All Bldgs	Roof surface needs paint	\$ 33,000		\$ 16,500	\$ 16,500			
Office	Flooring							
Pavilion	Tarp System	\$ 12,000	\$12,000					
Washrooms	Update walls, ceiling							
Equipment								
Concession Equipment	Picnic tables	\$ 12,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	
Concession Equipment	Indoor fridges	\$ 5,000		\$ 2,500		\$ 2,500		
Concession Upgrade	Facility upgrade - flooring, windows,doors, cabinets	\$ 30,000				\$ 10,000	\$ 10,000	\$ 10,000
Ground Maintenance Equipment	Wagon	\$ 1,000	\$ 1,000					
Office Equipment	Cabinets, chairs, tables	\$ 2,500			\$ 2,500			
Pavilion	New Walk in cooler	\$ 5,000			\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Pavilion Area	Security System/Cameras	\$ 6,000		\$ 6,000				
Lawn Tractor	Replace current lawn tractor	\$ 4,000			\$ 4,000			
Top Dresser	Replace teeth on top dresser	\$ 1,755	\$ 1,755					
Air Compressor	Air compressor	\$ 1,000	\$ 1,000					
Parking Lot, Fencing, Lighting								
Lighting in Parking Lot/pavilion	Improved lighting to LED	\$ 10,000		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 6,000
Parking Lot(s)	Additional stone	\$ 1,125	\$ 1,125					
Sidewalks, Walkways	Pathway - needs rubberized surface	\$ 7,500	\$ 2,500		\$ 2,500		\$ 2,500	
Gas Tank	New Diesel tank & Pump	\$ 625	\$ 625					
Perimeter Fencing	Replace Western perimeter fence and entrance fence	\$ 50,000		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Property (Grounds)								
Baseball Diamonds	New Bleachers - 3 diamonds left	\$ 9,115	\$ 6,015	\$ 3,100				
Baseball Diamonds	Lights on Diamond #1	\$ 100,000					\$ 100,000	
Baseball Diamonds	Replace lights/towers on Dia#3	\$ 30,000		\$ 30,000				
Baseball Diamonds	Top Dressing for diamonds (Red Clay) Annually	\$ 25,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Baseball Diamonds	Dug Outs (6 Diamonds)	\$ 55,000		\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
Recreational Equipment	Basket ball court/Floor Hockey court	\$ 50,000		\$ 50,000				
Tennis Courts	Upgrade court surface	\$ 25,000					\$ 25,000	
Parking Lot(s)	Pave Parking Lot, painted lines	\$ 440,000						\$ 440,000
New Land for Soccer	Land purchase, site preparation	\$ 300,000		\$ 150,000	\$ 150,000			
Soccer field	New fields, washrooms, parking	\$ 150,000				\$ 50,000	\$ 50,000	\$ 50,000
Splash Pad/Change Rooms	Splash Pad/Change Rooms	\$ 350,000		\$ 150,000	\$ 150,000	\$ 50,000		
Pylon Sign	New Road sign	\$ 30,000		\$ 30,000				
New Playground Structure	Playground /Senior activity area	\$ 200,000					\$ 25,000	\$ 175,000
Total Forecasted Capital Requirement		\$ 1,947,120	\$33,520	\$ 467,600	\$ 356,250	\$ 143,250	\$ 243,250	\$ 703,250

**Capital allotted for projects in 2018**

Balance Capital Funding previous years - Town of Amherstburg	\$ 1,760
Balance Capital Funding previous years - Town of Essex	\$ 1,760
2018 Capital funding Town of Essex	\$ 15,000
2018 Capital funding -Town of Amherstburg	\$ 15,000

**Total Capital Available for 2018 Projects**

**\$ 33,520**

# **Essex Accessibility Advisory Committee**

## **Meeting Minutes**

The Essex Accessibility Advisory Committee meets in session this 30th day of November, 2017 at the Essex Municipal Office.

This meeting was called to order at 9:00 a.m.

### **1. Roll Call**

Lisa Wallace, Chair  
Richard Kokovai, Vice Chair  
Jim Slikboer-Boose  
Rob McLean  
Claudette Gauthier  
Earl Brownell  
Darlene Edwards  
Geraldine Dozois  
Julia Welch  
Councillor Sherry Bondy  
Doug Sweet, Director of Community Services

Also Present: Lynn Moroz, Secretary  
Rebecca Blaevoet, Tactile Vision Graphics

Absent: Donna Hunter, Director of Corporate Services/Treasurer

### **2. Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

### **4. Adoption of Published Agenda**

a) Thursday, November 30, 2017 Essex Accessibility Advisory Committee Agenda

Moved by Rob McLean

Seconded by Claudette Gauthier

(EAAC17-11-010) That the Thursday, November 30, 2017 Essex Accessibility Advisory Committee Agenda be adopted as received. "Carried"

## **5. Adoption of Minutes**

### **a) Thursday, September 21, 2017 Essex Accessibility Advisory Committee Minutes**

Moved by Councillor Bondy

Seconded by Rob McLean

(EAAC17-11-011) That the Thursday, September 21, 2017 Essex Accessibility Advisory Committee Minutes be adopted as received. "Carried"

## **6. Public Presentations**

Tactile Vision Graphics

Rebecca Blaevoet

Rebecca Blaevoet of Tactile Vision Graphics explained to the Committee that they were global company that produced material in braille in any language. She distributed some examples of the products for the Committee to review which included calendars, site plans, maps and colouring books. She noted that they are able to produce outdoor signs and that the use of the sign would determine what type of material they would use. Most outdoor signs were made of either acrylic or plastic, but in the case of a memorial plaque it would be brass. Councillor Bondy wondered whether a map at the proposed ramp going down to Colchester Beach would be possible as we were trying to make this an accessible park. Rebecca said they would be able to do that, but most individuals with a low vision would appreciate a paper map that they could carry with them.

Councillor Bondy felt we could use their service for safety plans or handouts. Doug Sweet noted the Essex Twin Pad Arena meeting rooms had been named and that the signage for the rooms are in braille. He suggested that fire safety plans be placed in these rooms.

Moved by Councillor Bondy

Seconded by Richard Kokovai

(EAAC17-11-012) That the Director of Community Services and Rebecca Blaevoet of Tactile Vision Graphics meet to come up with fire plans for the Twin Pad Arena.

**Carried**

## **7. Unfinished Business**

### **a) Accessible Events List**

The Secretary was instructed to download information off the Ontario Accessibility webpage for the next meeting. The Director of Community Services confirmed that the Special Events Resource Team (SERTS) could distribute the information with those applying to hold special events in the town.

b) Update on Mobi-Mat

Councillor Bondy told the Committee that Council was interested in getting a mobi-mat for Colchester Beach. She asked whether the Committee would be interested in assisting in fund raising for it. She felt that there were others in the community that would be interested in helping with the fundraising and that any amount that the Committee could raise would be an asset in obtaining the mat. She felt that this was the last piece of the puzzle to make Colchester Park an accessible location.

Richard questioned what the cost of the mobi-mat what type of fundraising event was she thinking of. Doug said in 2016 the mobi-mat was approximately \$35,000 but he did not have a current price. Councillor Bondy said she didn't have a specific fund raising event in mind. Julia told the Committee that they had taken two busloads of individuals from the nursing home to the beach in Lakeshore where there was a mobi-mat and it was wonderful for the residents. The mobi-mat was large and allowed several large wheel chairs on at the same time. One of the residents had grandchildren that met them at the beach and it had been a wonderful experience for them. She did not feel it would be hard to raise funds for it.

Earl said he often drove by that area and the mobi-mat was always in use. He thought it would be a great addition to the Colchester Harbour. He and Jim would be glad to help sell raffle tickets or fund raise in another way. Lisa suggested that they form a sub-committee for the fund raising initiatives.

Moved by Richard Kokovai  
Seconded by Claudette Gauthier

(EAAC17-11-013) That a sub-committee of Jim Slikboer-Boose, Earl Brownell, Darlene Edwards, Julia Welch, Richard Kokovai, and Claudette Gauthier be formed for the purpose of fund raising for a mobi-mat for Colchester Harbour. "Carried"

c) Aquatics Lift Update

Doug told the Committee that the lift was in the budget for the outside pool.

## **9. Reports**

### **a) County of Essex**

#### **14<sup>th</sup> Annual Accessibility Workshop**

The Motivational Speaker for this year's workshop was Tracey Schmitt. She has no arms or legs and is able to sail, mountain climb and has held several jobs in her life. She encouraged everyone to not give up when difficulties come in your life but keep going forward.

Community Living gave a presentation on their Career Compass providing information on getting jobs for individuals with special needs. Their message was that they are good employees. They are punctual, hardworking and willing and need to be allowed employment in order to be a complete person.

The organizers also mentioned that they are thinking about having the workshop bi-annually instead of annually.

## **10. Correspondence**

## **11. New Business**

### **1) Accessibility Check list**

Councillor Bondy wondered whether the accessibility check list could be provided to Alex Denonville, Manager, Communications and Nelson Silveira, Economic Development Officer to help distribute the information and post those who had completed the check list on the website.

The secretary will bring the check list to the next meeting.

### **2) Volunteer Appreciation Evening**

Friday, November 24, 2017

Essex Centre Sports Complex – Shaheen Room

Claudette mentioned that she was disappointed with the response from committee members in attending the Volunteer Appreciation Evening. She said it was a nice event and it was unfortunate more didn't attend.

Moved by Julia Welch  
Seconded by Lisa Wallace

(EAAC17-11-014) That the Essex Town Council be sent a letter of appreciation for recognizing the volunteers with a Volunteer Appreciation Evening. "Carried"

3) Automatic Locking Doors – Lakeshore

Earl informed the Committee that the Town of Lakeshore had received a grant to automatically lock up the washrooms at the harbour at night.

## **11. Notice of Motion**

## **12. Adjournment**

Moved by Jim Slikboer-Boose  
Seconded by Geraldine Dozois  
(EAAC17-11-015) That this meeting adjourn at 10:05 AM "Carried"

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Lisa Wallace, Chair

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Lynn Moroz, Secretary

**The following Notices of Motion will be brought forward for consideration at the February 20, 2018 Regular Council Meeting:**

15.2.1 Councillor Snively

RE: Extension of Municipal Services to Maidstone Avenue

**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

RE: Funding the Harrow Centre Streetscape project in 2018

**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

RE: Naming of Colchester Lakefront Park

**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.

**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.**

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Mayor

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Clerk



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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## **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

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

### **By-Law Number 1678**

#### **Being a by-law to confirm the proceedings of the February 20, 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 20, 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 20, 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 20, 2018.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Read a third time and finally passed on March 5, 2018.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk