



**THE CORPORATION OF THE TOWN OF LASALLE
REGULAR MEETING OF COUNCIL
AGENDA**

**Tuesday, January 8, 2019, 7:00 PM
Council Chambers, LaSalle Civic Centre, 5950 Malden Road**

Pages

A. OPENING BUSINESS

1. Call to Order and Moment of Silent Reflection
2. Disclosures of Pecuniary Interest and the General Nature Thereof
3. Adoption of Minutes 6

RECOMMENDATION

That the minutes of the Inaugural Meeting of Council held December 3, 2018, the minutes of Council Orientation held December 6 & 7, 2018 and the minutes of the Regular Meeting of Council held December 11, 2018 BE ADOPTED as presented.

4. Mayors Comments

B. PRESENTATIONS

C. DELEGATIONS

1. Spay & Neuter Voucher Program & Cat Intake Program 16
Delegate: Melanie Coulter, Executive Director of the Windsor/Essex County Humane Society

RECOMMENDATION

That the report of the Deputy Clerk dated January 2, 2019 (CL-01-2019) providing an update on the Town of LaSalle Spay & Neuter Voucher Program BE RECEIVED; that Administration BE AUTHORIZED to include ear tipping in the Spay and Neuter voucher program process; that the continued partnership with the Windsor Essex County Humane Society include a cat intake program; that the intake program be capped at \$500.00 for 2019 as a test year as this item has not been included in the 2019 budget and that a corresponding By-Law BE ADOPTED during the By-Law stage of the agenda.

- 2. Cannabis Retail Stores 20

Delegates: Eric Nadalin, Manger of Chronic Disease and Injury Prevention and Nicole Dupuis, Director of Health Promotion from the Windsor-Essex County Health Unit

RECOMMENDATION

That the report of the Chief Administrative Officer dated December 18, 2018 (CAO-01-2019) regarding the legalization of cannabis use and retail sales BE RECEIVED; that the Corporation of the Town of LaSalle OPT-OUT of hosting retail cannabis sales; and further that the Clerk BE AUTHORIZED to send a letter to the Alcohol and Gaming Commission of Ontario advising that the Council of the Town of LaSalle at their meeting held on Tuesday, January 8, 2019 passed a resolution to opt-out of cannabis sales.

D. PUBLIC MEETINGS AND/OR HEARINGS

- 1. Proposed Removal of Holding Zone Symbol on Bouffard Road 60

Public meeting to consider the removal of a holding zone symbol application from Sedigheh Soltani (applicant and owner) and Abbas Jafarnia (Agent) for approximately 574 square metres (6,200 square feet) of land located along the north side of Bouffard Road, west of Matchette Road.

The subject property is currently zoned "R1(h)" and the removal of the holding zone symbol at this location will allow for the development of two (2) single detached building lots.

- 2. Proposed Removal of Holding Zone Symbol on Centre Avenue 66

Public meeting to consider the removal of a holding zone symbol application from John Boyko (applicant and owner) and Melanie Muir, Dillon Consulting (Agent) for approximately 0.2 hectares (0.5 acres) of land located along the north side of Centre Avenue, west of Quick Avenue. The subject property is currently zoned "R1(h)" and the removal of the holding zone symbol at this location will allow for the development of one (1) single detached building lots.

E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION

1. Committees of Council and Committee Mandates 72

RECOMMENDATION

That the report of the Chief Administrative Officer dated December 18, 2018 (CAO-02-2019) regarding Committees of Council and Committee Mandates BE RECEIVED; that the Committee of Council assignments for the period January 8, 2019 to December 31, 2020 BE APPROVED; and that the Committee of Council mandates BE APPROVED.

2. Council Compensation 77

RECOMMENDATION

That the report of the Chief Administrative Officer dated December 18, 2018 (CAO-03-2019) regarding Council Compensation BE RECEIVED; and that the annual salary of Members of Council BE ADJUSTED to reflect an equal after tax amount as was earned under previous legislation which allowed a 1/3 tax free exemption; that Council salary continue to be adjusted on an annual basis matching those increases provided to the non-union group; and further that committee payments which were previously paid on a committee basis be paid in a lump sum and added to the annual salary.

F. INFORMATION ITEMS TO BE RECEIVED

1. 2018 Fourth Quarter Property Tax Write Offs 80

RECOMMENDATION

That the report of the Supervisor of Revenue dated December 19, 2018 (FIN-33-2018) regarding Property Tax Write offs from October, November and December 2018 BE RECEIVED.

2. LDC Indexing 82

RECOMMENDATION

That the report of the Director of Finance & Treasurer (FIN-01-2019) regarding indexed LDC rates for Fiscal 2019 in accordance with the Council approved Land Development Charges By-Law BE RECEIVED.

3. Government Finance Officers Association - Distinguished Budget Presentation Award 85

RECOMMENDATION

That the correspondence received from the Government Finance Officers Association regarding the Town of LaSalle being awarded the Distinguished Budget Presentation Award for the 2018 budget BE RECEIVED.

4. Essex Region Conservation Authority (ERCA) 2018 Draft Budget - 30 Day Notice 87

RECOMMENDATION

That the correspondence received from the Essex Region Conservation Authority (ERCA) regarding their 2018 Draft Budget BE RECEIVED.

5. Municipal Reporting Burden - Letter to Heads of Council from Minister Steve Clark 130

RECOMMENDATION

That the correspondence received from the Ministry of Municipal Affairs and Housing regarding the reductions of the municipal reporting burden across government BE RECEIVED.

6. Summary of Reports to Council 131

RECOMMENDATION

That the report of the Chief Administrative Officer dated January 11, 2019 being a summary of reports to Council BE RECEIVED.

G. BY-LAWS 132

RECOMMENDATION

That the following By-Laws BE GIVEN first reading:

8260 - A By-Law to authorize the borrowing of \$23,550,000 for current expenditures under Section 407 of the Municipal Act and to authorize the temporary borrowing for works under Section 405 of the Municipal Act for the 2019 fiscal year

8261 - A By-Law to levy and collect a portion of the taxes for the year 2019

8262 - By-Law to authorize the execution of an agreement with Windsor/Essex County Humane Society

8263 - By-Law to authorize the execution of an agreement between The Corporation of the Town of LaSalle and Local Authority Services Limited (LAS), as Agent, and Eligible Investors with respect to “ONE – The Public Sector Group of Funds” and to authorize the Treasurer to execute the necessary documents for that purpose

RECOMMENDATION

That By-Law numbers 8260 to 8263 BE GIVEN second reading.

RECOMMENDATION

That by-law numbers 8260 to 8263 BE GIVEN third reading and finally passed.

H. COUNCIL QUESTIONS

I. STATEMENTS BY COUNCIL MEMBERS

J. REPORTS FROM COMMITTEES

K. NOTICES OF MOTION

L. MOTION TO MOVE INTO CLOSED SESSION

M. CONFIRMATORY BY-LAW

N. SCHEDULE OF MEETINGS

2019 Budget Deliberation & Business Plan - January 10 & 11, 2019 @ 9:30 a.m.

Police Services Board Meeting - January 14, 2019 @ 5:00 p.m.

Planning Advisory Committee Meeting - January 15, 2019 @ 5:30 p.m.

By-Law Committee Meeting - January 15, 2019 @ TBD

Water and Wastewater Committee Meeting - January 22, 2019 @ TBD

Regular Council Meeting - January 22, 2019 @ 7:00 p.m.

O. ADJOURNMENT



REPORT OF INAUGURAL MEETING OF LASALLE TOWN COUNCIL

December 3, 2018
7:00 pm

Members in attendance:

Mayor Marc Bondy
Deputy Mayor Crystal Meloche
Councillor Mike Akpata
Councillor Mark Carrick
Councillor Sue Desjarlais
Councillor Jeff Renaud
Councillor Anita Riccio-Spagnuolo

Council is piped in to the Chamber by George Kay, Staff Sergeant Kevin Beaudoin and Members of LaSalle Police Service Honour Guard.

Call to Order and Playing of National Anthem

Opening Invocation

Father Stan Fraser offers the opening invocation and prayer for guidance.

Declaration of Elected Office and Oath of Allegiance

Agatha Robertson, Director of Council Services/Clerk calls up members of Council individually to declare Oaths of Office.

Mayor's Inaugural Address

Mayor Marc Bondy delivers his inaugural address.

Closing Prayer

Father Stan Fraser offers the closing prayer.

Adjournment

Meeting is adjourned at 7:54 p.m.

Mayor – Marc Bondy

Deputy Clerk – Linda Jean



TOWN OF LASALLE COUNCIL ORIENTATION

**December 6, 2018
9:00 am**

Minutes of the Council Orientation Meeting of LaSalle Town Council held this date at 9:00 am in the Council Chambers, LaSalle Civic Centre, 5950 Malden Road.

Members of Council present: Mayor Marc Bondy, Deputy Mayor Crystal Meloche, Councillor Mike Akpata, Councillor Mark Carrick, Councillor Sue Desjarlais, Councillor Jeff Renaud and Councillor Anita Riccio-Spagnuolo

Administration present: Joe Milicia, Chief Administrative Officer, Kevin Miller, Acting Clerk, Agatha Robertson, Director of Council Services/Clerk, Julie Columbus, Director of Culture & Recreation, Peter Marra, Director of Public Works, Dale Langlois, Director of Finance/Treasurer, Larry Silani, Director of Development and Strategic Initiatives, Dave Sutton, Fire Chief, Dominic Dadalt, Legal Counsel, Dawn Hadre, Corporate Communications & Promotions Officer, Ed Thiessen, Deputy Fire Chief, Nick DiGesù, IT Manager, Gaetano Ferraro, Manager of Finance/Deputy Treasurer, Jonathan Osborne, Manager of Engineering, Mark Beggs, Manager of Parks & Roads, Allen Burgess, Supervisor of Planning & Development, Rick Hyra, Human Resources Manager, Rick Mamak, Human Resources Generalist, Mark Masanovich, Manager of Fleet & Facilities, Patti Funaro, Manager of Recreation & Culture, Diane Hansen, Supervisor of Accounting, Marilyn Abbruzzese, Supervisor of Revenue, Natalie Sharp, Executive Assistant to the Director of Council Services/Clerk, Tanya Mailloux, Executive Assistant to the Chief Administrative Officer and Rosa Tufts, Council Coordinator.

Call to Order

Mayor Bondy calls the meeting to order at 9:00 a.m.

Disclosures of Pecuniary Interest and the General Nature Thereof

None disclosed.

Presentation

Joe Milicia, Chief Administrative Officer, Agatha Robertson, Director of Council Services/Clerk, Larry Silani, Director of Development and Strategic Initiatives, Peter Marra, Director of Public Works, Dale Langlois, Director of Finance/Treasurer Julie Columbus, Director of Culture and Recreation and Dave Sutton, Fire Chief provide an overview of their respective departments, areas of responsibility and initiatives for 2019.

The meeting recesses at 12:00 pm

The meeting reconvenes at 12:30 pm

Joe Milicia, Chief Administrative Officer, provides an overview on the LaSalle Strategic Plan, the Business Cycle, Performance Appraisals, the Budget and Financial Statements, Remuneration and Reimbursement of Expenses and an update on current projects.

Rick Mamak, Human Resources Generalist, provides an overview of Health and Safety Requirements, Workplace Harassment policy and other key policies and procedures.

The meeting recesses at 2:05 pm.

December 7, 2018

The meeting reconvenes at 9:00 a.m. on Friday, December 7, 2018 with all members of Council present.

Administration present: Joe Milicia, Chief Administrative Officer, Kevin Miller, Acting Clerk, Agatha Robertson, Director of Council Services/Clerk, Julie Columbus, Director of Culture & Recreation, Peter Marra, Director of Public Works, Dale Langlois, Director of Finance/Treasurer, Larry Silani, Director of Development and Strategic Initiatives, Dave Sutton, Fire Chief, Dominic Dadalt, Legal Counsel, Christine Riley, Town Solicitor, Dawn Hadre, Corporate Communications & Promotions Officer, Nick DiGesù, IT Manager, Rick Hyra, Human Resources Manager, Rick Mamak, Human Resources Generalist, Natalie Sharp, Executive Assistant to the Director of Council Services/Clerk, Tanya Mailloux, Executive Assistant to the Chief Administrative Officer and Rosa Tufts, Council Coordinator.

Presentation

Kevin Miller, Acting Clerk, Christine Riley, Town Solicitor and Dominic Dadalt, Legal Council, provide an overview of the Municipal Act, Conflict of Interest Act, Council Code of Conduct, Confidentiality, the role of an Integrity Commissioner, the role of the Ombudsman, Enforcement, Closed Meetings and the role of the Closed Meeting Investigator. Linda Jean, Deputy Clerk then provides information regarding the Municipal Freedom of Information and Protection of Privacy Act.

Dawn Hadre, Corporate Communications and Promotions Officer, presents information regarding Social Media, Councillor Websites and Town of LaSalle Branding.

The meeting recesses at 12:15 pm.

The meeting reconvenes at 12:45 pm.

Kevin Miller, Acting Clerk and Linda Jean, Deputy Clerk provide information regarding the Procedural By-Law, the role of the head of Council, the role of all members of Council, the role of the Clerk, Quorum and attendance at Council meetings, and the meeting agenda structure.

Joe Milicia, Chief Administrative Officer concludes the meeting by providing information on Council remuneration and reimbursement of expenses.

Confirmatory Bylaw

435/18

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Akpata

That Confirmatory By-Law #8252 BE GIVEN first reading.

Carried.

436/18

Moved by: Councillor Renaud

Seconded by: Deputy Mayor Meloche

That Confirmatory By-Law #8252 BE GIVEN second reading.

Carried.

437/18

Moved by: Councillor Desjarlais

Seconded by: Councillor Renaud

That Confirmatory By-Law #8252 BE GIVEN third reading and finally passed.

Carried.

The meeting is adjourned at the call of the Chair at 1:35 pm.

Mayor – Marc Bondy

Deputy Clerk – Linda Jean



THE CORPORATION OF THE TOWN OF LASALLE

Minutes of the Regular Meeting of the Town of LaSalle Council held on

December 11, 2018

7:00 p.m.

Council Chambers, LaSalle Civic Centre, 5950 Malden Road

Members of Council Present: Mayor Marc Bondy, Deputy Mayor Crystal Meloche, Councillor Michael Akpata, Councillor Mark Carrick, Councillor Sue Desjarlais, Councillor Jeff Renaud, Councillor Anita Riccio-Spagnuolo

Administration Present: J Milicia, Chief Administrative Officer, K. Miller, Acting Clerk, L. Jean, Deputy Clerk, D. Langlois, Director of Finance and Treasurer, L. Silani, Director of Development & Strategic Initiatives, P. Marra, Director of Public Works, A. Burgess, Supervisor of Planning & Development, J. Columbus, Director of Culture and Recreation, D. Hadre, Corporate Communications & Promotions Officer, D. Sutton, Fire Chief, C. Riley, Town Solicitor, R. Hyra, Human Resource Manager, G. Ferraro, Manager of Finance & Deputy Treasurer, G. Koval, IS Administrator, D. Dadalt, Legal Counsel

A. OPENING BUSINESS

1. Call to Order and Moment of Silent Reflection

Mayor Bondy calls the meeting to order at 7:00 p.m.

2. Disclosures of Pecuniary Interest and the General Nature Thereof

None disclosed.

3. Adoption of Minutes

438/18

Moved by: Councillor Renaud

Seconded by: Councillor Desjarlais

That the minutes of the closed and regular meetings of Council held November 27, 2018 BE ADOPTED as presented.

Carried.

4. Mayors Comments

I would like to extend my thanks to town staff who set up another great event for Breakfast with Santa and all the vendors that had their items on display, it was welcomed by many. As well, for the 2 days of orientation held December 6th and 7th, I received positive feedback from many members of Council.

Thanks to staff who did a great job at our annual Christmas and Retiree Dinner at Macedonian Hall on Saturday, November 8, 2018 to celebrate our 2018 retirees: Brian Geary, Carol Higgins, Brenda Andreatta, Christine Riley, Gilbert Foster, and Mike Mayea. It was a great evening.

I had a chance to visit with Olinda Mascarin and celebrated her 109th birthday at Seasons Royal Oak Village with staff and her daughter Claudia. Mrs. Mascarin really lit up when I presented her with the sweets Dawn Hadre picked up to commemorate this special day.

Merry Christmas and Happy New Year to everyone as this is our final meeting for 2018.

B. PRESENTATIONS

1. Interact Club of LaSalle

Harris Sami, Ava Ferrelli, Hanna Jasey and Jasmine Waraich from the Rotary Club of LaSalle Centennial's youth group, Interact Club of LaSalle, appear before Council to provide an overview of the club detailing community events held in LaSalle.

C. DELEGATIONS

D. PUBLIC MEETINGS AND/OR HEARINGS

1. Proposed rezoning application on Disputed Road

Frank Fazio (Agent) appears before council in support of rezoning approximately 1.0 hectares of land located on the west side of Disputed Road, and the south side of LaSalle Woods Boulevard, municipally known as 6205 Disputed Road from an Agriculture Zone-"A" to a Traditional Neighbourhood Design Zone-"TND-R1-1" to develop six (6) single detached dwelling lots.

None in attendance in opposition to application.

439/18

Moved by: Councillor Renaud

Seconded by: Councillor Akpata

That the report of the Supervisor of Planning & Development Services dated December 3, 2018 (DS-64-18) regarding the request of Dr. Hussein Khalaff (applicant and owner) and Frank Fazio (Agent) to rezone approximately 1.0 hectares of land located on the west side of Disputed Road, and the south side of LaSalle Woods Boulevard, municipally known as 6205 Disputed Road from an Agriculture Zone-"A" to a Traditional Neighbourhood Design Zone-"TND-R1-1" to develop six (6) single detached dwelling lots BE APPROVED in principal based on the applicant's proposed plan; and that Administration BE AUTHORIZED to prepare the proposed agreement for execution purposes; and that the zoning By-Law for the subject lands BE ADOPTED during the bylaw stage of the agenda.

Carried.

E. REPORTS / CORRESPONDENCE FOR COUNCIL ACTION

1. No Parking - LaSalle Woods Boulevard

440/18

Moved by: Councillor Desjarlais

Seconded by: Deputy Mayor Meloche

That the report of the Director of Public Works dated November 30, 2018 (PW-54-18) regarding the prohibition of parking on LaSalle Woods Boulevard from the roundabout at Disputed Road to Laurier Parkway BE APPROVED; and that Parking By-Law # 7298 BE AMENDED accordingly.

Carried.

2. No Parking - Leptis Magna Drive

441/18

Moved by: Councillor Akpata

Seconded by: Councillor Desjarlais

That the report of the Director of Public Works dated November 30, 2018 (PW-55-18) regarding the prohibition of parking on Leptis Magna Drive from Laurier Parkway to Disputed Road BE APPROVED; and that Parking By-Law # 7298 BE AMENDED accordingly.

3. Update to current Parking By-Law No. 7298

442/18

Moved by: Councillor Desjarlais

Seconded by: Deputy Mayor Meloche

That the report of the Manager of Roads and Parks dated December 3, 2018 (PW-56-18) recommending Sec 17 (1) to Parking By-Law No. 7298 BE AMENDED to prohibit parking within 15 metres (49 feet) of any intersection; and that an addition to Sec 17 (7) of Parking By-Law No. 7298 to prohibit parking within 15 metres (49 feet) on the inside of any curve in any road that has a centerline intersecting angle of 120 degrees or less and has a centerline radius of 20 metres or less BE APPROVED.

Carried.

4. Concession Operations Review

443/18

Moved by: Councillor Carrick

Seconded by: Councillor Riccio-Spagnuolo

That the report of the Director of Culture and Recreation dated November 19, 2018 (C&R 21-18) recommending that a Request for Proposal (RFP) be posted to gauge options regarding the Vollmer Concession Operations BE APPROVED.

Carried.

5. Insurance Renewal

444/18

Moved by: Councillor Carrick

Seconded by: Deputy Mayor Meloche

That the report of the Chief Administrative Officer dated December 6, 2018 (CAO-04jm-2018) recommending the renewal of the Annual Municipal Insurance Program with Jardine Lloyd Thompson Canada (JLT) BE APPROVED.

Carried.

F. INFORMATION ITEMS TO BE RECEIVED

1. Accessibility Report on the 2018 Municipal Election

445/18

Moved by: Councillor Renaud

Seconded by: Deputy Mayor Meloche

That the report of the Deputy Clerk dated November 30, 2018 (CL-33-18) regarding action taken to ensure the accessibility of the 2018 Municipal Election BE RECEIVED.

Carried.

2. Proposed 2019 Budget Release and Highlights

446/18

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Carrick

That the report of the Manager of Finance & Deputy Treasurer and Director of Finance & Treasurer dated November 30, 2018 (FIN-32-2018) regarding highlights of the 2019 Budget Release BE RECEIVED for information.

Carried.

3. Summary of Reports to Council

447/18

Moved by: Councillor Renaud

Seconded by: Councillor Riccio-Spagnuolo

That the report of the Chief Administrative Officer dated December 11, 2018 being a summary of reports to Council BE RECEIVED.

Carried.

G. BY-LAWS

448/18

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Desjarlais

That the following By-Laws BE GIVEN first reading:

8253 - A By-Law to confirm the purchase of 970 Front Road, LaSalle, Ontario from Westport Marina (LaSalle) Ltd.

8254 - A By-Law to assume parts of Lots 1220, 1221, 1222, 1223, 1274, 1275, 1276 and 1277 and part of Block "AL", Registered Plan 821 as part of a public highway.

8255 - A By-Law to amend By-Law No. 7298, being a By-Law to regulate vehicular parking within the limits of the Town of LaSalle

8256 - A By-Law to amend By-Law No. 7298, being a By-Law to regulate vehicular parking within the limits of the Town of LaSalle

8257 - A By-Law to amend By-Law No. 7298, being a By-Law to regulate vehicular parking within the limits of the Town of LaSalle

8258 - By-law to authorize the execution of an agreement with Jardine Lloyd Thompson Canada for the Annual Municipal Insurance Program

Carried.

449/18

Moved by: Councillor Renaud

Seconded by: Councillor Akpata

That By-Law numbers 8253 to 8258 BE GIVEN second reading.

Carried.

450/18

Moved by: Councillor Carrick

Seconded by: Councillor Riccio-Spagnuolo

That By-Law numbers 8253 to 8258 BE GIVEN third reading and finally passed.

Carried.

H. COUNCIL QUESTIONS

Deputy Mayor Meloche requests an update on the cat voucher program and asks to provide additional information on what other municipalities offer regarding feral cats.

I. STATEMENTS BY COUNCIL MEMBERS

Councillor Akpata states that a hockey tournament was held this past weekend at the Vollmer Complex. He states that positive feedback was received from the public regarding the facility including impeccably clean bathrooms, safety in parking lots, location of parking signs and more. He congratulates Vollmer Complex management and staff on job well done and great teamwork.

Councillor Akpata states that he has received a petition from a group of residents requesting the closure of a cul de sac on Montgomery Drive. He is advised to refer the petition to the Chief Administrative Officer in order for an Administration report be prepared.

J. REPORTS FROM COMMITTEES

K. NOTICES OF MOTION

L. MOTION TO MOVE INTO CLOSED SESSION

M. CONFIRMATORY BY-LAW

451/18

Moved by: Councillor Renaud

Seconded by: Councillor Desjarlais

That Confirmatory By-Law #8259 BE GIVEN first reading.

Carried.

452/18

Moved by: Deputy Mayor Meloche

Seconded by: Councillor Akpata

That Confirmatory By-Law #8259 BE GIVEN second reading.

Carried.

453/18

Moved by: Councillor Riccio-Spagnuolo

Seconded by: Councillor Carrick

That Confirmatory By-Law #8259 BE GIVEN third reading and finally passed.

Carried.

N. SCHEDULE OF MEETINGS

Regular Council Meeting - January 8, 2018 @ 7:00 p.m.

2019 Budget Deliberation & Business Plan - January 10, 2018 @ 9:30 a.m.

Police Services Board Meeting - January 14, 2018 @ 5:00 p.m.

Regular Council Meeting - January 22, 2018 @ 7:00 p.m.

O. ADJOURNMENT

Meeting adjourned at the call of the Chair 7:44 p.m.

Mayor: Marc Bondy

Deputy Clerk: Linda Jean



The Corporation of the Town of LaSalle

Date	January 2, 2019	Report No:	CL-01-2019
Directed To:	Mayor and Members of Council	Attachments:	Draft Agreement with the Humane Society
Department:	Department of Council Services	Policy References:	
Prepared By:	Linda Jean – Deputy Clerk		
Subject:	Spay & Neuter Voucher Program & Cat Intake Program		

RECOMMENDATION:

That the report of the Deputy Clerk dated January 2, 2019 (CL-01-2019) providing an update on the Town of LaSalle Spay & Neuter Voucher Program BE RECEIVED; that Administration BE AUTHORIZED to include ear tipping in the Spay and Neuter voucher program process; that the continued partnership with the Windsor Essex County Humane Society include a cat intake program; that the intake program be capped at \$500.00 for 2019 as a test year as this item has not been included in the 2019 budget and that a corresponding By-Law BE ADOPTED during the By-Law stage of the agenda.

REPORT:

In an effort to reduce the number of feral cats in the Town of LaSalle, a Spay/Neuter Voucher Program was established where a maximum of five (5) vouchers are issued on a general request for feral cat caregivers or for a low income family to have their own cat(s) spay/neutered.

A maximum of 40 vouchers valued at \$50.00 each are available on a first come first served basis and can be used at participating veterinary hospitals and clinics.

The program began in 2015 and although it has been well received by residents, there has been a steady decline of vouchers used since the start of the program.

LaSalle Cat Spay & Neuter Program					
Year	# of Vouchers Issued	# of Feral Vouchers Used	# of Low Income Spay Vouchers Used	Budget	Actual Used
2015	40	37	0	\$ 2,000	\$ 1,850
2016	40	33	0	\$ 2,000	\$ 1,650
2017	40	27	0	\$ 2,000	\$ 1,350
2018	40	15	0	\$ 2,000	\$ 750

Upon contacting feral cat caregivers who were issued vouchers in 2018, it is the understanding that the drop in response to the use of the voucher once issued is due to the reduction of feral cats in our community or that the particular caregiver neglected to take the opportunity to use the voucher. Unfortunately, the actual number of feral cats within the Town of LaSalle cannot be accurately estimated and the reduction of feral cats in our community cannot be confirmed.

Beginning in 2019, a revised method of offering the Cat Spay and Neuter Voucher Program will be implemented by offering vouchers over two phases. Phase 1 will run from January 1st until July 31st. 40 vouchers will be available on a first come first served basis and will expire on July 31st. In the event that all 40 vouchers are issued before July 31st, any residents thereafter will be put on a waiting list for Phase 2. Phase 2 will begin August 1st until the end of the year. Any expired and unused vouchers will first be offered to those on the waiting list and any remaining vouchers will be offered to the public.

Social Media, the Town of LaSalle website and placing ads in the LaSalle Post will be used to communicate this information to the public.

The Town of Kingsville, Town of Amherstburg, Town of Tecumseh, Town of Leamington and the City of Windsor have also implemented a program such as this and have all had much success.

Several of our neighboring municipalities include a procedure on the spay and neuter voucher called "ear tipping" which is a procedure where the right ear of the cat is cauterized. This is the universal symbol indicating the cat has been spayed or neutered.

The Windsor Essex County Humane Society has agreed to offer ear tipping, a vaccine and a microchip at no extra cost when a cat is brought into their establishment with a Town of LaSalle voucher. It is recommended this procedure be added to our voucher program which will eliminate the duplication of feral cats being trapped and brought into the veterinary clinic.

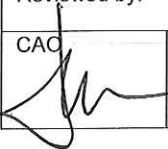
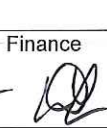

When a feral cat is brought to the Windsor Essex County Humane Society for disposition, a fee of \$30.00 is charged. The Town of LaSalle has one animal control contract which is for the provision of dogs. The current animal control program does not include services for the control of cats. At this time, it is not recommended that a cat control program be implemented through our animal control officer as the Windsor Essex Humane Society would need to be continually contacted to confirm capacity levels of the current shelter where a determination is made as to whether or not the shelter could manage an increase of relinquished cats.

As a solution, it is suggested we follow the example of neighboring Municipalities which have entered into an agreement with the Humane Society for cat intake services. It is recommended that the sum of \$25.00 be paid to the Human Society for the intake of stray cats from LaSalle residents. It is also recommended that the intake program be capped at \$500.00 for the first test year as this item has not been included in the 2019 budget. The intake program will be re-evaluated in the 2020 budget as further data is collected.

Respectfully submitted,



Linda Jean
Deputy Clerk

Reviewed by:							
CAC	Finance	Council Services	Public Works	DSI	Culture & Rec	Fire	
							

THIS AGREEMENT made in duplicate this day of 2019

BETWEEN:

THE CORPORATION OF THE TOWN OF LASALLE
(Hereinafter referred to as “the Town”)

-and-

WINDSOR/ESSEX COUNTY HUMANE SOCIETY
(Hereinafter referred to as “the Society”)

WITNESSETH:

WHEREAS The Corporation of the Town of LaSalle (the “Town”) recognizes that its citizens deliver stray cats to the Windsor/Essex County Humane Society (the “Society”) for the purpose of disposition;

AND WHEREAS the Society acknowledges receipt of said cats;

AND WHEREAS the Society has agreed to provide the Town with cat intake services from and after the 1st day of January, 2019, up to and including the 31st day of December, 2019 for a fee as is hereinafter provided for;

THEREFORE in consideration of the promises and other good and valuable consideration, the parties hereto mutually covenant, promise and agree as follows:

1. That the sum of TWENTY-FIVE DOLLARS (\$25.00) is the applicable fee to be paid to the Society (Intake Fee) for taking in stray cats from the residents of the Town of LaSalle. The Society understands that no additional fees will be invoiced to the Town from the intake of cats from Town residents; except in the circumstances outlined below in paragraph 6.
2. That the Society shall receive cats from Town residents upon their providing:
 - a. evidence of residing in the Town of LaSalle;
 - b. owner surrendered cats will be accepted from residents of LaSalle for the usual surrender fee, with the entire surrender fee paid by the owner;
 - c. feral cats that the finder has been caring for over a long period of time may be entered as owner surrendered cats, however, the fees charged to the Town will be the same as for stray cats. The Town recognizes that the Society discourages residents from bringing in feral or ear tipped cats, and that community cats may be returned to the area they were found after being altered and vaccinated.
3. That the Society shall maintain a record of all stray cats taken in from LaSalle residents; including the name, address and telephone number of the resident delivering the cat(s). The Society shall provide a monthly report to the Clerk for the Town, containing the foregoing information.
4. That the Town, upon receipt of the monthly report, shall submit to the Society the amount of TWENTY-FIVE DOLLARS (\$25.00) per stray cat, as recorded on the monthly report, and subject to evidence and verification of Town residency.
5. That all cats received from Town residents shall be evaluated in the same manner as is the established practice of the Society. The disposition of cats is to be at the sole and absolute discretion and expense of the Society.
6. In the event that a stray cat received from a Town resident requires quarantining by the Windsor/Essex County Health Unit the cat will be quarantined for a period of ten (10) days at the rate of \$25.00 per day. The quarantine period fee shall be at the expense of the Town. After the quarantine period has passed, the disposition of a quarantined cat shall be at the sole and absolute discretion and expense of the Society.

This agreement shall expire on December 31st, 2019

SIGNED, SEALED AND DELIVERED

**THE CORPORATION OF THE
TOWN OF LASALLE**

**WINDSOR-ESSEX COUNTY HUMANE
SOCIETY**

Per:_____

Per:_____

Town of LaSalle

Melanie Coulter
Executive Director
Windsor-Essex County Humane Society



Municipal Considerations for Cannabis Retail

Nicole Dupuis – Director, Health Promotion

Eric Nadalin - Manager, Chronic Disease and Injury Prevention

Presentation Outline

- 1. Cannabis in Windsor and Essex County**
- 2. WE Board of Health Resolutions**
- 3. Retail of Other Legal Substances**
- 4. Cannabis and Vulnerable Populations/Areas**
- 5. Opt In/Opt Out**



Prevalence of Cannabis Use

Most commonly used illegal substance in Canada

- Past year use: 12% (15 years+)
- Higher rates among:
 - Men (15%) vs. Women (10%)
 - Youth, 15-19 (21%) and Young Adults, 20-24 (30%) vs. Adults (10%)
(Canadian Tobacco Alcohol and Drugs Survey, 2015)
- In **Windsor-Essex:**
 - Young Adults, 15-29 (23%) [95% CI: 14.6-31.4%] vs Adults, 18+ (9.5%) [95% CI: 7.9-11.3%]
(WECHU Community Needs Assessment, 2016)

Health Effects

Mental Health	Physical Health	Risk of Injury
Difficulty Concentrating	Coughing, Wheezing Shortness of Breath	Unintentional consumption/Poisoning
Poor Coordination and Psychomotor skills	Hyperemesis	Overdose
Impaired Memory	Bronchitis	Motor Vehicle Collision
Reduced Cognitive Function	Heart Disease	
Psychosis, Depression, Anxiety	Chronic Obstructive Pulmonary Disease (COPD)	
Addiction/Dependence <i>Cannabis Use Disorder</i>	Cancer	



Windsor-Essex Board of Health Resolutions

January 14, 2016

- Supporting a public health approach to cannabis legalization in Ontario with strong health-centered and age-restricted regulations to reduce health and societal harms associated with cannabis use.

October 18, 2017

- Encouraging Windsor-Essex municipalities to develop strict licensing, planning, and zoning regulations
- Working with enforcement agencies and municipalities to support smoking prohibitions
- Promoting *Canada's Lower-Risk Cannabis Use Guidelines* to reduce harms of cannabis use



Windsor-Essex Board of Health Resolutions

October 18, 2018

- Municipalities OPT OUT of the cannabis retail model as proposed by the provincial government in their respective communities.
- The province establish limits on the number of retailers in a geographic area to prevent clustering and reduce retail outlet density.
- The province set additional regulations with respect to the proximity of retail outlets in relation to areas which may unfairly target vulnerable populations.
- The province providing for the ability of municipalities to create licensing and zoning regulations which would be reflective of the unique needs of individual communities.
- Municipalities amend existing smoke-free by-laws to include “cannabis” in the definition, and expand spaces where the use of substances is prohibited (e.g., cannabis consumption venues or vape lounges).

Cannabis Retail in Ontario

- Minimum distance of 150 m (500 ft) between cannabis retail stores and schools.
- No cap on the number of retailers per municipality.
- Municipalities are prohibited from using licensing or land-use by-laws to control the placement or number of cannabis retail outlets.
- All private recreational cannabis retail storefronts to be stand-alone stores only.
- Retailers will not be permitted to allow anyone under the age of 19 to enter their stores.
- Zero-tolerance (enforced by AGCO) for any retailer who provides cannabis to anyone under the age of 19.



Cannabis Retail in Ontario

- Private stores will be permitted to open between 9:00 a.m. and 11:00 p.m. on any day.
- AGCO will begin accepting applications on December 17, 2018 and private retailing will begin April 1, 2019.
- The government has committed to providing \$40 million over two years to help municipalities with the implementation costs of recreational cannabis legalization.



AGCO - Licensing Framework

Retail Operator Licence

- Allows you to operate one or more retail store in Ontario.

Retail Store Authorization

- Permits store layout and location.
- 15-day public consultation window on location.

Cannabis Retail Manager Licence

- Most responsible person for operations of store.

Municipalities have the ability to Opt Out of cannabis retail storefronts up to January 22nd.

Concerns for Municipalities

Consumption permitted in all areas not covered by *Smoke-free Ontario Act*.

- Interaction with municipal smoking bylaws
- Smoking/loitering and nuisance concerns around retailers
- Fewer restrictions on where cannabis, tobacco and vapes can be used increases the risk of normalization, second-hand smoke exposure and impairment

Increased density and number of access points can lead to:

- Increased consumption and associated harms
- Normalization of use
- Decreased success in attempts to abstain from use
- Undermining of health warnings

Exposure to vulnerable populations:

- Children and youth
- Individuals seeking treatment for substance use
- Individuals susceptible to addiction or with mental illness
- Low income neighbourhoods



Summary of Evidence from Tobacco and Alcohol Retail

<p>Retail outlet density contributes to increased consumption and harms.</p>	<ol style="list-style-type: none"> 1. Babor, T, Caetano R, Cassell S, Edwards G, Giesbrecht N, Graham K, Rossow I. (2010). Alcohol no ordinary commodity: Research and public policy (Second ed.). New York, USA: Oxford University Press. Ottawa, ON. 2. Popova S, Giesbrecht N, Bekmuradov D, Patra J. (2009). Hours and days of sale and density of alcohol outlets: impacts on alcohol consumption and damage: a systematic review. Alcohol Oct;44(5):500-16. 3. World Health Organization (2010). Global strategy to reduce the harmful use of alcohol. Available from: http://www.who.int/substance_abuse/msbalcstragegy.pdf 4. Borodovsky JT, Lee DC, Crosier BS et al. (2017). US cannabis legalization and use of vaping and edible products among youth. Drug Alcohol Depend 177:299-306. Available from: https://www.ncbi.nlm.nih.gov/pubmed/28662974 5. Mair C, Freisthler B, Ponicki WR, Gaidus A. NIHMS705271; The impacts of marijuana dispensary density and neighborhood ecology on marijuana abuse and dependence (2015). Drug Alcohol Depend 154:111-6. Available from: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4536157
<p>Retail outlet proximity to youth-serving facilities normalizes and increases substance use.</p>	<ol style="list-style-type: none"> 1. U.S. Department of Health and Human Services (HHS), Office of the Surgeon General (2016). Facing Addiction in America: The Surgeon General’s Report on Alcohol, Drugs, and Health. Available from: https://addiction.surgeongeneral.gov/surgeon-generals-report.pdf 2. Canadian Paediatric Society. Cannabis and Canada’s children and youth (2016) Ottawa, ON: Canadian Paediatric Society. Available from: https://www.cps.ca/en/documents/position/cannabis-children-and-youth.
<p>Retail outlet proximity to other sensitive areas may negatively influence vulnerable residents.</p>	<ol style="list-style-type: none"> 1. Mair C, Freisthler B, Ponicki WR, Gaidus A. NIHMS705271; The impacts of marijuana dispensary density and neighborhood ecology on marijuana abuse and dependence (2015). Drug Alcohol Depend 154:111-6. Available from: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4536157 2. Alberta Health Services (2018). AHS recommendations on cannabis regulations for Alberta municipalities. Available from: http://rmalberta.com/wp-content/uploads/2018/05/Webinar-recording-Cannabis-and-Public-Health-AHS-Cannabis-Information-Package-for-Municipalities.pdf
<p>Fewer restrictions on where substances can be used may increase the risk of normalization, second-hand smoke exposure and impairment.</p>	<ol style="list-style-type: none"> 1. Smoke-Free Ontario Scientific Advisory Committee, Ontario Agency for Health Protection and Promotion (Public Health Ontario). Evidence to guide action: Comprehensive tobacco control in Ontario (2016). Toronto, ON: Queen's Printer for Ontario; 2017. Available from: https://www.publichealthontario.ca/en/eRepository/SFOSAC%202016_FullReport.pdf. 2. Sparacino,CM, Hyldborg PA & Hughes TJ. Chemical and biological analysis of marijuana smoke condensate. NIDA Res Monogr 99(1990): 121-40. 3. Smoke-Free Ontario Scientific Advisory Committee. Evidence to Guide Action: Comprehensive Tobacco Control in Ontario (2010).Toronto, Ontario: Ontario Agency for Health Protection and Promotion. Retrieved from http://otru.org/wp-content/uploads/2012/06/Evidence-to-Guide-Action-2010.pdf 4. Linkenbach, J. The Main Frame: Strategies for Generating Social Norms News. Montana, US: Montana State University, 2002. 5. Smoking and Health Action Foundation. Secondhand Marijuana Smoke: Health effects of exposure (2016). Smoking and Health Action Foundation. Retrieved from: https://nsra-adnf.ca/key-issue/secondhand-marijuana-smoke/



Concerns for Municipalities

Lessons learned from Tobacco and Alcohol control:

- Retail outlet density contributes to increased consumption and harms.
 - Positive association between alcohol outlet density and excessive alcohol consumption and related harms.
- Retail outlet proximity to youth-serving facilities normalizes and increases substance use.
 - Schools with a greater number of retailers surrounding them have higher smoking rates.
- Retail outlet proximity to other sensitive areas may negatively influence vulnerable residents.
 - Higher concentration of tobacco retailers in lower income neighbourhoods.
- Less restrictions on where substances can be consumed increases the risk of normalization, exposure, and impairment.



WECHU Recommendations:

Opt Out

- One time window to **OPT-OUT** of retail stores in your municipality
- Can opt back in at later date
- ***Deadline – January 22nd, 2019***
 - 3 months from election, but shortly after swearing in of new council

Opt Out Allows for:

- Time to conduct a more formal public and stakeholder engagement process
- Integrate lessons learned from other Ontario municipalities
- Learn more about provincial regulations and create a local regulatory framework that is reflective of the best interests of Windsor-Essex Residents

Thank You

Nicole Dupuis; Director of Health Promotion
ndupuis@wechu.org

Eric Nadalin; Manager of Chronic Disease and Injury Prevention
enadalin@wechu.org

wechu.org/cannabis



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WECHU Recommendations: *Proximity and Density*

That Cannabis-related businesses be:

- no less than **500m** from any *school, library, park, recreational centre* and any other *youth-serving facility*,
- no less than **500m** from *subsidized or low-income housing*,
- no less than **500m** from *correctional facilities, addiction and mental health facilities, hospitals and places of worship*, and
- no less than **500m** from any *alcohol, tobacco, or other cannabis-related business* (i.e., cannabis consumption lounges or production facility)



WECHU Recommendations: *Other Considerations*

That municipalities:

- Establish limits on the *number* of retailers in a geographic area to prevent clustering and reduce retail outlet *density*.
- Amend existing smoke-free by-laws to explicitly *include the word “cannabis”* in their definition of smoking.
- Work *collaboratively* with public health and school boards to consider impacts of legalization across different sectors.





The Corporation of the Town of LaSalle

Date:	December 18, 2019	Report No:	CAO-01-2019
Directed To:	Members of Council	Attachments:	A. Minister Letter
Department:	Office of the Chief Administrative Officer		B. Deputy Minister Letter
Prepared By:	Joe Milicia, CPA ,CA Chief Administrative Officer	Policy References:	C. Cannabis Licence Act, 2018
Subject:	Retail Cannabis Outlets		D. GECDSB Letter
			E. WECHU Resolution
			None

Recommendation:

- **That** CAO-01-2019 regarding the legalization of cannabis use and retail sales, **be received**;
- **And that** The Corporation of the Town of LaSalle **opt-out** of hosting retail cannabis sales;
- **And further that** the Clerk **be authorized** to send a letter to the Alcohol and Gaming Commission of Ontario advising that the Council of the Town of LaSalle at their meeting held on Tuesday, January 8, 2019 passed a resolution to opt-out of cannabis sales.

Report:

Legislative Summary

On December 12, 2017, the previous Ontario government passed Bill 174, the Cannabis, Smoke Free Ontario and Road Safety Statute Law Amendment Act. The amendments established a legal framework for the sale, distribution and consumption of recreational cannabis.

On August 13, 2018, the newly elected government of Ontario publicly announced that they would be making changes to the legal cannabis framework established by the previous Provincial government.

On October 17, 2018, it became legal in Canada to possess or use cannabis subject to certain limits. The federal government amended the Criminal Code to enable Canadians to buy, sell and consume cannabis and cannabis products. Under federal legislation, Health Canada administers the licensing regime for recreational cannabis growers. These licensed producers serve as the sole source of legal recreational cannabis in Canada. The federal framework includes rules regulating grow operations as well as the advertisement and promotion of cannabis, which is strictly controlled to protect youth.

Under federal legislation, provinces are responsible for establishing wholesale and retail distribution systems. Jurisdiction over rules regarding where individuals can consume cannabis also resides with the provinces.

Provinces and territories have the ability to set their own rules for cannabis, including the legal minimum age, how recreational cannabis can be sold, where cannabis can be used, and how much cannabis can be possessed and by whom.

The Ontario *Cannabis Act, 2017* aligns with the federal *Cannabis Act* and also came into effect October 17, 2018. In brief summary it establishes rules with respect to the sale, distribution, purchase, possession, transportation, cultivation and consumption of cannabis. The key elements include:

- Prohibiting the sale of recreational cannabis to anyone under the age of 19
- Prohibiting youth (under 19) from possessing, cultivating, consuming and sharing cannabis
- Addressing illegal selling, including storefront dispensaries.

The *Cannabis Licence Act, 2018*, creates a regulated licensing model and regulatory framework for private retail of cannabis in Ontario and enables the implementation of a tightly regulated licensing and regulatory framework for private storefront cannabis retailing in Ontario and establishes the Alcohol and Gaming Commission of Ontario (AGCO) as the provincial regulator for cannabis storefronts.

Private retailers must be licensed by the AGCO. The AGCO is to begin accepting applications in December 2018 and permitting private retailing of cannabis by April 1, 2019.

The Province has committed to allowing private recreational cannabis retail stores throughout Ontario starting April 1, 2019. As recreational cannabis is a legal, controlled and regulated product, cannabis stores will be considered like any other type of retail, and as such no zoning changes are needed.

Municipalities will not be able to designate cannabis retail as a separate land use from retail generally or create a cannabis retail licensing regime within their jurisdiction.

To that end, it has established a regulatory framework, Ontario Regulation 468/18 s. 22 (O. Reg. 468.18) under the *Cannabis Licensing Act, 2018* that provides further clarity on how private businesses will be licensed and regulated by the AGCO

Retail Cannabis

Opting-out of Retail Cannabis Stores

Municipalities may opt-out of having cannabis retail stores within their jurisdiction. To do so, the *Cannabis Licence Act, 2018* requires them to pass a resolution to that effect by January 22, 2019.

The manner in which municipalities must notify the AGCO of their decision to opt-out is for the municipal Clerk, Chief Administrative Officer or Mayor to send the AGCO Registrar written notification that the municipality has passed a resolution prohibiting cannabis retail stores and send written notification to the AGCO no later than January 22, 2019.

A municipality that decides to prohibit cannabis retail stores may later reverse its decision; however, under the *Cannabis Licence Act, 2018*, a decision by a municipality to allow cannabis retail stores is final and may not be subsequently reversed.

If the AGCO has not received written notification from a municipality within the process described above, by January 22, 2019, then, by default, private cannabis retail stores will be allowed within this jurisdiction beginning April 1, 2019, providing all other eligibility criteria have been met.

Opting-in to Allow Retail Cannabis Stores

Any time before January 22, 2019, a municipality may decide it will allow cannabis retail stores within its jurisdiction. Those municipalities are encouraged to notify the AGCO as soon as possible to allow the AGCO to process retail store applications, complete the public notice process and provide more time for stores to set up their operations. Early notification to the AGCO will not change the date that licensed retail stores may open, which remains April 1, 2019 at the earliest.

Financial Implications

The Minister of Finance’s letter dated November 26, 2018, to municipalities announced funding for all municipalities through the Ontario Cannabis Legalization Implementation Fund (Fund). The Fund will provide \$40 million in funding over two years to municipalities across Ontario to help with the implementation costs of recreational cannabis legalization. A copy has been attached as an appendix however it should be noted that any funding received must be used by municipalities for implementation costs directly related to the legalization of cannabis

Comments and Recommendation Conclusion

Many municipal programs may be directly impacted by the provincial legislative framework governing the sale and use of cannabis including, but not limited to: building inspections, bylaw enforcement, public use in public places, fire services, policing, property standards (home cultivation), employee impairment and accommodation (for medicinal use of cannabis) and zoning.

Little direction and limited time has been given to municipalities and there are no best practices to guide municipalities. Regulating an entirely new sector of the economy is a challenging endeavor, taking the right amount of time to study implementation and undertake the required local engagement is recommended to avoid any potentially negative land use and community impact outcomes.

As a result, given the lack of time, limited information, and uncertainty surrounding the long term impacts Administration is recommending a wait and watch approach.

Yours truly,



Joe Milicia, CPA, CA
Chief Administrative Officer

<i>Reviewed by:</i>						
CAO	Finance	Council Services	Public Works	Development & Strategic Initiatives	Culture & Recreation	Fire Services



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November 20, 2018

Dear Head of Council (elect):

Recently, Ontario's Government for the People moved to a new cannabis retail model to meet our key priorities of combatting the illegal market and keeping our children and communities safe.

Today, the Province is beginning the fulfillment of its commitment to provide \$40 million in funding over two years to municipalities to help with the implementation costs of recreational cannabis legalization.

The Ontario Cannabis Legalization Implementation Fund (OCLIF) will be distributed as follows:

- In early January, the first payment of \$15 million will be made to all municipalities on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This will enable all municipalities to proceed with their planned legalization activities.
- A second payment of \$15 million will then be distributed following the deadline for municipalities to opt-out under the *Cannabis Licence Act*, which is January 22, 2019.
 - Municipalities that have not opted-out as of January 22, 2019 will receive funding on a per household basis, adjusted so that at least \$5,000 is provided to each municipality. This funding will support initial costs related to hosting retail storefronts.
 - Municipalities that have opted-out will receive only a second \$5,000 each.
- The Province is setting aside \$10 million of the municipal funding to address costs from unforeseen circumstances related to the legalization of recreational cannabis, and priority will be given to municipalities that have not opted-out. Further details will be provided at a later date.

.../cont'd

- Finally, if Ontario's portion of the federal excise duty on recreational cannabis over the first two years of legalization exceeds \$100 million, the Province will provide 50 per cent of the surplus only to municipalities that have not opted-out as of January 22, 2019.

Our government is committed to respecting taxpayers and their hard-earned money. We believe municipalities have an obligation to do likewise.

As such, municipalities must use this funding to address the costs that directly relate to the legalization of recreational cannabis. Examples of permitted costs include:

- increased enforcement (e.g. police, public health and by-law enforcement, court administration, litigation);
- increased response to public inquiries (e.g. 311 calls, correspondence);
- increased paramedic services;
- increased fire services; and
- by-law / policy development (e.g. police, public health, workplace safety policy).

Lower-tier and upper-tier municipalities will receive a 50/50 split of the allocation. The household numbers will be split between the upper- and lower-tier, and the allocation calculated accordingly. Decisions to adjust the split in allocation and transfer funding can be made at the local level as needed. Upper-tier municipalities will receive funding in relation to opt-out decisions made by the lower-tier municipality.

The Deputy Minister of Finance will write to your Treasurer with further details on the administration of this funding and attach each municipality's specific allocation notice.

To assess the impact of the funding, the Association of Municipalities of Ontario and the City of Toronto have been asked to work with the Ministry of Finance to establish a process by which a sample group of municipalities can assess the use and impact of these funds. More information on this process will be provided at a later date.

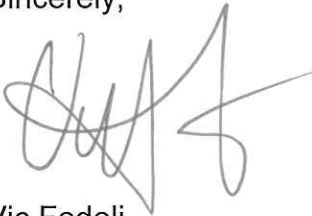
Our government is committed to building a retail system for cannabis sales that will help eliminate the illegal market and is safe and reliable with rules that keep cannabis out of the hands of children and youth, while keeping our roads safe. Complementary to this municipal funding, the Province continues to do the following:

.../cont'd

- Increase the capacity of law enforcement to help detect drug impaired driving through training. The Province has also created a specialized legal team to support drug impaired driving prosecutions, increased capacity at the province's Centre of Forensic Sciences, and has created a Cannabis Intelligence Coordination Centre.
- Support local boards of health (public health units) by providing a suite of tools and resources for enforcement of the *Smoke-Free Ontario Act, 2017*, which includes rules for smoking and vaping of cannabis.
- Conduct an integrated public awareness campaign to communicate the rules and regulations for recreational cannabis and educate Ontarians about the health and safety measures in place to protect them.

We appreciate the efforts of municipalities in the implementation of the federal government's legalization of cannabis and look forward to continuing to work together.

Sincerely,



Vic Fedeli
Minister of Finance

- c: The Honourable Caroline Mulroney, Attorney General
The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Paul Boniferro, Deputy Attorney General
Greg Orencsak, Deputy Minister of Finance
Laurie LeBlanc, Deputy Minister of Municipal Affairs and Housing
Renu Kulendran, Ontario Legalization of Cannabis Secretariat, Ministry of Attorney General
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project, Ministry of Finance
Kate Manson-Smith, Assistant Deputy Minister, Local Government and Planning Policy Division, Ministry of Municipal Affairs and Housing
Dan Miles, Chief of Staff

Ministry of Finance **Ministère des Finances**
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Fax (416) 325-1595 (416) 325-1595



November 26, 2018

Dear Treasurer:

Re: Ontario Cannabis Legalization Implementation Fund

In his November 20, 2018 letter to Heads of Council (elect), the Minister of Finance announced funding for all municipalities through the Ontario Cannabis Legalization Implementation Fund (“Fund”). This Fund will provide \$40 million in funding over two years to municipalities across Ontario to help with the implementation costs of recreational cannabis legalization.

This letter sets out the terms and conditions of receiving money under the Fund.

1. First Payment of Funds

For the first payment in January, the Province will distribute \$15 million of the Fund between all municipalities based on the following:

- 2018 MPAC Household numbers
- 50/50 split in household numbers between lower- and upper-tier municipalities
- Adjustments to provide at least \$5,000 to each municipality

Municipalities will receive a first payment in the amount set out in the attached allocation notice.

2. Second Payment of Funds

For the second payment, the Province will distribute \$15 million of the Fund between all municipalities based on the following:

- If a municipality has not opted-out of hosting private retail stores in accordance with *Cannabis Licence Act*, it will receive funding based on the 2018 MPAC household numbers, adjusted so that at least \$5,000 is provided to each municipality.

.../cont'd

- If a municipality has opted-out of hosting private retail stores in accordance with the *Cannabis Licence Act*, it will receive a maximum amount of \$5,000. Please note that if a municipality opts-out by January 22, 2019, and opts back in at a later date, that municipality will not be eligible for additional funding.

Municipalities will receive a second payment based on the above criteria. The Province will send an allocation notice to municipalities setting out the amount of the second payment by March 2019.

The amount of the Fund allocated to each municipality in Ontario will be posted at www.fin.gov.on.ca/en/budget/oclif/ in December.

3. Use of Funds

Municipalities must use the money they receive from the Fund solely for the purpose of paying for implementation costs directly related to the legalization of cannabis.

Examples of permitted costs include:

- Increased enforcement (e.g., police, public health and by-law enforcement, court administration, litigation)
- Increased response to public inquiries (e.g., 311 calls, correspondence)
- Increased paramedic services
- Increased fire services
- By-law / policy development (e.g., police, public health, workplace safety policy)

Municipalities must not use the money they receive from the Fund to pay for:

- Costs that have been, or will be, funded or reimbursed by any other government body, or third party
- Costs not related to cannabis legalization

4. Transfer of Funds Within Upper-Tier and Lower-Tier Municipalities

Upper-tier municipalities and lower-tier municipalities may transfer any money that they receive from the Fund between each other. Despite any transfer of money that may occur under this section, municipalities remain responsible for ensuring compliance with the terms and conditions of this letter with respect to the transferred money.

.../cont'd

5. Funding Assessment

To assess the impact of this funding, the Province has requested that the Association of Municipalities of Ontario and the City of Toronto work with the Ministry of Finance to establish a process by which a sample group of municipalities will provide information on use of funds and impact of funding. More information will be available as this process is developed.

If municipalities are asked to provide information on the use of the money received under the Fund and impact of such funding, they must provide the information requested, in a timely manner. As such, municipalities must keep and maintain all records relating to money received from the Fund.

In addition, the Province or any authorized representative or identified independent auditor, may request to review the records or conduct an audit in respect of the expenditure of money a municipality has received from the Fund.

If you have any further questions, please contact:

Cannabis Retail Implementation Project
Ministry of Finance
Email: OCLIF@ontario.ca

Yours sincerely,



Greg Orenszak
Deputy Minister

Attachment

- c. Paul Boniferro, Deputy Attorney General
Laurie LeBlanc, Deputy Minister of Municipal Affairs and Housing
Nicole Stewart, Executive Lead, Cannabis Retail Implementation Project
Allan Doheny, Assistant Deputy Minister, Provincial-Local Finance Division
Renu Kulendran, Ontario Legalization of Cannabis Secretariat, Ministry of
Attorney General

Kate Manson-Smith, Assistant Deputy Minister, Local Government and Planning
Policy Division, Ministry of Municipal Affairs and Housing
Pat Vanini, Executive Director, Association of Municipalities of Ontario


[Français](#)
ONTARIO REGULATION 468/18

made under the

CANNABIS LICENCE ACT, 2018

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INTERPRETATION

Interpretation

1. In this Regulation,

“licensed producer” means a person who is authorized by a licence issued under the *Cannabis Act* (Canada) to produce cannabis for commercial purposes.

Affiliates

2. (1) In paragraph 2 of subsection 4 (4) of the Act and this Regulation, an affiliate of a person is,

- (a) a corporation that is affiliated with the person for the purposes of the *Business Corporations Act*, as set out in subsection 1 (4) of that Act;
- (b) a corporation that is affiliated with another corporation in the manner referred to in clause (a), if that other corporation is at the same time affiliated with the person in that manner;
- (c) a corporation of which the person beneficially owns or controls, directly or indirectly, shares or securities currently convertible into shares carrying more than 9.9 per cent of the voting rights under all circumstances or by reason of the occurrence of an event that has occurred and is continuing, or a currently exercisable option or right to purchase such shares or such convertible securities;
- (d) a partner in the same partnership as the person;
- (e) a trust in which the person has a substantial beneficial interest, whether vested or contingent, or with respect to which the person acts as a trustee;
- (f) a member of the same joint venture, unincorporated association, unincorporated syndicate or unincorporated organization as the person; or
- (g) a person who is deemed under subsection (2) or (3) to be an affiliate of the person or an affiliate of an affiliate of the person.

(2) A person is deemed to be an affiliate of another person if the person is a corporation and the other person, or a group of persons or entities acting jointly or in concert with the other person, owns a beneficial interest in shares of the corporation,

- (a) carrying at least 50 per cent of the votes for the election of directors of the corporation and the votes carried by the shares are sufficient, if exercised, to elect a director of the corporation; or
- (b) having a fair market value, including a premium for control if applicable, of at least 50 per cent of the fair market value of all the issued and outstanding shares of the corporation.

(3) A person is deemed to be an affiliate of another person if the other person, or a group of persons or entities acting jointly or in concert with the other person, has any direct or indirect influence that, if exercised, would result in control in fact of that person.

(4) Subsections (2) and (3) apply with respect to a group of persons or entities acting jointly or in concert with another person whether or not they are acting pursuant to an agreement or arrangement.

GENERAL INELIGIBILITY

Ineligibility, prescribed offences

3. The following offences are prescribed for the purposes of paragraph 3 of subsection 3 (4) of the Act, paragraph 2 of subsection 4 (6) of the Act and paragraph 2 of subsection 5 (4) of the Act:

- 1. An offence under the Act.
- 2. An offence under section 6, 7, 8, 8.1, 13 or 15 of the *Cannabis Control Act, 2017* or, before the day on which section 1 of Schedule 1 to the *Cannabis Statute Law Amendment Act, 2018* came into force, the *Cannabis Act, 2017*.
- 3. An offence under Division 1 of Part 1 of the *Cannabis Act* (Canada).

Ineligibility, contravention of prescribed provisions

4. The following provisions are prescribed for the purposes of paragraph 4 of subsection 3 (4) of the Act, paragraph 3 of subsection 4 (6) of the Act and paragraph 3 of subsection 5 (4) of the Act:

- 1. Sections 6, 7, 8, 8.1, 13 and 15 of the *Cannabis Control Act, 2017* or, before the day on which section 1 of Schedule 1 to the *Cannabis Statute Law Amendment Act, 2018* came into force, the *Cannabis Act, 2017*.
- 2. Sections 8, 9, 10, 11, 12, 13 and 14 of the *Cannabis Act* (Canada).

Prescribed offences under *Controlled Drugs and Substances Act* (Canada)

5. Sections 4, 5, 7 and 7.1 of the *Controlled Drugs and Substances Act* (Canada) are prescribed for the purposes of subsections 3 (6) and 5 (5) of the Act.

Retail operator licence, compliance with tax laws

6. A person is not eligible to be issued a retail operator licence if any of the following circumstances apply, as confirmed by the Ministry of Finance for the purposes of the application for the licence:

1. The person is in default of filing a return under a tax statute administered and enforced by the government of Ontario, or of paying any tax, penalty or interest assessed under any such statute for which payment arrangements have not been made.
2. If the person has a business number with the Canada Revenue Agency, the person is in default of filing a return under the *Taxation Act, 2007*, the *Income Tax Act* (Canada), Part IX of the *Excise Tax Act* (Canada) or an Act of another province or territory that imposes a tax on corporations and is administered and enforced by the Canada Revenue Agency.

Retail operator licence, corporation owned by licensed producer

7. A corporation is not eligible to be issued a retail operator licence if more than 9.9 per cent of the corporation is owned or controlled, directly or indirectly, by one or more licensed producers or their affiliates.

Ineligibility, other circumstances

8. A person is not eligible to be issued a licence or authorization under the Act if the person is or has been a member of a criminal organization as defined in subsection 467.1 (1) of the *Criminal Code* (Canada), or is or has been involved in, or contributes or has contributed to, the activities of such an organization.

RETAIL STORE AUTHORIZATIONS**Cannabis retail store requirements**

9. A retail store authorization may not be issued with respect to a proposed cannabis retail store if,

- (a) the retail space where cannabis would be sold,
 - (i) would not be enclosed by walls separating it from any other commercial establishment or activity and from any outdoor area, or
 - (ii) could be entered from or passed through in order to access any other commercial establishment or activity, other than a common area of an enclosed shopping mall; or
- (b) the premises at which the cannabis to be sold in the store would be received or stored would be accessible to any other commercial establishment or activity or to the public.

Public interest

10. For the purposes of paragraph 5 of subsection 4 (6) of the Act, only the following matters are matters of public interest:

1. Protecting public health and safety.
2. Protecting youth and restricting their access to cannabis.
3. Preventing illicit activities in relation to cannabis.

No issuance, proximity to schools

11. (1) In this section,

“private school” means a private school as defined in the *Education Act*.

(2) For the purposes of clause 4 (12) (a) of the Act, a proposed cannabis retail store may not be located less than 150 metres from a school or a private school, as determined in accordance with the following:

1. If the school or private school is the primary or only occupant of a building, 150 metres shall be measured from the property line of the property on which the school or private school is located.
 2. If the school or private school is not the primary or only occupant of a building, 150 meters shall be measured from the boundary of any space occupied by the school or private school within the building.
- (3) Subsection (2) does not apply to a private school if,
- (a) it is located on a reserve; or
 - (b) it only offers classes through the Internet.

Maximum permissible authorizations

12. The Registrar shall refuse to issue a retail store authorization if,

- (a) the applicant already holds 75 retail store authorizations; or
- (b) the applicant and its affiliates between them already hold 75 retail store authorizations.

Display of authorization

13. It is a condition of a retail store authorization that the holder display the authorization in a conspicuous place in the cannabis retail store.

Distribution services

14. (1) It is a condition of a retail store authorization that the holder not enter into contracts or agreements with any person or entity for the provision of cannabis distribution services.

(2) Subsection (1) does not apply with respect to,

- (a) a contract or agreement with the Ontario Cannabis Retail Corporation or with a person or entity acting under a contract to provide distribution services to or on behalf of the Ontario Cannabis Retail Corporation; or
- (b) a contract of employment with the holder to work in a cannabis retail store.

REVOCATIONS AND SUSPENSIONS**Revocation without proposal, prescribed contraventions**

15. For the purposes of clause 11 (3) (c) of the Act, section 9 of the *Cannabis Act* (Canada) is prescribed.

Public notice of suspension of authorization

16. (1) If a retail store authorization is suspended, the holder shall prominently display a sign respecting the suspension in a conspicuous place that is visible from the exterior of the public entrance to the cannabis retail store.

(2) The sign referred to in subsection (1) shall be in the form approved by the Registrar and shall be displayed for the duration of the suspension.

OPERATION OF CANNABIS RETAIL STORES**Permissible hours of operation**

17. A cannabis retail store is authorized to be open to the public between 9:00 a.m. and 11:00 p.m. on any day.

Additional items that may be sold

18. For the purposes of paragraph 2 of section 18 of the Act, the holder of a retail store authorization may sell the following items at a cannabis retail store:

- 1. Cannabis accessories within the meaning of subsection 2 (1) of the *Cannabis Act* (Canada).
- 2. Shopping bags.

Cannabis retail seal

19. (1) For the purposes of subsection 7 (2) of the Act, the holder of a retail store authorization shall, in accordance with this section, prominently display the cannabis retail seal set out in Schedule 1 to this Regulation.

(2) The cannabis retail seal shall be displayed in a conspicuous place that is visible from the exterior of the public entrance to the cannabis retail store.

(3) The displayed cannabis retail seal shall be at least 17 centimetres in width at its widest point by 20 centimetres in height.

(4) Either the French version, the English version or both versions of the cannabis retail seal may be displayed.

(5) The holder of a retail store authorization that is revoked or fails to be renewed shall ensure that the cannabis retail seal is removed from display as soon as practicable after the revocation or non-renewal.

Preventing entry of individuals under 19 years of age

20. (1) The holder of a retail store authorization shall ensure that no individual who appears to be under 25 years of age is permitted to enter the cannabis retail store unless the holder or an employee of the holder has required the individual to provide a form of identification prescribed for the purposes of subsection 7 (2) of the *Cannabis Control Act, 2017* and the holder or employee is satisfied that the individual is at least 19 years of age.

(2) For the purposes of subsection (1), subsection 7 (3) of the *Cannabis Control Act, 2017* applies with necessary modifications.

Training requirements

21. (1) The Board may approve training courses or programs, including but not limited to training courses or programs respecting,

- (a) the responsible sale of cannabis;
- (b) record keeping requirements under the Act; and
- (c) measures required to be taken under the Act to reduce the risk of cannabis being diverted to an illicit market or activity.

(2) The following individuals are required to successfully complete training courses or programs approved under subsection (1):

- 1. Holders of a retail store authorization.

2. Holders of a cannabis retail manager licence.

3. Individuals employed to work in a cannabis retail store.

(3) The holder of a retail store authorization shall ensure that every holder of a cannabis retail manager licence or other individual employed to work in the cannabis retail store meets the requirements of subsection (2).

MATTERS RESPECTING MUNICIPALITIES

Notice of resolution

22. (1) For the purposes of subsection 41 (5) of the Act, a municipality shall provide to the Registrar written notice of a resolution passed under that section no later than three business days after the resolution is passed.

(2) Despite subsection (1), notice of a resolution referred to in subsection 41 (1) of the Act shall not be provided to the Registrar later than January 22, 2019.

(3) In subsection (1),

“business day” means a day from Monday to Friday, other than a holiday.

MATTERS RESPECTING RESERVES

Notice of resolution

23. For the purposes of subsection 43 (5) of the Act, a council of the band shall as soon as practicable after the passing of a resolution referred to in that section provide to the Registrar written notice of the resolution.

COMMENCEMENT

Commencement

24. This Regulation comes into force on the later of the day clause 49 (1) (a) of Schedule 2 to the *Cannabis Statute Law Amendment Act, 2018* comes into force and the day this Regulation is filed.

SCHEDULE 1 CANNABIS RETAIL SEAL



Text alternative: Illustration of English cannabis retail seal consisting of “ONTARIO AUTHORIZED” in white capitalized text, above a white horizontal line, above an illustration of a white trillium, on a black background with a white border. This text alternative is provided for convenience only and does not form part of the official law.



Text alternative: Illustration of French cannabis retail seal consisting of “DÉTAILLANT AUTORISÉ EN ONTARIO” in white capitalized text, above a white horizontal line, above an illustration of a white trillium, on a black background with a white border. This text alternative is provided for convenience only and does not form part of the official law.

Français



VIA EMAIL ONLY

November 30, 2018

The Government of Ontario
c/o The Honourable Doug Ford, MPP
Premier of the Government of Ontario
Queen's Park, Legislative Building, Room 281
Toronto, Ontario M7A 1A1
Email: premier@ontario.ca

The Government of Ontario
c/o The Honourable Caroline Mulroney, MPP
Attorney General and Minister of Francophone Affairs
McMurtry-Scott Building, 720 Bay Street, 11th Floor
Toronto, Ontario M7A 2S9
Email: caroline.mulroney@ontario.ca

Dear Premier Ford and Minister Mulroney:

Re: Cannabis Retail Stores Proximity to Schools – Greater Essex County District School Board Comments

This correspondence is in response to the above-noted Ministry of the Attorney General led process that addressed limits of Cannabis Retail Stores proximity to schools. Please be advised that the Greater Essex County District School Board has had an opportunity to review and at the November 20, 2018 Board of Trustee's Meeting, passed a motion to write a letter of concern regarding the proximity of Cannabis Retail Stores to schools.

The Board is aware that Ontario Regulation 468/18, being the General Regulations pursuant to the *Cannabis Licence Act, 2018*, were approved and ordered by the Lieutenant Governor of Ontario, through an Order In Council on November 14, 2018. The Regulations came into force on November 16, 2018, when the Lieutenant Governor of Ontario proclaimed the Act to come into force, based on the recent passage of Bill 36, Cannabis Statute Law Amendment Act, 2018, receiving Royal Assent on October 17, 2018.

Under the Act, this gave the ability for the Ministry of the Attorney General to recommend the Regulations thereto. As such, Section 11 of the Regulation under the Act, established a minimum 150 metre separation distance between Cannabis Retail Stores and schools.

The Board is concerned with the minimum distance established by the Government of Ontario. By amending the Regulations to enhance the separation distance of Cannabis Retail Stores

proximity to schools immediately, this will achieve one of the key principles of the legislation – to protect youth and to take whatever steps are necessary to ensure that cannabis remains out of the hands of people under the age of 19.

The Government of Ontario needs to help ensure that we protect the student community of the schools through ensuring public health and safety, protecting youth and reducing illegal sales.

The Board requests that the Ministry of the Attorney General re-commence the consultations with a wider stakeholder group in revising the Regulations and then have the draft regulations open to board public consultation and then make recommendations to the Lieutenant Governor of Ontario to amend the Regulations thereafter.

Should you have any questions or concerns on the above, please do not hesitate to contact the undersigned.

Sincerely,



Kim McKinley
Chairperson of the Board

cc.

Honourable Bill Blair, Minister of Border Security and Organized Crime Reduction Bill.Blair@parl.gc.ca

Honourable Lisa Gretzky, MPP, Windsor West (Email: lgretzky-qp@ndp.on.ca)

Honourable Percy Hatfield, MPP, Windsor – Tecumseh (Email: phatfield-qp@ndp.on.ca)

Honourable Taras Natyshak, MPP Essex (Email: tnatyshak@ndp.on.ca)

Honourable Rick Nicholls, MPP, Chatham-Kent – Leamington (Email: rick.nicholls@pc.ola.org)

Honourable Andrea Horwath, MPP, Leader of the Official Opposition (Email: ahorwath-qp@ndp.on.ca)

Honourable Sara Singh, MPP, Attorney General Critic (Email: ssingh@ndp.on.ca)

Honourable Lisa M. Thompson, MPP, Minister of Education (Email: minister.edu@ontario.ca)

Honourable Marit Stiles, MPP, Education Critic (Email: mstiles-qp@ndp.on.ca)

The City of Windsor, vcritchley@citywindsor.ca

Municipality of Leamington, bpercy@leamington.ca

Town of Amherstburg, pparker@amherstburg.ca

Town of Essex, rauger@essex.ca

Town of Kingsville, astrologo@kingsville.ca

Town of Lakeshore, knewman@lakeshore.ca

Town of LaSalle, bandreatta@lasalle.ca

Town of Tecumseh, lmoy@tecumseh.ca

Township of Pelee, k.digiovanni@pelee.ca

Windsor-Essex County Health Unit (WECHU)

BOARD OF HEALTH

Resolution Recommendation – October 5 2018

PROPOSED MOTION

Whereas, the federal government has passed the *Cannabis Act, 2017* to legalize non-medical cannabis, coming into effect on October 17th, 2018, and

Whereas, the Ontario government has amended the provincial *Cannabis Act, 2017* to permit a privatized retail model in Ontario, and

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

Whereas, increased density and clustering of cannabis retailers may result in increased access, consumption, and increased risk for chronic disease, mental illness, and injury, and

Whereas, Ontario municipalities will have the one-time opportunity to OPT OUT of cannabis retail outlets in their communities, and

Now therefore be it resolved that, the Windsor-Essex County Board of Health encourages all Windsor-Essex municipalities to OPT OUT of the cannabis retail model as proposed by the provincial government in their respective communities.

FURTHER that the Windsor-Essex County Board of Health encourages the provincial government to establish limits on the number of retailers in a geographic area to prevent clustering and reduce retail outlet density.

FURTHER that, the Windsor-Essex County Board of Health for the Windsor-Essex County Health Unit encourages provincial government to set additional regulations with respect to the proximity of retail outlets in relation to areas which may unfairly target vulnerable populations.

FURTHER that, the provincial government provide local public health units with dedicated funding for public education and health promotion activities as well as the enforcement of cannabis-related regulations under the Smoke-free Ontario Act and **FURTHER** that the Windsor-Essex County Board of Health for the Windsor-Essex County Health Unit encourages all Windsor-Essex municipalities to amend existing smoke-free by-laws to include “cannabis” in the definition, and expand spaces where the use of substances is prohibited (e.g., cannabis consumption venues or vape lounges).

FURTHER that, previous Resolutions passed by the Windsor-Essex County Board of Health are shared with the newly elected provincial government.

Further that the Windsor-Essex Board of health suggests the province providing for the ability of municipalities to create licensing and zoning regulations, which would be reflective of the unique needs of individual communities in addition to increasing the number and distance of buffer zones proposed for retail outlets from vulnerable areas.

AND FURTHER that this resolution be shared with the Honorable Prime Minister of Canada, local Members of Parliament, the Premier of Ontario, local Members of Provincial Parliament, Minister of Health and Long-term Care, Federal Minister of Health, the Attorney General, Chief Medical Officer of Health, Association of Local Public Health Agencies, Ontario Boards of Health, Ontario Public Health Association, the Centre for Addiction and Mental Health, and local community partners.

APPENDIX

Municipal engagement activities to date

<i>Summary of Activities</i>		
Date	Municipality	Activity
November, 2017	Windsor	Presented to city administrators A Public Health Perspective for the Location of Cannabis Retail Storefronts in the City of Windsor: Windsor-Essex County Health Unit Recommendations recommends a minimum distance of 500m to be set between cannabis businesses or production facilities and sensitive areas such as schools, low-income areas, and mental health and addiction treatment facilities.
May 28, 2018	Leamington	Provided a letter in support of the recommended regulations set out in Council Report LLS-28-18, regarding the regulation of cannabis production and distribution. In addition to supporting the restrictions outlined in the report for the regulation of cannabis production and distribution within the municipality, WECHU provided additional insight into the health implications associated with cannabis exposure and additional measures which should be considered in protecting residents from second-hand cannabis smoke and smoking behaviour, including

		recommendations for the siting of cannabis-related businesses.
June 20, 2018	Windsor	Participated in meeting with representatives from the City of Windsor administration, Ontario Cannabis Store Vice President and Community Engagement Team, and Windsor Police to discuss proposed cannabis retail locations, operations, and safety of operational measures and provide feedback from a public health perspective.
	Amherstburg	Contributed feedback and recommendations for the <i>Amherstburg Parks Master Plan</i> to establish minimum distance requirements between existing alcohol and cannabis outlets and between all new alcohol/cannabis outlets to playground, youth facilities and recreation areas.
June, 2018	Kingsville	Contributed feedback and recommendations for the <i>Town of Kingsville Official Plan Review: Issues and Policy Directions Report</i> to set minimum distances between cannabis-related businesses and sensitive land use areas.
July 18, 2018	LaSalle	Participated in meeting to discuss legalization implications and needs for the municipality, and present recommendations for zoning of cannabis related businesses and ways to strengthen existing by-laws (e.g. municipal smoking by-laws).
August, 2018	Kingsville	Contributed feedback and recommendations for the <i>Town of Kingsville Application for Zoning By Law Amendment (4.46 Medical Marihuana Production Facilities)</i> . Recommendations included establishing minimum distance requirement be increased to no less than 500m between marihuana production facilities and lands zoned for residential, recreational, institutional use and Lake Erie. It was also recommended that facilities should operate with an odour

		abatement protocol to eliminate noxious odour and conduct environmental impact assessments and provide reports to the municipality.
August 29, 2018	Tecumseh	Attended meeting to provide recommendations for zoning and siting of retail locations and recommend ways to strengthen existing by-laws (e.g. municipal smoking by-laws).
September 28, 2018	All municipalities	Presented recommendations for licensing, zoning, and by-law amendments from a public health perspective to all municipal CAOs. Provided recommendations on how to best approach the private retail model implementation in Windsor-Essex and the importance of a unified approach across municipalities.



The Corporation of the Town of LaSalle

Date:	December 19, 2018	Report No:	DS-01-2019
Directed To:	Mayor and Members of Council	Attachments:	Figure 1
Department:	Development & Strategic Initiatives		
Prepared By:	Allen Burgess, MCIP, RPP. Supervisor of Planning & Development Services	Policy References:	Official Plan Zoning By-law 5050
Subject:	Application to Remove the Holding Zone Symbol	Our File No:	Z-14-18
Registered Owner :	Sedigheh Soltani		
Agent:	Abbas Jafarnia		
Location of Application:	574 sq. metres of land, located along the north side of Bouffard Road, west of Matchette Road (located to the rear of lands municipally known as 927 Bouffard Road)		

RECOMMENDATION:

Based on the information provided within this report, it is recommended that:

- Approval in principle be granted to this holding zone symbol removal application;
- A draft by-law to remove the holding zone symbol, and a deeming bylaw be prepared and brought back to Council for adoption purposes, once the required development agreement is prepared and executed by the Applicant to the satisfaction of the Town of LaSalle.

REPORT:

Introduction:

This report is intended to provide members of Council with comments and recommendations regarding an application that has been submitted requesting Council approval for the removal of the holding zone symbol from approximately 574 sq. metres of land, located along the north side of Bouffard Road, west of Matchette Road (located to the rear of lands municipally known as 927 Bouffard Road). If approved, this application would increase the

size on the rear yard for two new single detached residential building lots to be created at this location. It should be noted that the existing dwelling located on this site is to be demolished.

Figure 1 attached depicts the location of the lands affected by this application.

Provincial Policy Statement:

The Provincial Policy Statement (PPS), provides direction on matters of provincial interests as they relate to planning and development. In reviewing the proposed development / redevelopment of this site, the proposed intensification is in keeping with the character and built form in the surrounding neighbourhood and it is an efficient use of existing municipal services. It is my opinion that the proposed development/redevelopment of these lands is in keeping with the policies outlined below.

The following are relevant sections of the Provincial Policy Statement, that were considered as they relate to subject Planning Act application;

- i) In section 1.0 of the PPS, it states that "Ontario's long-term prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns. Efficient land use and development patterns support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth."
- ii) In section 1.1.2 of the PPS, it states "within settlement areas, sufficient land shall be made available through intensification and redevelopment..."
- iii) In section 1.4.3 of the PPS, it states that "Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the *regional market area* by:
 - d) *promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and*
 - e) *establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.*

COUNTY OF ESSEX OFFICIAL PLAN:

In the County of Essex Official Plan, the subject lands are located within a "Primary Settlement Area". It is my opinion that the development/redevelopment of these lands is in keeping with the policies and the goals of this upper tier plan.

The following are relevant sections of the County OP that were considered as they relate to the proposed development;

- i) In sections 3.2.2 of the County OP, goals for land designated as "Settlement Areas" are set out and include the following:

- a) *Support and promote public and private re-investment in the Primary Settlement Areas.*
 - e) *To require the efficient use of land, resources, water and sanitary sewage treatment facilities, other infrastructure and public service facilities including schools as provided for in the growth management policies contained within this Plan.*
- ii) In sections 3.2.4 of the County OP, goals for lands in the “Primary Settlement Areas” are as follows:
- a) *Primary Settlement Areas shall be the focus of growth and public/private investment in each municipality.*
 - b) *Primary Settlement Areas shall have full municipal sewage services and municipal water services and stormwater management services, a range of land uses and densities, a healthy mixture of housing types including affordable housing options and alternative housing forms for special needs groups, and be designed to be walkable communities with public transit options (or long-term plans for same).*
 - h) *All types of land use are permitted within the “Settlement Areas” designation subject to the specific land use policies of the local Official Plans.*

TOWN OF LASALLE OFFICIAL PLAN:

The Official Plan for the Town of LaSalle designates the lands subject to this application as a “Residential District”. The proposed removal of the holding zone symbol to the Residential One Zone “R1” is considered a low-density development/redevelopment of this site.

It is my opinion, based on the policies set out below, that the removal of the holding symbol at this location is in keeping with the policies and the intent of the approved Official Plan of the Town of LaSalle.

1. Section 4.7 of the Official Plan contains policies for the “Residential District Designation” as follows:

Intent

- a) *An array of housing and building types, as well as uses that support neighbourhood living, are encouraged throughout the Residential District Designation. Development in the Residential District Designation will contribute to the creation of compact, connected and walkable/bikeable neighbourhoods, where a wide range of community assets, such as schools, parks, mixed use corridors, the town centre and the waterfront, are within a five minute walk.*

Permitted Uses

- b) *Lands within the Residential District Designation may include a full range of residential dwelling types, as well as supporting land uses intended to serve local residents. The following uses may be permitted on lands within the Residential*

District Designation, as shown on Schedule B: Land Use Plan, subject to the policies of this Section:

- i) Dwelling units in low-rise, mid-rise and high-rise built forms;*
 - ii) Second units;*
 - iii) Communal housing, including special needs housing and housing for seniors;*
 - iv) Live-work units;*
- c) Generally, the range of permitted residential and non-residential supporting uses and building types shall be distributed throughout the Residential District Designation. The range of permitted land uses within the Residential District Designation shall be further refined through the implementing Zoning By-law.*

2. Section 5.2 of the Official Plan contains "Urban Area Use Specific Policies" as follows:

Urban Area Use Specific Policies

- a) In addition to all of the other applicable policies of this Plan, the following land use specific policies shall also apply throughout the Urban Area Land Use Designations, where the use is permitted:
- i) Policies for Second Units and Garden Suites - Second units are permitted in all detached and semi-detached dwellings and ancillary structures in the Town's Urban Area, subject to the provision of adequate on-site parking, and compliance with applicable zoning, Building Code and Fire Code requirements. Garden suites may be permitted on residential lots containing single-detached dwellings throughout the Town's Urban Area, subject to the provision of adequate on-site parking, and compliance with applicable zoning, Building Code and Fire Code requirements.
 - ii) Policies for Low-Rise Residential Development – The following criteria apply to all low-rise residential development:
 - Built-forms that are considered low-rise residential include:
 - Detached, duplex, and semi-detached dwellings;
 - Second units; and,
 - Street and block townhouse dwellings;

ZONING:

The subject property is located to the rear of an existing dwelling located at 927 Bouffard Road, and is flanked by existing single detached dwellings on either side. Zoning By-law No. 5050 currently zones the lands subject to the application "Residential One" and "Residential One Holding – R1 (h)". The size and shape of the proposed new building lots will meet and/or exceed the "R1" zone requirements.

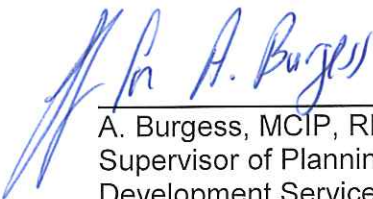
Comments and Discussion:

In assessing the merits of this application, the following comments are offered for Council's consideration:

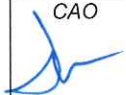

- i) The Applicant shall be required to enter into a development agreement with the Town to ensure that the property complies with all municipal residential development standards and servicing requirements, including lot grading, rear yard drainage, storm, sanitary and water connections, easements, etc;
- ii) This property is part of a concurrent severance application that will be heard by the Committee of Adjustment on January 23, 2019;
- iii) It is recommended that a Deeming By-law be passed affecting the subject lands;
- iv) The Applicant intends to demolish the existing dwelling at 927 Bouffard Road. This demolition will be required to take place prior to the issuance of Certificates from the Committee of Adjustment;
- v) The Applicant has received a letter of advice from the Ministry of Natural Resources and Forestry, confirming that the subject development/redevelopment can proceed without any adverse Endangered Species impact;
- vi) Cash-in-lieu of parkland in the amount of \$750 lot will need to be paid by the Applicant;
- vii) The owner will be required to plant street trees between the street and the property line, and they shall be spaced every 30 feet.

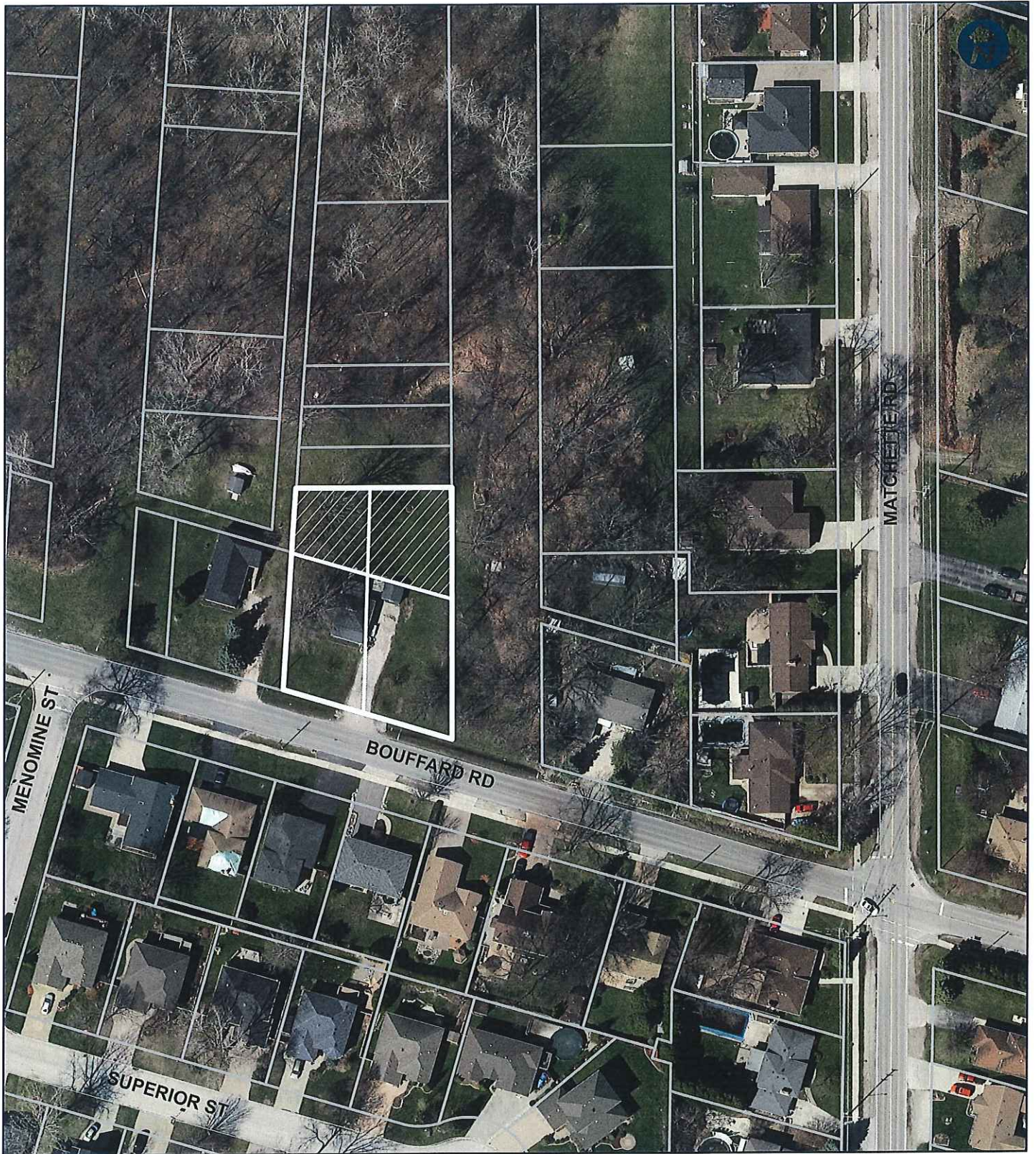
We are available to answer any questions.

Respectfully,



A. Burgess, MCIP, RPP.
Supervisor of Planning &
Development Services

Reviewed by:						
CAO	Finance	Clerk	Environmental Services	Development & Strategic Initiatives	Culture & Recreation	Fire
						



Legend:



Subject Lands

Title:

FIGURE 1 - KEY PLAN



Scale: 1:600

File No: Z-14-2018

Prepared For: Planning Dept.

Applicant: Sedigheh Soltani

Prepared By: DSI

Date: December 19, 2018

Notes: This document is not a Legal Plan of Survey.



The Corporation of the Town of LaSalle

Date:	December 19, 2018	Report No:	DS-02-2019
Directed To:	Mayor and Members of Council	Attachments:	Figure 1
Department:	Development & Strategic Initiatives		
Prepared By:	Allen Burgess, MCIP, RPP. Supervisor of Planning & Development Services	Policy References:	Official Plan Zoning By-law 5050
Subject:	Application to Remove the Holding Zone Symbol	Our File No:	Z-16-18
Registered Owner :	John Boyko		
Agent:	Melanie Muir – Dillon Consulting		
Location of Application:	1800 sq. metres of land, located along the north side of Centre Avenue west of Quick Avenue.		

RECOMMENDATION:

Based on the information provided within this report, it is recommended that:

- Approval in principle be granted to this holding zone symbol removal application;
- A draft by-law to remove the holding zone symbol, and a deeming bylaw be prepared and brought back to Council for adoption purposes, once the necessary development agreement has been executed by the applicant to the satisfaction of the Town of LaSalle;

REPORT:

Introduction:

This report is intended to provide members of Council with comments and recommendations regarding an application that has been submitted requesting Council approval for the removal of the holding zone symbol from approximately 1800 sq. metres of land, located along the north side of Centre Avenue west of Quick Avenue. If approved, this application would allow one (1) new single detached dwelling to be constructed at this location.

Figure 1 attached depicts the location of the lands affected by this application.

Provincial Policy Statement:

The Provincial Policy Statement (PPS) provides direction on matters of provincial interests as they relate to planning and development. In reviewing the proposed development / redevelopment of this site, the proposed intensification is in keeping with the character and built form in the surrounding neighbourhood and it is an efficient use of existing municipal services. It is my opinion that the servicing of this lot is in keeping with the policies outlined below.

The following are relevant sections of the Provincial Policy Statement that were considered as they relate to the proposed development;

- i) In section 1.0 of the PPS, it states that "Ontario's long-term prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns. Efficient land use and development patterns support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth."
- ii) In section 1.1.2 of the PPS, it states "within settlement areas, sufficient land shall be made available through intensification and redevelopment..."
- iii) In section 1.4.3 of the PPS, it states that "Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the *regional market area* by:
 - d) *promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and*
 - e) *establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.*

COUNTY OF ESSEX OFFICIAL PLAN:

In the County of Essex Official Plan, the subject lands are located within a "Primary Settlement Area". The servicing of this lot is in keeping with the policies and the goals of this upper tier plan.

The following are relevant sections of the County OP that were considered as they relate to the proposed development;

- i) In sections 3.2.2 of the County OP, goals for land designated as "Settlement Areas" are set out and include the following:
 - a) *Support and promote public and private re-investment in the Primary Settlement Areas.*

- e) *To require the efficient use of land, resources, water and sanitary sewage treatment facilities, other infrastructure and public service facilities including schools as provided for in the growth management policies contained within this Plan.*
- ii) In sections 3.2.4 of the County OP, goals for lands in the “Primary Settlement Areas” are as follows:
 - a) *Primary Settlement Areas shall be the focus of growth and public/private investment in each municipality.*
 - b) *Primary Settlement Areas shall have full municipal sewage services and municipal water services and stormwater management services, a range of land uses and densities, a healthy mixture of housing types including affordable housing options and alternative housing forms for special needs groups, and be designed to be walkable communities with public transit options (or long-term plans for same).*
 - h) *All types of land use are permitted within the “Settlement Areas” designation subject to the specific land use policies of the local Official Plans.*

TOWN OF LASALLE OFFICIAL PLAN:

The Official Plan for the Town of LaSalle designates the lands subject to this application as a “Residential District”. The proposed removal of the holding zone symbol, as requested to the Residential One Zone “R1” is considered a low-density development/redevelopment of this site.

It is my opinion, based on the policies set out below, that the removal of the holding zone symbol as requested, is in keeping with the policies and the intent of the approved Official Plan of the Town of LaSalle.

1. Section 4.7 of the Official Plan contains policies for the “Residential District Designation” as follows:

Intent

- a) *An array of housing and building types, as well as uses that support neighbourhood living, are encouraged throughout the Residential District Designation. Development in the Residential District Designation will contribute to the creation of compact, connected and walkable/bikeable neighbourhoods, where a wide range of community assets, such as schools, parks, mixed use corridors, the town centre and the waterfront, are within a five minute walk.*

Permitted Uses

- b) *Lands within the Residential District Designation may include a full range of residential dwelling types, as well as supporting land uses intended to serve local residents. The following uses may be permitted on lands within the Residential District Designation, as shown on Schedule B: Land Use Plan, subject to the policies of this Section:*
 - i) *Dwelling units in low-rise, mid-rise and high-rise built forms;*

- ii) *Second units;*
 - iii) *Communal housing, including special needs housing and housing for seniors;*
 - iv) *Live-work units;*
- c) *Generally, the range of permitted residential and non-residential supporting uses and building types shall be distributed throughout the Residential District Designation. The range of permitted land uses within the Residential District Designation shall be further refined through the implementing Zoning By-law.*
2. Section 5.2 of the Official Plan contains "Urban Area Use Specific Policies" as follows:

Urban Area Use Specific Policies

- a) In addition to all of the other applicable policies of this Plan, the following land use specific policies shall also apply throughout the Urban Area Land Use Designations, where the use is permitted:
- i) Policies for Second Units and Garden Suites - Second units are permitted in all detached and semi-detached dwellings and ancillary structures in the Town's Urban Area, subject to the provision of adequate on-site parking, and compliance with applicable zoning, Building Code and Fire Code requirements. Garden suites may be permitted on residential lots containing single-detached dwellings throughout the Town's Urban Area, subject to the provision of adequate on-site parking, and compliance with applicable zoning, Building Code and Fire Code requirements.
 - ii) Policies for Low-Rise Residential Development – The following criteria apply to all low-rise residential development:
 - Built-forms that are considered low-rise residential include:
 - Detached, duplex, and semi-detached dwellings;
 - Second units; and,
 - Street and block townhouse dwellings;

ZONING:

The subject property is located along Centre Avenue, west of Quick Avenue. Zoning By-law No. 5050 currently zones the lands subject to the application "Residential One Holding – R1 (h)". The size and shape of the proposed new building lot will meet and/or exceed the "R1" zone requirements.

Comments and Discussion:

In assessing the merits of this application, the following comments are offered for Council's consideration:

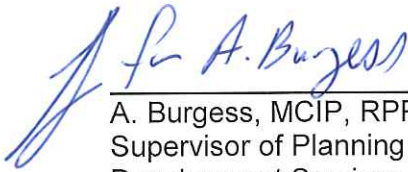
- i) The Applicant shall be required to enter into a development agreement with the Town to ensure that the property complies with all municipal residential development

standards and servicing requirements, including lot grading, rear yard drainage, storm, sanitary, water connections, the extension of Centre Avenue, easements, etc;



- ii) Dillon Consulting has worked with Town Engineering staff, in determining the extent of proposed road improvements. As a result of their discussions, it is recommended that the Applicant extend the existing road with a new "hammer head" turning basin;
- iii) The Applicant has received a letter of advice from the Ministry of Natural Resources and Forestry, setting out recommended mitigation measures to ensure compliance with the Endangered Species Act;
- iv) It is recommended that a Deeming By-law be passed affecting the subject lands;
- v) It is recommended that two easements be obtained at this location: (i) the first being to recognize a private water connection to the existing dwelling located at 1164 Gladwin; and (ii) the second to permit future maintenance for the existing drain located to the north west of the subject lands. Both of these easements would be conveyed to the Town of LaSalle;
- vi) In light of the recommendations of the MNRF "Letter of Advice" (based on the Dillon Consulting Ecologic Report), it is recommended that the holding zone symbol only be removed from Lots 79 to 81, Registered Plan 635. The remaining lands owned by the Applicant would remain in a holding zone, as depicted in Figure 1;
- vii) Cash-in-lieu of parkland in the amount of \$750 lot will need to be paid by the Applicant;

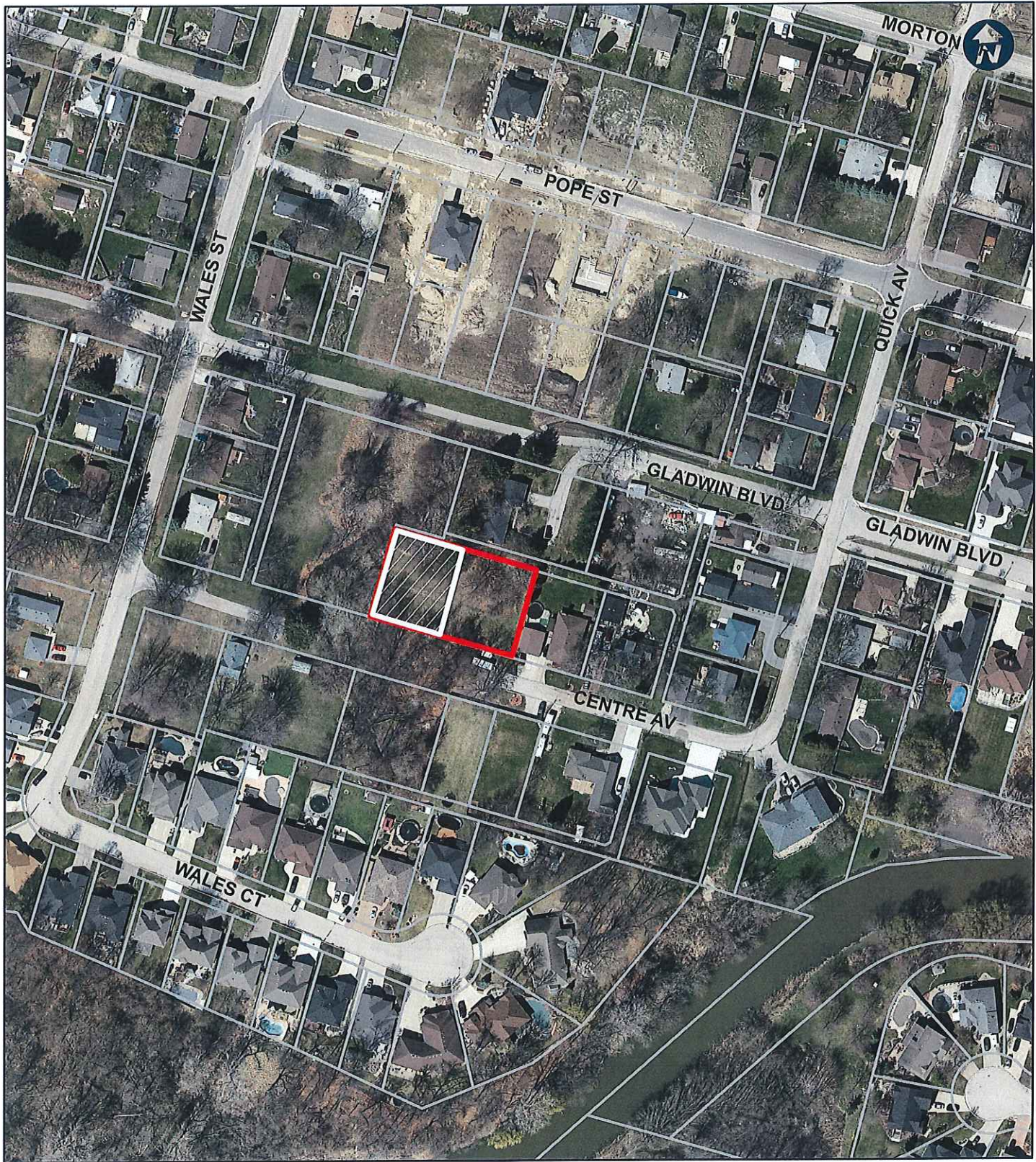
We are available to answer any questions.

Respectfully,



A. Burgess, MCIP, RPP.
Supervisor of Planning &
Development Services

Reviewed by:						
CAO	Finance	Clerk	Environmental Services	Development & Strategic Initiatives	Culture & Recreation	Fire
						



Legend:



Subject Lands



Land to remain in holding zone

Title:

FIGURE 1 - KEY PLAN



Scale: 1:1000

File No: Z-16-2018

Prepared For: Planning Dept.

Applicant: John Boyko

Prepared By: DSI

Date: December 19, 2018

Notes: This document is not a Legal Plan of Survey.



The Corporation of the Town of LaSalle

Date:	December 18, 2019	Report No:	CAO-02-2019
Directed To:	Members of Council	Attachments:	Committee Mandates
Department:	Office of the Chief Administrative Officer		
Prepared By:	Joe Milicia, CPA ,CA Chief Administrative Officer	Policy References:	None
Subject:	Committees of Council and Committee Mandates		

Recommendation:

- That CAO-02-2019 regarding the Committees of Council and Committee Mandates, **be received**;
- And that the Committee of Council assignments for the period January 8, 2019 to December 31, 2020, **be approved**;
- And that the Committee of Council mandates, **be approved**

Report:

Committees of Council

As part of the Committee of Council review the mandates of the Committees of Council have been reviewed as the previous mandates had not been updated for some time and did not reflect the current committee roles and responsibilities. Updated mandates are attached at an Appendix to this report.

It should be noted that as part of the Committee of Council review the following Committees have been consolidated or have changed in structure, from what had been utilized over the past decade.

- The Parks, Recreation and Events committee is the consolidation of the former Culture & Recreation committee, Strawberry Festival Committee, Craft Beer Committee and Volunteer Appreciation Committee. As well, it should be noted that the representative on the Remembrance Day Committee is a member of the Parks, Recreation and Events Committee.
- The Strategic Planning Committees related to Promotion, Marketing and Communication have been consolidated to eliminate overlap.
- The Planning Advisory Committee has been renamed the Planning Committee and re-structure to include only Members of Council (with Administration support) with the objective of providing an opportunity for initial public engagement on development applications and proposals.

Committee Assignment

The following are the Committee of Council assignments as have been communicated to Members of Council by Mayor Bondy for the period January 8 to December 31, 2020. In the latter part of the 2020 the committee assignments will be reviews and adjusted as required. Please note that internal committees are defined as committees in which the Town of LaSalle controls the meeting schedule, while external committees are committees which are controlled by other organizations. Chairperson of the committee is noted with a “C” in the following table.

Member of Council	Internal											External					
	Str. Plan - HR & Finance	Personnel	Str. Plan - Assessment	Planning	By-law Compliance	Str. Plan - Environmental	Accessibility Advisory	Str. Plan - Promotion/Communication	Parks, Recreation & Events	Water & Wastewater	Fire Committee	Police Service Board	Essex Power	ERCA	Detroit River Clean Up	Dog Pound	Remembrance Day
Mayor M Bondy	C	x								x	x	x	x				
Deputy Mayor C Meloche	x	C	C	C	C					x		x					
Councillor M Akpata			x	x	x			C	C	x							x
Councillor M Carrick						x	x			x	x			x	x		
Councillor S Desjarlais						C	C	x	x	x				x			
Councillor J Renaud	x	x						x	x	C	C						
Councillor A Riccio- Spagnuolo			x	x	x	x	x			x						x	

Meeting Schedule:

The meeting schedule has been developed with the objective of coordinating similar committees to common meeting times. Please note that the following schedule of committee meetings dates is based on a bi-monthly basis unless otherwise noted with an asterisk (*).

Should additional meetings be required or meetings be cancelled (as a result of lack of quorum or need), this will be at the call of the chair. Timing of meeting will be in discussion with committee members, however initial discussion with Members of Council have indicated that mid to later afternoon and early evening meeting may be preferred.

Month	1st Tuesday	1st Thursday
Jan, Mar, May, July, Sept, Nov	SP-Fin & HR Personnel	SP-Promotion & Communication *Parks, Recreation & Events
Feb, Apr, June, Aug, Oct, Dec	SP-Environmental Accessibility	*Parks, Recreation & Events
Month	3rd Tuesday	3rd Thursday
Jan, Mar, May, July, Sept, Nov	SP-Assessment, *Planning, *Bylaw	Fire
Feb, Apr, June, Aug, Oct, Dec	*Planning, *Bylaw	
Month	4th Tuesday	
Jan, Mar, May, July, Sept, Nov	Water & Wastewater (Prior to the regularly scheduled meeting of Council)	

Lay Representatives on Committees of Council:

As Council is aware several committees include the participation of lay representatives from the committee. At present, the following committees include lay representatives:

- Essex Power
- Committee of Adjustment
- Accessibility Advisory Committee
- Police Services Board
- Election Compliance Audit Committee (Expires with this term of Council)

At present the term of the current lay representatives is set to expire on February 1, 2019. As Council may recall the term was extended from November 30, 2018 to February 1, 2019 this past fall. Advertisement (which will include a brief overview of the committee structure, meeting schedules and times) will be placed in the January 11th and 18th edition of the LaSalle Post and information will be posted on our website on January 9th advertising these positions. The closing date to for applications will be set as January 25th, 2019 with applicant information being brought to the in-camera closed session on February 12th.

Yours truly,

Joe Milicia, CPA, CA
Chief Administrative Officer

<i>Reviewed by:</i>						
<i>CAO</i>	<i>Finance</i>	<i>Council Services</i>	<i>Public Works</i>	<i>Development & Strategic Initiatives</i>	<i>Culture & Recreation</i>	<i>Fire Services</i>

Position	Member of Council	Str. Plan - HR & Finance			Str. Plan - Assessment				Str. Plan - Environmental				Str. Plan - Promo+Comm			Water & Wastewater		Police Service Board		Essex Power
		Personnel			Planning Advisory	By-law Compliance	Dog Pound	Accessibility Advisory	ERCA	Detroit River Clean Up	Festival, Events & Recreation	Remembrance Day								
Mayor	M Bondy	C	x													x	x	x	x	
Deputy Mayor	C Meloche	x	C		C	C	C									x		x		
Councillor	M Akpata				x	x	x						C	C	x	x				
Councillor	M Carrick								x	x	x	x				x	x			
Councillor	S Desjarlais								C	C	x		x	x		x				
Councillor	J Renaud	x	x										x	x		C	C			
Councillor	A Riccio-Spanguolo				x	x	x	x	x	x						x				
Notes:																				
Consolidation of the Citizen of the year, Volunteer award, Festival & Events, Parks & Rec into the Festival, Events & Recreation Committee																				
Coordination of meetings to maximize efficiency																				
Strategic Sub Committees are no longer chaired by either the Mayor or Deputy Mayor																				
Meetings are required to provide notice and agendas (similar to a regular meeting of council)																				
Question: Should all Members of Council be paid equally for their work on Committees?																				



The Corporation of the Town of LaSalle

Date:	December 18, 2018	Report No:	CAO-03-2019
Directed To:	Members of Council	Attachments:	None
Department:	Office of the Chief Administrative Officer		
Prepared By:	Joe Milicia, CPA ,CA Chief Administrative Officer	Policy References:	None
Subject:	Council Compensation		

Recommendation:

- **That** CAO-03-2019 regarding Council Compensation, **be received**;
- **And that** the annual salary of Members of Council be adjusted to reflect an equal after tax amount as was earned under the previous legislation which allowed by a 1/3 tax free exemption;
- **And further that** Council reaffirm their previous position that the salary will be adjusted on an annual basis matching those increases provided to the non-union group.
- **And further that** the committee payments previously paid on a committee basis be paid on a lump sum based and added to the annual salary

Report:

Legislative Background

Previously, Member of Council were eligible to receive one-third of their remuneration as non-taxable benefits. In December, 2001, the Municipal Act, provided flexibility for municipalities to eliminate the one-third tax free provision. As of January 1, 2003, the one-third exemption no longer applies unless Council passes a resolution in each term of Council to maintain it. If a resolution is not enacted, then the one-third portion would become taxable.

Since the change in legislation in 2001, in each term of Council, previous Councils have passed a resolution to maintain the one-third tax free portion of their remuneration. In 2015, this Council confirmed these provisions continue to apply throughout the present term of council, ending November 2018.

The March 22, 2017 Federal government's budget included a tax decision to "remove the tax exemptions for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office holders. This exemption is only available to certain provincial, territorial and

municipal office holders and provides an advantage that other Canadians do not enjoy." As a result, the Federal government has eliminated the one-third tax-free benefit for municipal councillors in 2019.

County Comparison

A review of the neighbouring municipalities in the region indicates that most municipalities have either adjusted or are considering adjusting the compensation of Members of Council to account for the loss of the 1/3 tax free status.

A review of the County comparators would indicate that the current 'all in' compensation provided by LaSalle, which includes salary and committees, is competitive with the market for the positions of Mayor and Deputy Mayor and is outside the range for the position of Councillor. The following table identifies the ranges within the county, based on 2018 rates prior to any adjustment for the loss of the 1/3 tax free status.

Position on Council		County Range		
Based on 2018 rates & status	LaSalle (With Committees)	Low (Without Committees)	Low (With Committees)	High
Mayor	38,027	30,833	36,017	38,280
Deputy Mayor	31,640	19,641	21,916	31,029
Councillor	28,497	16,437	18,275	23,778

Impact and Effects

The following table identifies the impact on the after-tax earnings of Members of Council. It should be noted that other employment, retirement or personal income has not been included in the analysis.

Position on Council	With 1/3 Tax Free Status		Without 1/3 Tax Free Status		Adjusted for Elimination of 1/3 Tax Free Status	
	Gross	Net	Gross	Net	Gross	Net
Based on 2018 rates						
Mayor	38,027	32,549	38,027	28,594	43,775	32,549
Deputy Mayor	31,640	27,491	31,640	24,200	36,424	27,491
Councillor	28,497	25,002	28,497	22,038	32,806	25,002
All Members of Council	212,151	185,049	212,151	162,983	244,229	185,049

Please note that the figures above include the total remuneration including the base salary and committees

In order to fairly and consistently compensate Members of Council it is recommended that the annual salaries be adjusted to reflect a "same net" approach given the elimination of the 1/3 tax free status previously available. It should be noted that the policy and practice has been to adjust the annual salary of Members of Council by the same rates as those provided to the non-union group.

Committee Remuneration

As part of the analysis and research, it would appear that LaSalle is one of the few municipalities that continues to remunerate Members of Council on a two part basis – base and committee pays.

There are three options on the payment of committees: (1) per meeting, (2) annual stipend or (3) inclusion in the annual salary. While LaSalle used the annual stipend model and it would appear that most other municipalities have opted for a single salary. This amount (annual salary) covers all aspects and obligations as it related to council compensation, with the exception of committees outside the care and control of Council and routine reimbursements (conference travel, accommodations and per diems).

Given that the committees are generally evenly distributed, the fact that from a processing perspective the committee payments are processed at the same time as the monthly payment of salary, and finally to provide clarity, comparability and consistency, it is recommended that beginning in 2019 LaSalle adopt the council remuneration model used by most municipalities in the county, a combined salary and committee remuneration model.

Yours truly,



Joe Milicia, CPA, CA
Chief Administrative Officer

<i>Reviewed by:</i>						
<i>CAO</i>	<i>Finance</i>	<i>Council Services</i>	<i>Public Works</i>	<i>Development & Strategic Initiatives</i>	<i>Culture & Recreation</i>	<i>Fire Services</i>



The Corporation of the Town of LaSalle

Date:	December 19, 2018	Report No:	FIN-33-2018
Directed To:	Mayor and Members of Council	Attachments:	None
Department:	Finance		
Prepared By:	Marilyn Abbruzzese, B.A., BComm Supervisor of Revenue	Policy References:	None
Subject:	2018 Fourth Quarter Property Tax Write Offs		

Recommendation:

- That Council receives the report from October, November and December for Property Tax Write Offs.

Report:

Further to Council's direction please find below a summary of the property tax write offs for the fourth quarter of 2018.



SUMMARY OF TAX WRITE OFFS FOR OCTOBER, NOVEMBER & DECEMBER 2018		
Class	Assessment (Increase)/Decrease	Municipal Tax Impact
RT - Residential	1,345,641	\$10,439.95
CT - Commercial	16,983	\$177.03
CG/CF – Commercial-PIL	299,917	2,998.80
TOTAL	1,662,541	\$13,615.78

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

Yours truly,

M. Abbruzzese

Marilyn Abbruzzese, B.A., BComm
Supervisor of Revenue

<i>Reviewed by:</i>						
<i>CAO</i> 	<i>Finance</i> 	<i>Council Services</i>	<i>Environmental Services</i>	<i>Planning & Development</i>	<i>Culture & Recreation</i>	<i>Fire Services</i>



The Corporation of the Town of LaSalle

Date:	January 8, 2019	Report No:	FIN-01-2019
Directed To:	Members of Council	Attachments:	A. 2018 vs 2019 B. Non Residential Building index
Department:	Finance		
Prepared By:	Dale Langlois, CPA ,CA Director of Finance & Treasurer	Policy References:	None
Subject:	LDC Indexing		

Recommendation:

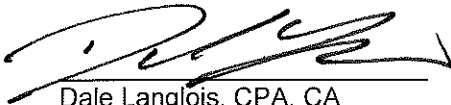
For Council information

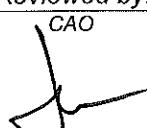
Report:

Please find attached the indexed LDC rates for Fiscal 2019 in accordance with the Council approved Land Development Charges bylaw.

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

Yours truly,


 Dale Langlois, CPA, CA
 Director of Finance & Treasurer

Reviewed by:						
 CAO	Finance	Council Services	Public Works	Development & Strategic Initiatives	Culture & Recreation	Fire Services

FISCAL 2019 -- LAND DEVELOPMENT CHARGE					RESIDENTIAL		NON-RESIDENTIAL
Service Category	Single & Semi Detached	Other Multiples (Town, Row, Condo)	Apartments	Special Care	Per Square Foot Charge at Jan 1, 2019		
<i>Population per Unit</i>	<i>2.98</i>	<i>1.93</i>	<i>1.62</i>	<i>1.00</i>			
Administration	227	147	123	76			
Fire	514	333	280	173			
Police	294	190	160	99			
Recreation & Culture	3,018	1,955	1,641	1,013			
Library	214	138	116	72			
Public Works: Facilities & Equipment	317	205	172	106			
Transportation Network	5,970	3,866	3,245	2,003			
Waste Water System*	3,509	2,273	1,908	1,178		4.22	
Water Distribution System	998	647	543	335		0.67	
Development Charge Total	15,061	9,754	8,188	5,055		4.89	
September Statistics Canada Quarterly, Construction Price Statistics, catalogue number 62-007							5.20%
FISCAL 2018 -- LAND DEVELOPMENT CHARGE					RESIDENTIAL		NON-RESIDENTIAL
Service Category	Single & Semi Detached	Other Multiples (Town, Row, Condo)	Apartments	Special Care	Per Square Foot Charge at Jan 1, 2018		
<i>Population per Unit</i>	<i>2.98</i>	<i>1.93</i>	<i>1.62</i>	<i>1.00</i>			
Administration	216	140	117	72			
Fire	489	317	266	164			
Police	279	181	152	94			
Recreation & Culture	2,869	1,858	1,560	963			
Library	203	132	110	68			
Public Works: Facilities & Equipment	302	195	164	101			
Transportation Network	5,675	3,675	3,085	1,904			
Waste Water System*	3,336	2,160	1,813	1,119		4.01	
Water Distribution System	949	615	516	318		0.63	
Development Charge Total	14,317	9,272	7,783	4,804		4.64	

Table 1
Building construction price indexes¹

	Relative importance ²	Third quarter 2017	Second quarter 2018	Third quarter 2018	Second quarter to third quarter 2018	Third quarter 2017 to third quarter 2018
	%	(2017=100)			% change	
Residential buildings construction price indexes						
Eleven census metropolitan area composite	100.0	101.2	106.4	107.3	0.8	6.0
St. John's, Newfoundland and Labrador	0.7	100.5	103.2	104.4	1.2	3.9
Halifax, Nova Scotia	1.6	100.7	104.7	105.8	1.1	5.1
Moncton, New Brunswick	0.4	100.9	103.4	104.2	0.8	3.3
Montréal, Quebec	11.6	100.7	102.7	103.7	1.0	3.0
Ottawa, Ontario	4.8	100.6	105.8	107.4	1.5	6.8
Toronto, Ontario	34.8	101.8	108.2	109.1	0.8	7.2
Winnipeg, Manitoba	3.1	101.4	111.0	111.7	0.6	10.2
Saskatoon, Saskatchewan	1.6	100.5	103.3	103.8	0.5	3.3
Calgary, Alberta	11.0	101.0	104.6	105.4	0.8	4.4
Edmonton, Alberta	9.8	100.6	104.4	105.2	0.8	4.6
Vancouver, British Columbia	20.7	101.3	107.3	108.4	1.0	7.0
Non-residential buildings construction price indexes						
Eleven census metropolitan area composite	100.0	100.3	103.1	104.6	1.5	4.3
St. John's, Newfoundland and Labrador	0.8	99.9	100.9	101.7	0.8	1.8
Halifax, Nova Scotia	1.2	100.6	102.5	103.7	1.2	3.1
Moncton, New Brunswick	0.7	99.9	101.8	103.3	1.5	3.4
Montréal, Quebec	12.6	100.5	103.8	105.6	1.7	5.1
Ottawa, Ontario	3.3	100.3	104.0	106.6	2.5	6.3
Toronto, Ontario	28.0	100.4	104.1	105.6	1.4	5.2
Winnipeg, Manitoba	3.4	100.2	102.4	103.4	1.0	3.2
Saskatoon, Saskatchewan	2.6	100.0	101.8	102.9	1.1	2.9
Calgary, Alberta	13.2	100.1	101.4	102.6	1.2	2.5
Edmonton, Alberta	17.2	100.1	101.9	103.1	1.2	3.0
Vancouver, British Columbia	17.1	100.4	104.3	106.2	1.8	5.8

1. All geographic regions are based on the 2016 Census boundaries.

2. The relative importance is calculated using a price adjusted three-year moving average of the value of building permits issued for each class of building within each census metropolitan area.

Source(s): Tables 18-10-0135-01, 18-10-0135-02 and 18-10-0137-01.

Available tables: table 18-10-0135-01.

Definitions, data sources and methods: survey number 2317.

For more information, or to enquire about the concepts, methods or data quality of this release, contact us (toll-free 1-800-263-1136; 514-283-8300; STATCAN.infostats-infostats.STATCAN@canada.ca) or Media Relations (613-951-4636; STATCAN.mediahotline-ligneinfomedias.STATCAN@canada.ca).



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

November 2, 2018

Kevin Miller
CAO
Town of LaSalle
5950 Malden Road
LaSalle, ON N9H 1S4

RECEIVED

DEC 10 2018

K. MILLER
TOWN OF LASALLE

Dear Mr. Miller:

We are pleased to notify you that Town of LaSalle, Ontario, has received the Distinguished Budget Presentation Award for the current budget from Government Finance Officers Association (GFOA). This award is the highest form of recognition in governmental budgeting and represents a significant achievement by your organization.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. This has been presented to:

Joe Milicia, Treasurer, Dale Langlois, Deputy Treasurer

We hope you will arrange for a formal public presentation of the award, and that appropriate publicity will be given to this notable achievement. A press release is enclosed for your use.

We appreciate your participation in GFOA's Budget Awards Program, and we sincerely hope that your example will encourage others to achieve and maintain excellence in governmental budgeting.

Sincerely,

Michele Mark Levine
Director, Technical Services Center

Enclosure



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

FOR IMMEDIATE RELEASE

November 2, 2018

For more information, contact:

Technical Services Center
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **Town of LaSalle, Ontario**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Joe Milicia, Treasurer, Dale Langlois, Deputy Treasurer**.

There are over 1,600 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association is a major professional association servicing the needs of more than 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington D.C.

Washington, DC Office

Federal Liaison Center, 660 North Capitol Street, NW, Suite 410 • Washington, DC 20001 • 202.393.8020 fax: 202.393.0780

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360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

December 17, 2018

**RE: ESSEX REGION CONSERVATION AUTHORITY 2019 DRAFT BUDGET:
30 DAY NOTICE TO MEMBER MUNICIPALITIES**

At our December 13, 2018 meeting, the Essex Region Conservation Authority Board of Directors approved our Draft 2019 Budget for distribution to municipalities; and provide notice that a weighted vote will be held at the Board of Directors meeting on February 21, 2019. Ontario Regulation 139/96 (as amended by O.R. 231/97) requires that affected municipal partners receive a minimum a 30-day notice for which a meeting where a weighted and recorded vote will be taken. The Regulation also requires that the notice be accompanied by the financial information used to determine that levy.

As described in the Draft 2019 Budget (attached), the budget totals \$7,708,571 and includes a total levy contribution from member municipalities of approximately \$3,238,667. ERCA was able to reduce the projected \$190,000 impact of the budget to \$89,915 by utilizing previous years' better-than-expected financial results as a result of temporary staff vacancies, unbudgeted grants and support to cover staff and fixed costs, fee revisions and fund allocations. The draft 2019 Budget levy totals \$10.00 for every person in our watershed, based on data compiled by MPAC and the Ministry of Natural Resources and Forestry

We believe the 2019 Budget strives to strike a balance between meeting the sustainability needs of our region, while continuing to recognize the fiscal realities of our municipal partners.

Should you have any questions regarding our budget, please do not hesitate to contact me. I will also look forward to presenting our 2018 Annual Report to each municipality in the New Year.

Thank you,

Richard J.H. Wyma
General Manager/Secretary-Treasurer

Shelley McMullen
Director, Finance and Corporate Services

Attachments:

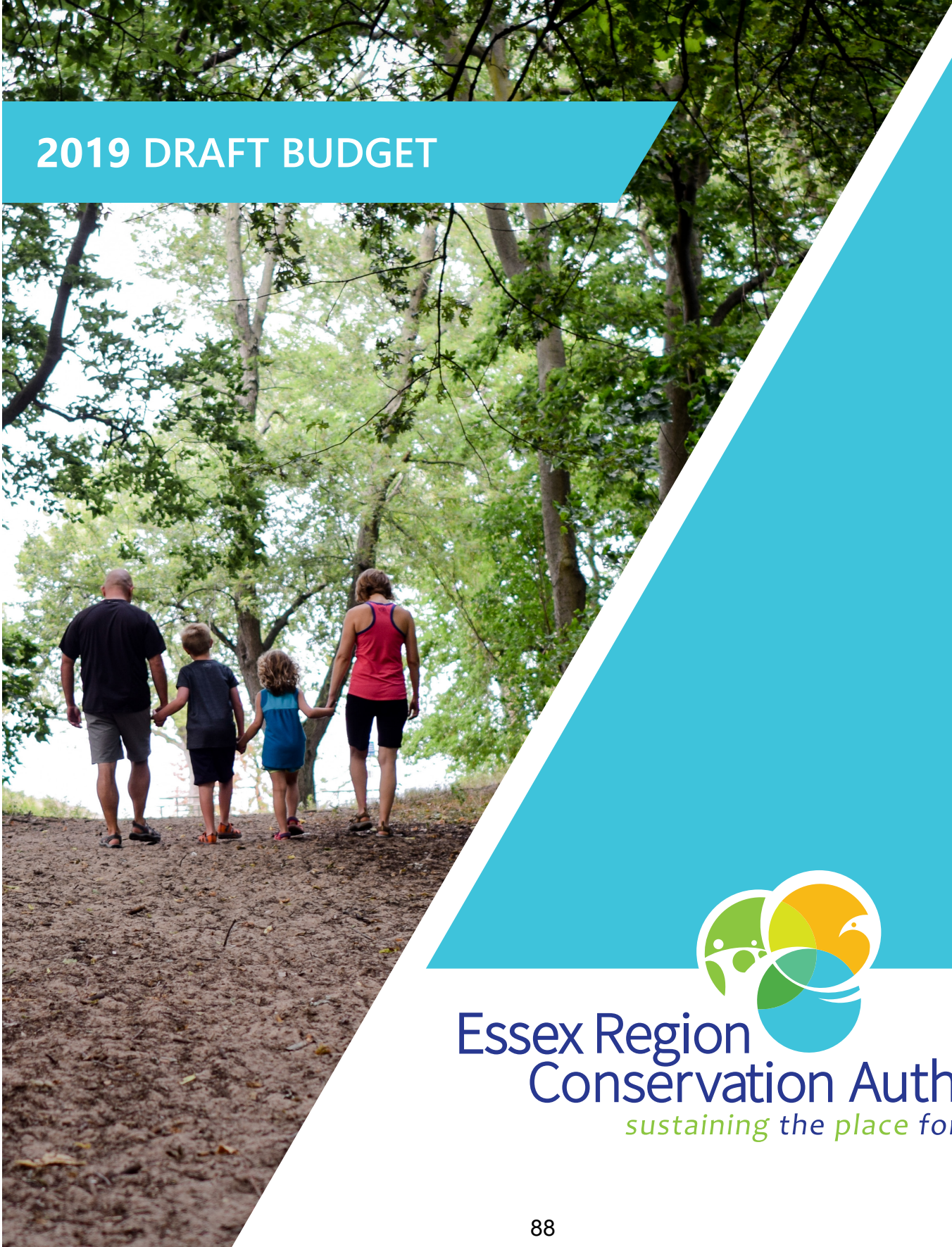
1. Report BD45/18– ERCA Draft 2019 Budget



DRAFT

Essex Region Conservation
the place for life

2019 DRAFT BUDGET



Essex Region
Conservation Authority
sustaining the place for life



Essex Region Conservation *the place for life*

EXECUTIVE SUMMARY

- The 2019 Budget totals \$7,708,571, which includes a total levy contribution of \$3,238,667. This represents an increase of \$89,915, or \$0.32 per person (\$9.68 to \$10.00 per person).
- In 2019, ERCA will continue to deliver programs to increase habitat and forest cover, maintain and expand conservation areas and trails, assist our member municipalities in protecting people and infrastructure from the dangers of flooding and erosion, lead the development of a Regional Climate Change Strategy and the Place for Life Policies, and provide meaningful education and engagement opportunities for our residents.
- The 2018 Budget includes funds for development and delivery of a Regional Climate Change program, continued support for ERCA's Human Resources capacity (which was added in 2018) to address regulatory compliance, HR Program management and corporate policies, and overall workplace culture. In addition, the draft budget continues to support new watershed engineering capacity, adds support for seasonal operations related to Conservation Areas and Greenways including hazard tree management and removal, IT/Network support, as well as fixed costs related to movement up the grid, internal equity and related adjustments.
- ERCA was able to minimize the proposed levy increase: through internal program review; by applying \$50,000 in deferred special grants to the Climate Change Specialist position; utilizing the projected 2018 surplus of \$100,000, due to temporary staff vacancies, unbudgeted grants and external supports; and the reallocation of Clean Water~Green Spaces to align with 2019 Budget priorities while increasing the funds available for land acquisition from 2018.
- ERCA's Annual Revenues for programs and services ranks consistently in the top 10 of all 36 Conservation Authorities. At the same time, ERCA's operational levy funds less than 30% of its operations, placing ERCA in the bottom five of all Conservation Authorities, and well below the provincial average (approx. 45%). For comparison, while the average CA levy supporting operations was \$16.42/person (2017), ERCA's total levy was \$9.68/person, which included funds for land acquisition and capital and operational reserves, which were not available for operations.

INTRODUCTION

Essex Region Conservation Authority

The Essex Region Conservation Authority (ERCA) was established by municipalities in 1973 to protect, restore and manage the natural resources of the Windsor-Essex-Pelee Island. As one of thirty-six conservation authorities in Ontario, ERCA is committed to the core founding principles of the Conservation Authorities Act (1946): watershed jurisdiction, local decision-making, and funding partnerships.

ERCA works in partnership with residents and communities, our nine member municipalities, the Province of Ontario, Government of Canada, and international agencies to increase natural area coverage through tree planting and habitat restoration, improve water quality across our watersheds and our Great Lakes, protect people and property from flooding and erosion, and further our understanding of the environment through science and education. Our goal is a sustainable future which improves our local environment and helps create an enhanced community identity we can all be proud of, and a more vibrant economy that can set this region ahead of others - one where people will want to live, work, and invest in.

About the Essex Region

The Essex Region is the southern-most part of the Carolinian Life Zone and contains some of Canada's most significant natural areas. Our region includes the watersheds of the Detroit River, Lake St. Clair, and western basin of Lake Erie. It is surrounded by almost 300km of Great Lakes shorelines, the largest freshwater system in the world with over 20% of the world's freshwater passes through the Detroit River every day. The region is blessed with a climate and geography that supports a rich agricultural and industrial tradition that has supported growth in our region.

But, there are also significant challenges. Our landscape has been extensively and intensively developed. In a little more than 200 years, we've drained more than 95% of our wetlands, lost almost all of our tall grass prairie and cleared more than 90% of our upland forests. What's left is disconnected and fragmented. Our Great Lakes watersheds are disrupted - they are impacted by invasive species, nutrients, phosphorous and blue green algae. The water quality of our rivers and streams is degraded, which impacts aquatic wildlife, increases drinking water treatment costs, and negatively impacts recreational use such as swimming and boating. Changing and unpredictable climate patterns are causing



significant flooding, impacting our shorelines, and creating erosion problems. And the frequency of these types of rainfall events are expected to increase. In fact, few parts of Canada have been as extensively and intensively developed which puts tremendous pressure on our landscapes.

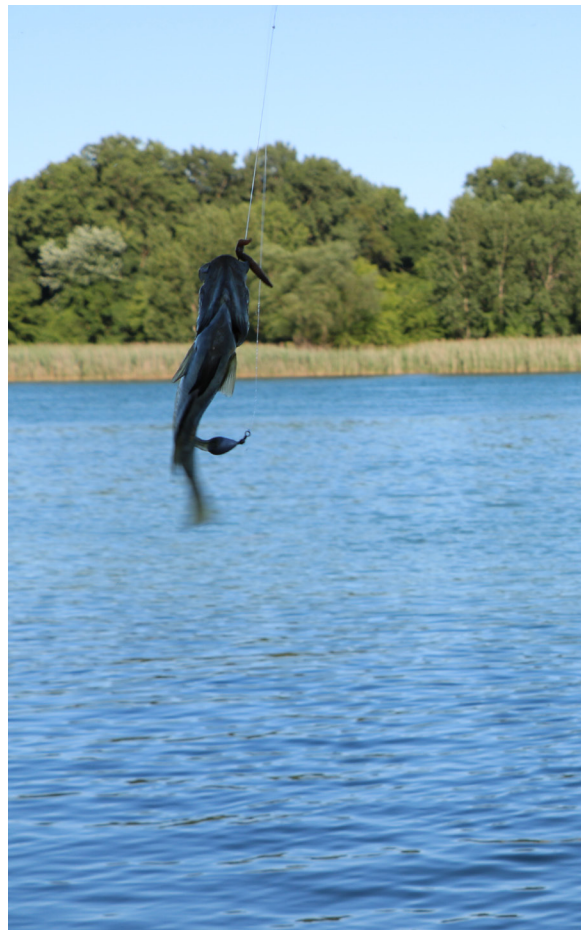
Since ERCA was established in 1973, we have been working to address these impacts, and we have achieved great success:

- 6,300,000 trees have been planted to increase green space. Our natural area cover has increased from less than 3.5% to more than 8.5%. But there is still more to do to get to our community's goal of at least 12%.
- 10,000 acres of forest, tall grass prairie, and wetlands have been restored
- 800 projects to improve water quality have been implemented.
- 3,500 metres of shoreline improved, protected and enhanced for fish habitat
- 4,150 acres of significant natural area have been protected for future generations including 19 Conservation Areas providing opportunities to visit and experience wetlands, heritage sites, and old growth forests.
- 80 kilometres of greenways have been acquired and developed to connect natural areas, promote healthy and active lifestyles, and link people to the landscapes and communities around them
- Over 5,000 homes have been protected from flooding and erosion with ongoing upgrades and maintenance occurring to existing homes exceeding 300 over the last 3 years
- 370,000 students have been educated through outdoor education programs

about the importance of preserving our heritage and conserving our environment.

- 50,000 households that get their drinking water from Lake Erie, Lake St. Clair and Detroit River (90% of residents of Essex Region) are protected from Significant Drinking Water threats
- We have built important research partnerships with senior levels of government, agencies, other Conservation Authorities, universities and others to help us better understand and address the impacts of climate change, invasive species, and water quality.

ERCA's 2019 Budget continues to build on these successes, bringing us closer to making this region a place we can be proud of and celebrate.



BUDGET CONSIDERATIONS

The Essex Region has seen first-hand the challenging and growing and costly impacts of climate change, growth, pollution, loss of wetlands and habitats, Great Lakes water quality, and many other stressors on our environment.

The health of our rivers and streams are poor, and our Great Lakes are enormously disrupted. The Leamington Tributaries have been identified as Priority Watersheds under the Great Lakes Water Quality Agreement due to high levels of phosphorous, which is the leading cause of microcystins and harmful algal blooms in the western basin of Lake Erie. We are facing heightened challenges



related to climate change and unpredictable weather patterns and severe storms that test our stormwater infrastructure resulting in both urban and overland flooding and, combined with near record high water levels, have greatly impacted our shorelines and municipal infrastructure and require additional monitoring and flood advisories. Invasive species such as Phragmites threaten our wetlands and drainage systems, reduce biodiversity and habitats, and the overall health of our watersheds. New threats, such as Oak Wilt, have the potential to significantly damage our natural areas. These issues are integrated, and with greater urgency, a regional, coordinated effort is required.

Conservation Authorities are recognized for their efforts to address these challenges through their roles in integrated watershed planning and management. The recently updated Conservation Authorities Act recognizes that Conservation Authorities manage programs that respond to climate change, wetlands, natural heritage and other matters. The 2018 Lake Erie Action Plan lays out 125 actions that senior levels of government will take, and identifies opportunities for conservation authorities and other partners in the delivery of actions associated with reductions in phosphorous. The recently released Provincial Environment Plan: Preserving and Protecting our Environment for Future Generations commits to continue to work with Conservation Authorities on many different initiatives in order to help ensure the health of our lakes, rivers and greenspaces, protect important sources of drinking water and commits support for the important role of conservation authorities in protecting people and property from flooding and other natural hazards, and conserving natural resources.

Budget Pressures

The Draft 2019 Budget considers and responds to these challenges and reflects key priorities in the 2016-2025 Strategic Plan: Sustaining the Place for Life. While ERCA has been recognized as a leader in leveraging local funding to deliver key programs, changes in government and funding program priorities, increased competition for limited funding, and narrowing of program scope makes this increasingly challenging.

Overreliance on External Funding.

Improving water quality and overall watershed health is critical to our region and requires support for positions that undertake the research, monitoring, and partnerships; and for managing and maintaining data information systems. The information collected and gathered is relevant to watershed management, and contributes to evidence-based decision-making.

However, ERCA is distinctly different from its municipal partners and other Conservation Authorities in how it has historically financed these programs, and its board-approved mandate. Unlike municipal operations, levy funding supports less than 30% of ERCA's operations and programs, with the other 70-75% funded through various Provincial grants, including the Drinking Source Water Protection program and the Section 39 Operating Grant, Federal grants, funds raised by the Essex Region Conservation Foundation, and self-generated revenues.

This overreliance on external funding means these programs, which are core to improving and maintaining the health, safety and sustainability of our region; and are increasingly of interest to investors and in retaining local industry, are almost entirely funded through external grants. This also



means that these programs, while producing beneficial outcomes, apply to areas where funding is available, not necessarily in those areas with greatest need or greatest priority. At the same time, reductions or eliminations in funding mean key initiatives, such as the three-year Great Lakes Agricultural Stewardship Initiative (GLASI) which was generating important knowledge about baseline conditions and research into best BMPs in Essex watersheds, or tree planting and restoration grants which support program staffing costs in key watersheds, are no longer supported or significantly reduced. In 2019, over \$300,000 in administratively approved Provincial funds that ERCA relies upon to monitor water quality, build wetlands, undertake restoration and implement BMPs has been placed on hold without notice or further information pending a review by the new government. Additionally, another 5-year tree planting agreement that provides core funding for restoration staff is ending, without any assurances of further funding. While Administration continuously seeks additional resources through external funds, stable financial support is crucial in developing knowledge, so that the region's environmental problems can be addressed.

Capacity to Act and Respond.

ERCA, not unlike municipalities and other agencies, is consistently facing numerous capacity pressures including: increased landowner/stakeholder interaction in a number of departments; increased volume of applications related to development; compliance-based reporting and monitoring; public use of conservation lands, and landowner outreach and stewardship. In addition, because of ERCA's expertise and knowledge of watersheds and hydrological conditions, municipalities are requesting that ERCA participate in or coordinate resource studies, master drainage plans, Environmental Assessments, and other operational initiatives. ERCA's technical knowledge of watersheds and hydrological conditions, applicability of complex legislation and regulation, and the emergence of new threats is both valued and necessary to ensure development is sustainable, responsible, and proactively addresses and anticipates issues. ERCA's involvement on these initiatives is primarily with municipalities, and as such, there is no cost recovery mechanism to support the additional staff requirements. As the focus of our corporate approach continues to shift to a more proactive planning process, additional staff capacity will be required in municipal plan input and review.

The 2019 Draft budget continues to support additional staffing added to Watershed Management Services in 2018 to respond to increased numbers of permits and development submissions, which has allowed ERCA to maintain its approvals within accepted timelines for those specific submissions.

Managing Regional Environmental Assets.

Additional resources will be required in 2019 to maintain and manage ERCA's expanded

Greenways and Conservation Areas, to the standards expected by the public and our insurers. Greenways were acquired and developed entirely through Essex Region Conservation Foundation efforts and associated external grants - at no cost to ERCA's levy. In 2017 alone, for example, \$2.6 million was invested in development and upgrades to ERCA's Greenways, which included the opening of the Cypher Systems Group Greenway, the Rotary (1918) Centennial Hub (with the Town of Tecumseh) and resurfacing 50km of the Chrysler Canada Greenway. Operations and maintenance of these significant regional resources is ERCA's obligation. These investments in Greenways have attracted greater use (and greater impact) and require additional resources: to manage use and interactions between users; to ensure the greenways remain safe and accessible; and to ensure they are maintained and managed responsibly (e.g. hazard tree removal, vandalism, etc.).

Corporate Initiatives and Compliance.

The elimination of a senior administrative position through the 2012-2017 Sustainability Plan removed capacity from the Corporate Services department in 2013, specifically ERCA's Human Resources functions. The 2019 Draft Budget continues to support HR capacity to evaluate compliance gaps with revised pieces of employment-related legislation, create and update corporate policies where necessary, update resources for employees such as employee handbooks and intranets, and proactively create programs in accordance with HR best practice.

This, combined with a more complex regulatory and reporting environment (e.g. OHSA, AODA, ESA, MFIPPA, etc.) has made compliance challenging and unduly reactive. Similarly, dramatic increase in requests for

information, as available to requesters under Freedom of Information legislation (MFIPPA) puts pressure on available departmental resources, extending beyond human resources, to network services, server storage and physical infrastructure, and renewed priority on ERCA's records management/retention programs.

Fixed Cost Increases.

ERCA's approved Collective Agreement includes negotiated salary increases and upward movement on the grid for eligible positions. Unlike previous years, ERCA anticipates a full complement of program staff. ERCA must also fund fixed costs associated with leasing office space within the County of Essex Civic Centre, and costs for taxes, utilities and services at Conservation Areas. Because of ERCA's revenue structure, it is expected that only a portion of those increases will be levy-driven (ranging from 50%-70%), with the remainder absorbed in grant-funded special projects.



BUDGET OVERVIEW

Overview of Revenue

ERCA is funded through a combination of levies and grants from municipal, provincial and federal governments. The remaining revenues are generated through an assortment of fees for service that includes education, planning and permitting, and conservation area user fees.

Municipal Funding

ERCA's 2019 budget includes a total levy contribution of \$3,238,667, an increase of \$89,915. This represents an increase of \$0.32 per person, living within the watershed boundaries. This includes:

- **General Levy.** The 2019 Budget includes a proposed General Levy contribution of \$2,188,667, which supports Conservation Authority operations and programs.
- **Clean Water~Green Spaces Levy.** The 2019 Budget maintains the Clean Water~Green Spaces Levy at \$1,050,000. This includes \$589,600 for land acquisition and provides funds that ERCA leverages for forest, prairie and wetland restoration, water quality research and delivery of rural and agricultural BMPs. ERCA has confirmed funding for \$1,211,000 towards these projects, some of which are described in the details of the conservation services and water monitoring budgets.

Provincial and Federal Funding

Environment and Climate Change Canada (ECCC), and provincial agencies, namely the Ministry of the Environment, Conservation and Parks (MECP), the Ministry of Natural Resources and Forestry (MNR), and the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and other agencies contribute

funding to support Drinking Water Source Protection, ground water and surface water monitoring restoration, BMPs and related stewardship programs, including:

- Anticipated annual funding from the MNRF as program transfer payments towards the flood warning and flood and erosion control programs associated with ERCA's delegated responsibilities. Funding levels for this transfer payment have remained at the same level (\$202,263) since 1996. That transfer payment does not reflect pressures on ERCA's flood protection programs related to climate change and increased impact on flood and shoreline infrastructure, increased flood monitoring (watershed statements, flood watches, flood warnings), increased growth and development in areas that were not included in provincially supported hazard mapping programs, or the additional technical requirements and complexities related to permit processes.
- Anticipated annual funding from MECP (\$103,350) to support ERCA's delivery of the provincial Source Water Protection Program. Funding from MECP supports 100% of project management costs, Source Water Protection Committee costs, and technical and administrative supports required to maintain the Source Protection Plan.
- Anticipated funding from Environment and Climate Change Canada Great Lakes Sustainability Fund and MECP to coordinate the Detroit River Remedial Action Plan, which includes supports for projects within the Detroit River Area of Concern. In 2019, this includes \$145,000 for program delivery and project implementation.
- Funding from Environment and Climate Change Canada (ECCC) supports agricultural best management practices

(BMPs) related to nutrients and sedimentation. Not only does this improve water quality in Lake Erie, but it also improves the habitat for many endangered species of fish and mussels that rely on clean water to survive.

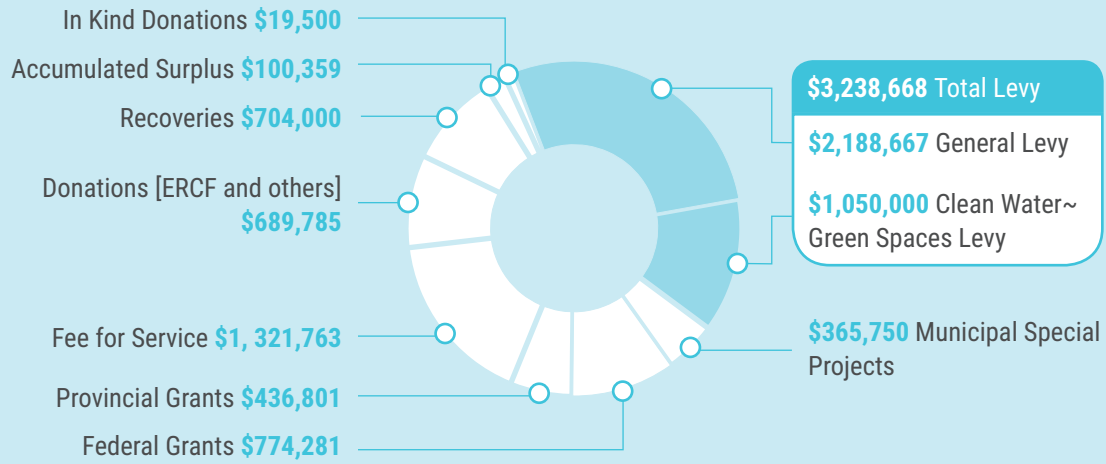
Other Revenues

- **Revenue generated by ERCA.** Revenues generated by ERCA include fees charged for education programs, plan review and permit fees, property and agricultural lease revenues, hunting revenues, Conservation Area and event revenues, and support from landowners for restoration and tree planting projects.

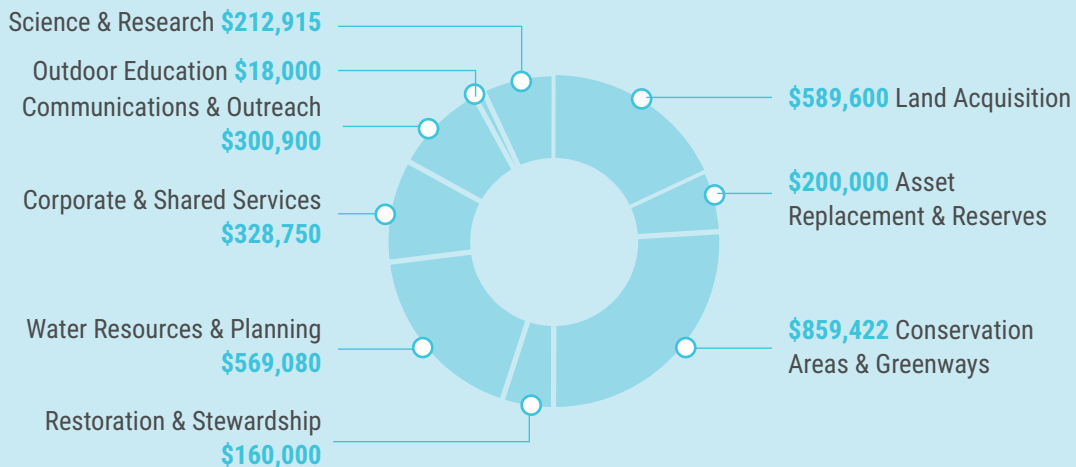
Administration reviews its fee schedule annually to ensure fees continue to reflect local market conditions and the principles of its Fees Policy, including maximizing cost recovery where appropriate. As noted in the 2019 Fee Report, administration has not anticipated significant additional revenues associated with minor fee adjustments, due to the unpredictable nature of fee-for-service revenues.

- **Other Revenue.** ERCA also receives grants from other agencies and charities including the Essex Region Conservation Foundation, primarily to support restoration, trail development and education. The ERCF Place for Life Campaign, launched in May 2017, has raised funds for ERCA projects from corporate and community leaders. Since its creation, the Campaign has raised funds to support the Rotary (1918) Centennial Hub, the Caesars Windsor Nature Trail at Devonwood Conservation Area, and improvements at the John R. Park Homestead including new roof on Sawmill. In 2019, funds raised through this campaign will support improvements

WHERE DOES THE MONEY COME FROM?



WHERE DOES YOUR TOTAL LEVY GO?

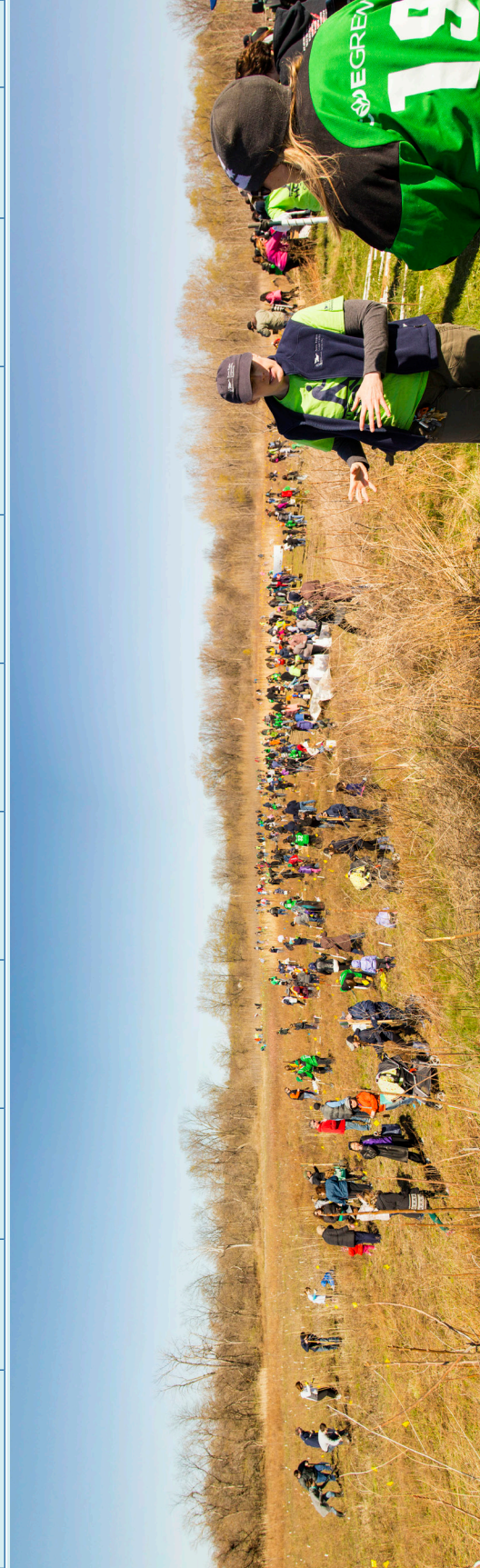


at Holiday Beach Conservation Area, the creation of the Rotary Legacy Forest at Cedar Creek Conservation Area, wetland research and monitoring at Hillman Marsh Conservation Area and additional repairs at the John R. Park Homestead. These campaign and earlier fundraising successes (including Cypher Systems Group Greenway and resurfacing Chrysler Canada Greenway) have helped reduce capital infrastructure replacement costs, allowing ERCA to refocus capital funds to other projects.



2019 Draft Municipal Levy Allocation

	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY		CHANGE	
	2019	2018	2019 DRAFT	2018 APPROVED	2019 DRAFT	2018 APPROVED	2019 DRAFT	2018 APPROVED	\$	%
	Amherstburg	5.9128%	5.974%	\$129,412	\$125,384	\$62,084	\$62,729	\$191,496	\$188,114	\$3,382.16
Essex	4.8152%	4.864%	\$105,388	\$102,077	\$50,559	\$51,069	\$155,947	\$153,146	\$2,801.13	1.8%
Kingsville	6.1667%	6.134%	\$134,969	\$128,738	\$64,750	\$64,407	\$199,719	\$193,146	\$6,573.21	3.4%
Lakeshore	9.3182%	9.191%	\$203,945	\$192,888	\$97,841	\$96,501	\$301,786	\$289,389	\$12,396.56	4.3%
LaSalle	8.4644%	8.283%	\$185,257	\$173,843	\$88,876	\$86,973	\$274,133	\$260,817	\$13,316.29	5.1%
Leamington	5.9183%	5.944%	\$129,532	\$124,759	\$62,142	\$62,417	\$191,674	\$187,176	\$4,498.73	2.4%
Peelee Island	0.2904%	0.296%	\$6,356	\$6,221	\$3,049	\$3,112	\$9,406	\$9,333	\$72.51	0.8%
Tecumseh	8.3844%	8.354%	\$183,506	\$175,339	\$88,036	\$87,722	\$271,541	\$263,061	\$8,480.83	3.2%
Windsor	50.7296%	50.959%	\$1,110,304	\$1,069,502	\$532,661	\$535,069	\$1,642,965	\$1,604,570	\$38,394.58	2.4%
Totals	100%	100%	\$2,188,668	\$2,098,752	\$1,050,000	\$1,050,000	\$3,238,668	\$3,148,752	\$89,916	2.9%



PROGRAMS AND SERVICES

2016-2025 Strategic Plan: Sustaining the Place for Life

In 2016, ERCA launched its new Strategic Plan. Informed by extensive consultations with stakeholders and the community, the plan responds to the challenges ahead with renewed vision and commitment.

The Strategic Plan provides the basis for our decision-making and priority setting over the next decade in five key areas:

- 1. The climate will continue to change.** Efforts to slow climate change must continue, but we need to help our partner communities prepare to adapt to its impacts.
- 2. The Great Lakes are our most significant natural resource.** Our 2017 Watershed Report Card identified failing grades for surface water quality in virtually every watershed. More must be done to protect and improve water quality.
- 3. Our habitats are among the most significant in Canada.** We have planted more than 6 million trees and achieved 8.5% natural area coverage. But more action is needed to reach our 12% target.
- 4. Our urban areas will continue to grow and expand.** ERCA will need to continue to work with all partners to plan sustainable communities that reduce urban sprawl, are walkable, have a healthy food supply and incorporate green infrastructure.
- 5. ERCA is a sustainable, resilient and valued agency.** Since 1973, ERCA has been striving to achieve a state of sustainability for the Essex Region. It is also important to consider the sustainability of ERCA as an organization.

The Place for Life reinforces that all elements of a place are interconnected – our community, its environmental health, healthy lifestyles for our citizens and our economy. Life recognizes our living, thriving and sustainable natural systems. Life refers to the people of our community – their health and protection and our shared heritage. We embrace this place and make it our home. For life.

Vision:

The Essex Region is a sustainable, resilient and vibrant place with healthy and thriving watersheds, Great Lakes and a green culture.

Mission:

Improving our environment to enrich our lives.

For each of these themes, the Strategic Plan has identified goals and actions to address them. As described below, the 2018 Budget has been aligned to advance specific priority actions from the Strategic Plan.

ERCA presents delivery of its programs and services within four business pillars:

- Watershed Management Services
- Conservation Services
- Community Outreach Services
- Corporate Services

Watershed Management Services

Watershed Planning

ERCA provides planning advice to its member municipalities by commenting on applications circulated under the Planning Act to ensure

that all relevant federal, provincial, regional and municipal legislative requirements are satisfied, identifying natural hazard areas and natural heritage features and providing policy support. This includes providing land use planning advisory services to identify natural hazard, natural heritage, development servicing, water quality and natural resource planning concerns and developing strategies and policies to address natural resource management in municipal planning initiatives such as Official Plans, Comprehensive Zoning Bylaws, Planning Studies, etc.

ERCA works with government agencies, municipalities and community groups to develop and maintain watershed management plans which look at environmental, economic and social factors affecting the quality of natural heritage, hazards and water quality within specific watersheds; and reviews and coordinates comment on Environmental Assessments, Environmental Bill of Rights Registry postings and advocates for local and regional priorities and interests.

Development Services

ERCA administers Conservation Authorities Act approval processes that direct development away from lands prone to water hazards. ERCA's permitting process includes review of applications under the Municipal Drainage Act, Public Lands Act, Shoreline Properties Assistance Act, Part VIII Building Code; planning documents and development proposals; and are designed to protect residents and property from hazards, and maintains wetlands, watercourses and shorelines.

Water Resources

Through the Conservation Authorities Act, the Province of Ontario has designated ERCA as the lead agency for flood warning in the Essex Region. To minimize loss of life and property

damage, ERCA monitors watershed conditions, stream and lake levels, and issues flood bulletins (watershed condition statements, flood watches, flood warnings) to the watershed municipalities, emergency services, media and others. Recent flood events have been more intensive and frequent.

ERCA's Watershed Management Services department is increasingly asked to participate in, or coordinate large scale development and or planning studies dealing with matters concerning stormwater, floodplain management, drainage and other water resource concerns for every municipality within the region; and assists municipalities in maintaining and managing public investment in eligible infrastructure through the provincial Water and Erosion Control Infrastructure Program (WECI).



2019 ACTIONS

- **Climate Change [1.1].** Building on the 2018 Climate Change Workshop, ERCA's Climate Change Specialist will research regional vulnerabilities, impacts and best practices; and lead the development of a Regional Climate Change Plan with municipalities to address identified impacts and vulnerabilities, identify implementation priorities, and potential funding supports.
- **Hazard Mapping [2.1].** With changing watershed conditions due to changes in land use such as urban development, infrastructure and climate change, flood forecasting and warning systems must be reviewed to ensure they accurately reflect observed conditions. In 2019, ERCA will work with the City of Windsor to undertake updated mapping for the Little River, and explore the needs and options for updating Floodline Mapping for the region, ensuring mapping reflects overland and rainfall-based flooding.
- **Place for Life Policies [11.2].** In 2017, ERCA developed its Place for Life Policies as a means of integrating ERCA's planning, development, and program policies; and initiated a consultation and engagement process to receive input from municipalities, industry partners, and stakeholders. In 2019, ERCA will continue to consult on and finalize its Place for Life Policies.
- **Watershed Engineering [2.3].** ERCA added a Watershed Engineer in 2018 to support stormwater reviews, drainage reviews, and related engineering and infrastructure reviews, allowing ERCA's Water Resources Engineer to focus on supporting more technical and regional engineering issues (e.g. Water and Erosion Control Infrastructure Program, Stormwater/ Environmental Assessments, etc.) and municipalities (e.g. Environmental Assessments, Mapping, etc.).
- **Client Services [12.3].** Implement internal and back-end procedures to encourage use of web-based application processes on www.essexregionconservation.ca to facilitate ERCA's planning and regulatory processes. As reported in its annual Accountability Report, ERCA is consistently well ahead of provincial targets for plan and regulatory review timelines as set by the Ministry, but with increases in numbers of applications, and technical requirements for review additional administrative support is required.
- **Flood Forecasting [2.1/11.3/12.3/12.3].** ERCA will update its Flood Contingency Plan with partners, maintain existing flood forecasting systems and explore development of a shared climate station network with municipalities and other agencies to incorporate additional climate station information and access to assist in providing more timely advance warnings, response, and reporting on storm events.
- **Planning/Technical Studies [11.2, 11.3].** ERCA will work with the Town of Lakeshore and Tecumseh to undertake a Lake St. Clair Shoreline Management Plan that incorporates current hazard criteria, and recent drainage and flooding related data to guide planning

and development decisions. ERCA will also work with the Town of Kingsville to develop a Natural Heritage Background Study as part of the Town's Official Plan update.

- **Technical Supports [11.3].** ERCA will continue to work with municipalities on ongoing regional and subwatershed studies including Riverside Vista Flood Control, East Riverside Flood Infrastructure Assessment (City of Windsor), Town of Tecumseh Master Stormwater and Flood Attenuation Study, Town of Lakeshore Flood Task Response, LaSalle Howard Bouffard Master Drainage Study, Leamington Highway 77 Master Drainage Study, and Kingsville Upper Mill Creek Master Drainage and Stormwater Assessment.
- **Plan Review [10.2].** Participate in Official Plan updates for Amherstburg, Essex, Tecumseh, Lakeshore, Kingsville, and Leamington; provide background and support to the County of Essex Official Plan. Planning staff will also provide advice and direction to all member municipalities on over 750 Planning Act applications (consents, minor variances, Zoning Bylaw Amendments, Official Plan Amendments and site plan control), and more than 50 Environmental Assessments (e.g. County Road 42 - Tecumseh/Windsor, Lauzon Road - Windsor, and Wallace Woods - Lakeshore).
- **Municipal Memorandum of Agreement [10.2].** ERCA will work with Municipalities to finalize a Memorandum of Agreement that acknowledges ERCA's role in integrated watershed planning, and supports ERCA's involvement in the planning process with a mandate to protect and manage the local watershed, including but not limited to natural hazards, natural heritage and water resources.
- **Provincial Advocacy [12.2].** ERCA will continue to participate on the Provincial Service Delivery Review Committee, a multi-stakeholder committee tasked with advising the Ministry on strategies for improvements and other considerations related to the effective and efficient delivery of conservation authority programs and services, established pursuant to the approval of the Conservation Authorities Act. This includes clarifying roles and responsibilities, updating regulatory requirements and policies, performance measurement, and other areas of provincial interest (e.g. natural heritage, biodiversity, watershed planning and management).
- **Development Review [12.1].** Complete reviews of over 1,000 Section 28 permit applications throughout the region for stormwater management; commercial, industrial and residential development; and large scale greenhouse developments; over 150 Municipal Drainage Act reviews under the DART protocol, and respond to 1,300 general water resource related requests from ratepayers.
- **Water and Erosion Control [11.3].** Apply for Water and Erosion Control Infrastructure (WECI) funding for projects in the City of Windsor, and the Town of Lakeshore, John R. Park Homestead Shoreline Design, and manage approved WECI projects.

Conservation Services

Conservation Lands

ERCA owns and manages 4,253 acres of conservation lands across the Essex Region. These areas protect some of the most biologically diverse and ecologically significant lands in Canada, including woodlots, wetlands, 19 Conservation Areas, and 80 km of Greenway trails for recreation education, natural area protection, and active/healthy living for thousands of residents and visitors to our region and support sustainable economies. Protection of these lands, as well as access for public use, are among the most important contributions ERCA makes to the communities in the region. Recently, the Credit Valley Conservation Authority undertook a study of the value of the ecological goods and services provided by natural capital (e.g. atmospheric and climate regulation, water regulation and supply, habitat, recreation, biodiversity, water quality, etc.). Applying that model for Essex Region, the value of the ecological goods and services provided by the natural capital in Essex Region totals \$173 million annually.

As the region grows and expands, and as our landscapes and climate continues to change, the role of conservation lands will become even more critical. Development and implementation of Management Plans are critical to balance the needs of users with the need to protect the environment. Recreational opportunities on these lands include hiking, picnicking, birding, seasonal camping, as well as hunting, horseback riding, and biking. The demands of a growing population require that Conservation Area infrastructure and facilities (tangible capital assets) and conservation areas maintain the standards expected by the public and our insurers, and reflect best practices related to energy efficiency, green

infrastructure and operations, and efficient technologies. Proactively managing our properties to create natural resiliency within our remaining natural features is key.

Clean Water~Green Spaces

ERCA's Clean Water~Green Spaces program (CW~GS) addresses soil and water concerns by providing in-field and in-stream conservation planning and delivery of agricultural stewardship, demonstrating innovative water and soil conservation (e.g. demonstration farm, demonstration projects), and restoration of wetlands, prairie, forest and shoreline habitat enhancements to provide habitat and restore the health of our watersheds. With increased focus on phosphorous and blue-green algae in Lake Erie, ERCA has been able to leverage support from Agriculture Canada, Environment and Climate Change Canada and other partners to address issues such as erosion and slope stability, intensive monitoring and assessment of BMPs within priority subwatersheds, management of the Essex County Demonstration Farm.

Through this program, ERCA also provides technical and financial supports to landowners across the watershed to help complete environmental projects that improve water quality, reduce soil erosion, and enhance terrestrial and aquatic habitats. ERCA leverages funds from the CW~GS Program to reduce the cost to landowners to participate in stewardship programs, and in the acquisition of key properties in priority areas in keeping with its Land Securement Strategy.

Watershed Monitoring

ERCA staff provide watershed-scale environmental monitoring to assess and understand current health and emerging trends as a basis for setting environmental

management priorities. This includes working with research partners to implement studies to fill resource information gaps and develop innovative methods of protecting and enhancing watershed resources. ERCA collects and analyzes surface water at approximately 50 sites as part of the provincial surface and groundwater monitoring networks, and special projects such as the Kingsville-Leamington Nutrient project to monitor aquatic community health and report on the overall health of our rivers and watersheds. ERCA has also facilitated research on beach closures with GLIER/ University of Windsor and other partners, tile management with the University of Waterloo, and undertakes research with other partners.

Drinking Water Source Protection

Since 2006, ERCA has maintained and implemented the Regional Source Protection Plan in keeping with the Clean Water Act to manage water 'at the source' to protect human health, protect present and future municipal drinking water threats. The Source Protection Plan that identifies policies and strategies to reduce existing and future threats to water supplies was approved by the Province in 2015. ERCA supports municipalities in implementation of Source Protection Policies including delivery of risk management services, and is responsible for implementing outreach and education policies.

2019 ACTIONS

- **Conservation Area Operations [9.2].** ERCA will continue to maintain all 19 Conservation Areas, and Greenways with its five full-time operations and maintenance positions. Additional term positions are added during operations season. This includes parking lot and trail grading, hazard tree removals, Conservation Area enforcement, hunting programs, grounds maintenance, etc.
- **Tangible Capital Asset Report/Capital Plan [13.1].** Administration will review and update ERCA's Tangible Capital Asset Report and prepare a multi-year capital plan based on replacement schedules, asset needs, and program needs as part of the development of the next 5-Year Sustainability Plan.
- **Management Planning [9.2].** In 2019, ERCA will complete the development of a Management Plan for Cedar Creek Conservation Area and associated properties with the new Conservation Services Advisory Board.
- **Business Plans [8.1].** ERCA will develop Business Plans for John R. Park Homestead and Holiday Beach Conservation Areas to identify and confirm infrastructure needs and investments in visitor services where there is a business case to support that investment.
- **Land Acquisition [7.3].** The 2019 Budget restores Clean Water~Green Spaces acquisition funding to support securement of key lands with partnership funding in keeping with the Land Securement Strategy.

- **Restoration and Stewardship [6.1].** In 2019, ERCA will expand and connect over 60 acres of upland habitat (forest and prairie) to improve linkages between remaining habitats, build ecosystem resilience, and benefit water quality, climate change and quality of life for the residence of our region.
- **Innovation [5.1].** ERCA will continue working with the University of Windsor to monitor phosphorous levels getting into Lake Erie, and monitor water quality improvements at the innovative 10 acre University of Windsor Alumni Association Wetland at Hillman Marsh Conservation Area. Further, a new partnership regarding endangered fish breeding habitat is being developed in conjunction with the Pêche Island fish habitat project.
- **Source Water Protection [4.3].** In keeping with the Clean Water Act, ERCA will begin updating the Essex Region Source Protection Plan and Assessment Report based on the Section 36 Workplan. This will include technical work and the development of new policies and consultations with the Source Protection Committee, municipalities and other stakeholders. ERCA will also continue implementation of Risk Management Services on behalf of municipalities.
- **Watershed Science [5.1/5.2].** Improving water quality and overall watershed health is critical to our region; and requires support for positions that undertake the research, monitoring, and partnerships; and for managing and maintaining data information systems. The information collected and gathered is relevant to watershed management, targeting projects to areas where it is most needed, and in support of evidence-based decision making and to maintain programs which are funded externally.
- **Lake Erie Action Plan [4.1].** ERCA continues to encourage provincial and federal agencies to partner with Conservation Authorities as the most effective delivery agent for many aspects of the Lake Erie Domestic Action Plan for achieving reduced Phosphorus levels in Lake Erie and Lake St. Clair. The 2019 budget includes the second of 3 years of federal funding to support agricultural projects designed to improve water quality in Lake Erie.
- **Detroit River [5.2/14.2].** ERCA will continue to build on efforts to de-list the Detroit River as a designated environmental Area of Concern in keeping with the new shoreline management strategy. For 2019, this will include a 70 acre wetland rehabilitation project on the Canard River and the creation of new fish habitat on the City of Windsor's Pêche Island.

Community Outreach Services

Outreach

ERCA's outreach programs engage, educate, motivate and inspire residents to adopt environmentally sustainable behaviours, coordinating community involvement with volunteers to engage them in tree planting, habitat restoration, and demonstration projects with DRCC, Foundation and other corporate and municipal partners. This includes tree planting, river and stream clean-ups, and citizen science initiatives.

Outdoor Education

ERCA provides environmental education programs to over 10,000 students annually, primarily at the John R. Park Homestead, Hillman Marsh and Holiday Beach Conservation Areas. Programming is aligned with provincial curriculum, and supports the objectives of the Ministry of Education's Eco schools program and its focus on student success through experiential learning. ERCA is recognized as a key partner in offering certifications for Special High Skills Major students to help educate the next generation of conservationists. Outdoor education provides numerous benefits to students (critical thinking, creative thinking, decision-making, etc.) that have benefits beyond the environment. ERCA also co-chairs the annual Essex Region Children's Water Festival which provides hands-on education to 4,000 students and provides leadership skills and environmental restoration training opportunities to 12-15 year olds through the Teen Ranger Program.

Communications

Communications supports all ERCA programs through a variety of services intended to engage and inspire municipal, provincial and

federal partners and communities to learn more about, and support and participate in the work of ERCA. ERCA also provides communications support to a number of partner agencies, such as the Detroit River Canadian Cleanup, the Essex Soil and Crop Improvement Association and others. Through internal communications, media relations, event management, community relations, creative services, and program communications and marketing, ERCA researches and analyzes benefits and barriers to environmental sustainability; and communicates the broad variety of projects and programs that ERCA undertakes to create a future of sustainability for the Essex region, ensuring it is the Place for Life.



2019 ACTIONS

- **Communications [14.2].** In 2019, ERCA will continue to utilize its new website at www.essexregionconservation.ca as a platform to improve customer service, usability and accessibility compliance, and efficiency through web-based tools. The website has already improved ERCA's ability to reserve education program, streamline the release of flood messages, and receive permit applications. In 2019, we will build on these processes, to further improve efficiencies and customer service.
- **Outreach [8.3].** ERCA's will continue to share resources with the Detroit River Canadian Cleanup to fulfill our citizen science, tree planting and restoration and other outreach programs.
- **Education [8.3].** ERCA will provide curriculum-based outdoor education for more than 10,000 elementary and secondary school students, including delivery of the Special High Skills Major Certifications to allow students to graduate with specialized environmental skills. New curriculum programming with our Indigenous partners will be explored.
- **Program Integration [14.2].** ERCA and the ERCF will continue to integrate communications, outreach and events to enhance the region as the Place for Life, and build on the strength of this partnership while raising \$1 million dollars (3 year Place for Life campaign goal) for conservation initiatives.
- **Regional Collaboration [15.3].** ERCA will continue to work with Tourism and Economic Development partners demonstrate that the Essex Region is a sustainable, vibrant place to attract visitors to and investment in our region. In 2019, enhanced communications support of the regional Climate Strategy is anticipated.

Corporate Services

Administration

ERCA's Corporate Services function directs and broadly supports the organization through: Authority Board and Administrative policies development and application; corporate and strategic planning and implementation, governance, and management and coordination of all Conservation Authority programs. This includes maintaining member and municipal relationships, liaison with key stakeholders and partners, including senior levels of government, to ensure recognition of Authority's role and relevance; and ensures ongoing Authority sustainability through allocation of limited financial and human resources.

Finance

Corporate Services provides financial leadership and support to the organization on various policies and decisions, strategic direction and budgetary management. Corporate Services/Finance staff are solely responsible for producing accurate and timely interim and audited Financial Statements of the Authority, that are relied upon by various stakeholders, including the Board of Directors, management, external stakeholders and funding agencies. Corporate Services undertakes various ad hoc financial and operational analyses, prepares risk management assessments, and monitors and analyzes general financial condition

including capital and operational reserves. In conjunction with Conservation Services, Finance also develops the Asset Management Plan, that tracks and identifies replacements to ERCA's facilities and related infrastructure.

Information Systems, Technology and Data/ Records Management

ERCA's information systems include Geographic Information Systems (GIS), information management systems, and other databases that support permits/development services, restoration, outreach, Foundation and other organizational needs. Geographic Information Systems (GIS) provides the collection and maintenance of land use and other data in ERCA's watersheds and creates visual mapping as information that supports decision making for many of ERCA's programs and departments.

Integrating data from diverse sources and converting into usable information and disseminating this to stakeholders through the corporate website is an ongoing initiative. ERCA is viewed as a source of valuable data

and a variety of stakeholders continue to make requests for open data. The protection of the Authority's records and data is critical to its ongoing sustainability, institutional knowledge, historical record comparison and freedom of information compliance. Accordingly, resources are included in the 2019 budget for digitizing and managing corporate records.

Human Resources Management

Human Resources is an internal multi-service provider supporting the hiring, orientation, motivation, development and management of knowledgeable and competent employees who implement and manage the Authority's programs. HR ensures compliance with legislation and regulation including, but not limited to: Employment Standards Act; Accessibility for Ontarians with Disabilities Act; Occupational Health and Safety Act; Labour Relations Act, and promotes general HR-related best practice. This function also supports labour relations including negotiation and application of Collective Agreements.

2019 ACTIONS

- **Customer Service [14.1].** The 2019 Budget continues to include a provision for permanent administrative support related to applicant/customer service, front desk/ reception and related internal support functions (e.g. conservation area programs, hunting program, camping, cottage rentals, records mgmt etc.) assumed, in part, by WMS administrative support, finance staff and temporary staff.
- **File management [13.2].** Continue to refine records classification system and records policy/retention schedule to support MFIPPA and other obligations; and begin implementation of new records management system, starting with Corporate Services and Watershed Management Services departments.
- **Operational Policies [13.3].** Continue to review, update and centralize all operational and administrative policies to ensure consistency with legislation; public-sector best practice; Authority practices. Develop corporate policy database to facilitate shared access to all corporate policies; and to enhance and promote staff compliance with and the general application of ERCA policies, when undertaking duties.

- **Corporate Culture [14.3].** Develop an updated Employee Handbook, to summarize HR related policies, improve the new employee onboarding experience and design/promote activities and programs to address issues, as identified in the 2018 Employee Survey.
- **Data Management [15.2].** Review open data ability and feasibility in context of new website functionality. Develop databases and applications to streamline manual functions and business processes, related to hunting and other programs, as identified.
- **Sustainability Plan [13.1].** Develop new 5-Year Sustainability Plan to support initiatives identified in the Strategic Plan and to ensure that ERCA has the appropriate resources, managed in the most effective and efficient way, to support the watershed and its municipal members' requirements.

Capital and Operational Reserves

The 2019 Budget includes the continued management of the following reserve accounts (see attached Reserves Schedule).

Infrastructure Replacement

The Infrastructure Replacement reserve provides for expenses associated with the replacement or rehabilitation of existing capital infrastructure as well as specific new assets, when restricted donor or grants are available. For 2019, the infrastructure budget accounts for a \$200,000 transfer to the infrastructure reserve, \$15,000 in anticipated interest revenues and \$140,885 in transfers from the Foundation, relating to multi-year funding agreements. The 2019 capital plan directs significant investment in Holiday Beach infrastructure, consistent with the asset management plan (AMP) but also incorporates new assets, funded entirely from funds raised by the Foundation.

Specifically, the proposed \$575,000 of capital investments for 2019, are as follows:

- **Holiday Beach Conservation Area Workshop/Boardwalks (\$239,000).** The main workshop at Holiday Beach Conservation Area, built in the 1950's, is

ERCA's highest ranking priority related to the AMP. A new workshop with environmental features will be built in a different location within Holiday Beach, closer to the park entrance and away from the beach, where it is currently located. Any surplus from this project will be redirected to additional road re-surfacing in the park.

- **Holiday Beach Conservation Areas Road Resurfacing (\$180,000).** As confirmed by the public, the County of Essex Accessibility Committee and the AMP, the current gravel and tar and chip roads in Holiday Beach Conservation Area are significantly degraded. Proposed works include tar and chip resurfacing of roads and parking areas in the park to improve visitor experiences and accessibility. The tangible capital asset inventory identified that the roads were scheduled to be resurfaced in 2010.
- **Holiday Beach Outdoor Classroom and Playground (\$55,000).** With a donation from Enbridge Gas and the University of Windsor Alumni Association, secured through the Essex Region Conservation Foundation, ERCA will be building a new outdoor classroom to educate children, about the value of our local environment

as well as providing them with more natural play-based structures to interact with. The outdoor classroom will provide a second classroom space at Holiday Beach, which will allow schools to reduce bussing costs by 'doubling up' classes, which also increases participation in ERCA's outdoor education programs.

- **John R. Park Homestead Shoreline Design (\$25,000).** Improvements were made to the shoreline trail at JRPH in 2016 following damages to the shoreline boardwalk. This work was interim until a full assessment and design options could be undertaken. Administration is proposing to undertake shoreline infrastructure design as a WECL project in 2019 with construction of planned infrastructure in 2020 to protect the Homestead.
- **Cypher Systems Group Greenway Drain Crossing (\$30,000).** With agreements from the Town of Essex, the Cypher Systems Group Greenway connects from Highway 3 to the ERCA-owned lands across Municipal lands. A pedestrian crossing at the intersection of North Malden Road (Victoria St.) and Highway 3 is required to ensure continued access across these lands.
- **General Greenway and Conservation Area Infrastructure (\$20,000).** Ongoing minor capital projects related to bridges, culverts, vegetation management, parking facilities and signage requiring regular maintenance to ensure public safety and visitor experiences.
- **Conservation Area Signage (\$16,000).** Many roadside directional signs and entrance signs are well past their useful lifespan. New directional signs to major conservation areas and entrance signs will be installed in 2019.

- **Enbridge wetland public access and parking lot (\$10,000).** Between 2016-2018, Enbridge supported the creation of a demonstration wetland at Holiday Beach Conservation Area/Essex County Demonstration Farm. The Demonstration Wetland provides an opportunity for landowners to see how the wetland was constructed and consider constructed wetlands on their own properties or farms. Enbridge has provided additional funding, through the Foundation, to support the construction of a small parking facility at the Demonstration Wetland.

Administration will be completing a review and update to the Tangible Capital Asset Management Plan as part of the development of the next 5-Year Sustainability Plan.

Operational Reserves

- **Revenue Stabilization** – As municipal levy accounts for slightly less than one-third of the Authority's 2019 expenses, the majority of revenues are from sources that may fluctuate in any given year (e.g. revenues related to permits, planning, drainage, camping, admissions and special events) due to economic conditions, changes in government agendas and mandates, and even adverse weather conditions. Given the instability surrounding Provincial commitments and transfer payment agreements, Administration is recommending a target of \$200,000, which will be re-assessed in the next sustainability plan. If available, any small amount of residual funds from past funding agreements will be transferred to this reserve, as will the camper hydro-usage recoveries, as per the Board Resolution.
- **Suite, Network, Office Equipment & Furnishings** – to provide for expenses

related to the Authority's rolling stock of office equipment and furnishings, computers, servers and related software. Replacements and upgrades are made in accordance with useful life and functionality. In keeping with board direction, funds from the sale of ERCA's share of the Civic Centre are now included in this reserve. This reserve will be utilized in 2019, to support the records digitization project (software/scanners) and financial software upgrades,

- **Human Resources** – to buffer against potential WSIB/NEER impacts, OMERS restatements, discretionary benefit fluctuations and unanticipated claims relating to employment. No increase or utilization is proposed.
- **Legal & Insurance** – to buffer against unexpected insurance deductibles and claims below policy deductibles as well as unexpected legal expenses outside of the annual budget process. No increase or utilization is proposed.
- **Vehicle/Field Equipment Replacement** – Vehicle and equipment expenses are recovered from accounts with outside funding, through a usage rate system, but most usage is associated with servicing conservation areas and core operations. The Authority has deferred vehicle acquisitions to the extent that has been reasonable but now must replace at least two to three vehicles. Administration will continue to manage ERCA's fleet and equipment in an environmentally responsible manner in keeping with Board direction, however the significant additional costs associated with a greener fleet contributes to budget pressures and with the likely elimination of a provincial rebate program, this policy may need to be revisited.
- **Historic Properties Preservation/ Maintenance** – to provide for major expenses related to preservation and maintenance of two historic properties that are to be preserved in perpetuity, specifically the John R. Park Homestead and the Kingsville Train Station. Due to the infrastructure replacement and major repairs required at the Homestead, the annual allocation has been utilized for several budget cycles. The addition to this reserve represents an allocation of the Kingsville Train Station rental revenues.
- **Tree Warranty and Self-Insurance (\$90,000 target achieved)** – to buffer against potential warranty claims for seedlings covered through the warranty program, and deterioration of seedlings related to weather related planting delays and which is cost prohibitive to insure.
- **Clean Water~Green Spaces Land Acquisition** (\$610,000 balance: \$589,600 budgeted contribution in 2019 for an available total of \$1,199,600) – to support land acquisition efforts in keeping with ERCA's Land Securement Strategy, and as leverage for lands acquired with support from partners including senior levels of government.
- **Capital Reserve.** The Sustainability Plan identified that beginning in 2018, ERCA needs to contribute \$200,000 annually representing asset replacement values (historic cost basis) to fund capital reserves, consistent with the TCA report.

For continuity purposes, ERCA's reserve and land acquisition fund balances are shown below, both pre Sustainability Plan as well as at the end of the five years covered by that plan. The proposed 2019 contribution to reserves from the CW-GS funding is \$589,600 for land acquisition.

Reserve & Land Acquisition Funds	Fund Balances ¹	
	2012	Projected (End 2018)
Infrastructure reserves (including accumulated phased-in levy for capital asset replacement/maintenance)	18,343	578,508
Revenue stabilization		146,342
Legal/HR/insurance/admin reserves		75,280
Historic properties maintenance ²	37,854	24,000
Matching grant/capital project contingency reserve		100,000
Miscellaneous special project (restricted purpose)	48,353	47,857
Tree replacement & warranty	90,000	90,000
Suite/Office equipment/network/computers/ space		285,508
Fleet & Equipment	5,037	45,787
Land Acquisition	871,000	610,000
Total Reserve & Land Acquisition Funds	\$1,070,587	2,003,282
<p>1 Fund balances shown for 2012, prior to the approval of the Sustainability Plan, and projected end 2018, one year post final year of Plan implementation</p> <p>2 Historic Properties Maintenance funded through revenues from lease of Mettawas Train Station and through general levy for JRPB</p>		



2019 Projected Reserves and Capital Plan											
	Capital Reserve	Revenue Stabilization	Grant Matching	Vehicle/Equipment	Suite/IT	Human Resources	Legal/Ins.	Historic Properties	Tree Warranty	Other Watershed	Total Reserves
Opening Balance (01/01/2019)	578,508	146,342	100,000	45,787	285,508	22,280	53,000	24,000	90,000	47,857	1,393,282
Transfers to Reserve	200,000	19,500						7,000			226,500
Interest	15,000										
Repayments	140,885	12,000									152,885
Available Balance	934,393	177,842	100,000	45,787	285,508	22,280	53,000	31,000	90,000	47,857	1,787,667
Reserve Fund Transfers											
HBCA Workshop/Board-walk	239,000										239,000
HBCA Roads	180,000										180,000
HBCA Natural Playground	35,000										35,000
HBCA Classroom	20,000										20,000
CSG Pedestrian Bridge	30,000										30,000
JRPH Shoreline	25,000										25,000
Capital R&M	20,000										20,000
CA Signage	16,000										16,000
Enbridge Wetland	10,000										10,000
Scanning Equipment					32,000						32,000
Accounting Software					8,000						8,000
Total Expenses	575,000				40,000						615,000
Projected Closing Balance	359,393	177,842	100,000	45,787	245,508	22,280	53,000	31,000	90,000	47,857	1,172,667

Clean Water~Green Spaces Allocations	Annual Investment ¹		Actual	Proposed
	2012	2013-2017	2018	2019
Restoration/Tree Planting and Incentives	120,000	100,000	110,000	160,000
Water quality initiatives and research	80,000	100,000	137,000	126,000
Other program support – Watershed planning, information systems, special studies (climate change, etc.), public outreach/education, corporate support	50,000	106,000	164,000	174,400
Accumulated deficit	0	96,000	0	0
Reserves and Land Acquisition Funding				
Infrastructure reserves	0	425,000	120,000	0
Operational/Administrative/Revenue reserves	0	44,400	0	0
Matching Grant/Capital project contingency reserves	0	20,000	60,000	0
Land Acquisition/Securement	800,000	158,600	458,600	589,600
Total Clean Water~Green Spaces	\$1,050,000	\$1,050,000	\$1,050,000	\$1,050,000
<p>1 Annual investments identified for 2012, prior to the approval of the Sustainability Plan, and annual investments during each of the five years (2013-2017) of Plan Implementation.</p>				

FUNDING THE PLACE FOR LIFE

Implementing the 2012-2017 Sustainability Plan significantly enhanced ERCA’s corporate sustainability by: eliminating the accumulated operational deficit; funding infrastructure deficit; creating capital and operational reserves; and restructuring the organization from seven to four departments, in part, to address underfunded key priorities. Through these efforts, ERCA was able to offset increases in levy that would have been otherwise required to support these essential and mission-critical functions that are levy-funded at comparable Conservation Authorities.

This model was followed again in the 2018 budget with additional allocations to support the externally driven demands for technical/engineering capacity, and research/data needs in the water quality and research programs. At

the same time, ERCA was still able to complete acquisition of two high priority properties during this period with matching Federal funds.

In keeping with Board direction, a new 5-year Sustainability Plan will be developed in 2019 to guide implementation of Strategic Plan priorities over the next five years. This Plan will consider both municipal levies and the CW~GS program to define a long-term solution to funding the Authority’s legislated activities and mandate and improve the health of our watersheds.

The 2019 Draft Budget continues to follow the current Sustainability Plan model where appropriate to prepare ERCA and the Essex Region to best capitalize on those opportunities. This includes:

- Clean Water~Green Spaces Funding Related Programs. The 2019 Budget continues to include Clean Water~Green

2013-2017 Sustainability Plan: A Way Forward

ERCA's 2012-2017 Sustainability Plan: A Way Forward was developed to address four key sustainability issues facing the Authority at that time:

- Elimination of the historic accumulated operational deficit, which was \$478,000 in 2012.
- Introduction of Capital Reserves which have allowed ERCA to invest in conservation areas and replace failing infrastructure at Holiday Beach, John R. Park Homestead, Maidstone, Kopegaron Woods, Hillman Marsh, and the Chrysler Canada Greenway; and allow ERCA to manage public infrastructure concerns as they arise instead of closing facilities.
- Introduction of Operational Reserves provide a buffer for expenses which are difficult to predict and which can significantly impact the Authority's financial condition. Reserves related to revenues buffer sudden and unpredictable revenue declines related to: weather, closure of properties or economic downturns. Grant matching reserves allow the Authority to maximize government grant opportunities.
- Organizational restructuring provided savings which were redirected to key programs with declining, or at risk third party funding supports. This has enhanced ERCA's science and research capacity and has allowed ERCA to participate in new research partnerships, rural stewardship programs, and water quality programs.

Spaces funding to support related programs as a transitional means of reducing potential levy increases until such time as a new Sustainability Plan can be developed and approved by the Board.

- Offsetting Budget with Accumulated Surplus. The 2019 budget includes an anticipated surplus of \$100,359 from 2018.

ERCA has a demonstrated history of balancing projects and priorities with local investment, and we understand the challenges municipalities face. For example, we implemented the 5-Year Sustainability Plan including introduction of capital and operational reserves, deficit elimination, and organizational stabilization with no increase in contributions directly attributable to those outcomes.

Similarly, in 2017, ERCA released a report that showed that between 2012 and 2017, ERCA received \$26.5 million in total levy contributions,

and generated \$35 million in new outside funding in support of regional environmental programs, drinking water source protection, water and erosion control, land securement and restoration. This is in addition to the programs and services we provide municipalities and provides a sound and consistent investment. This is further demonstrated in ERCA's 2019 Budget, which includes almost \$2.3 million in leveraged funding for projects described above. This represents 30% of the total ERCA budget. When combined with fee for service revenues, 55% of ERCA's budget is funded through non-levy sources of funding.

While this builds a strong case for support, it is only enough to maintain the 'status quo'. It is not enough to improve the health of our watersheds, keep beaches open more, deal with phosphorous and blue-green algae in our lakes, provide open spaces and trails that are accessible for people to use, connect and

ERCA's 2019 Budget is \$7,708,571, which includes a total levy contribution of \$3,238,667. This is an increase of \$89,915 or 32 cents per person (from \$9.68 to \$10.00).

ERCA's Annual Revenues for programs and services again ranks in the top 10 of all 36 Conservation Authorities. At the same time, ERCA's operational levy funds approximately one-third of its operations, placing ERCA in the bottom five of all Conservation Authorities, and well below the provincial average (42%). While the average CA levy supporting operations was \$16.42/capita, ERCA's levy supporting operations in 2018 was only \$9.68/capita, which included funds for land acquisition and capital and operational reserves.

restore forests, wetlands and habitats. These are essential for sustainable communities to build resilience to climate change, and importantly, attracting and retaining the talent this region desires. Further, as funding programs change and evolve with changes in government priorities, or are reduced or eliminated, and as new interests seek funding, it is harder to continue to support key programs with external support - programs that are funded by levy in other conservation authorities.

Creating and sustaining the Place for Life is not our work alone. It is what we do together with municipalities, our neighbours, our universities and colleges, our donors, our local and regional agencies, and the many other partners we work with. To make a difference, we need to celebrate our successes, and we need to increase the scope, scale and intensity of our joint efforts to create a place we can be proud of and celebrate – one we can call home. For life.





DRAFT

Essex Region Conservation
the *place* for life

2019 DRAFT BUDGET

APPENDIX 1: BUDGET SCHEDULES



Essex Region
Conservation Authority
sustaining the place for life



ESSEX REGION CONSERVATION AUTHORITY	2019	2018	2018	2017
2019 DRAFT BUDGET	DRAFT	BUDGET	PROJECTION	AUDITED
WATERSHED MANAGEMENT SERVICES				
DEVELOPMENT & PLANNING SERVICES				
REGULATIONS, DEVELOPMENT REVIEWS & RELATED INQUIRIES				
GENERAL LEVY	210,000	164,000	164,000	142,779
MUNICIPAL	-	3,000	-	-
PROVINCIAL GRANTS	-	-	-	-
OTHER GRANTS/USER FEES/RECOVERIES	450,000	472,800	445,500	451,231
	660,000	675,800	609,500	594,010
WAGES	555,000	526,000	505,500	480,562
CONSULTING	2,000	1,000	3,500	-
SUPPLIES/OFFICE/JANITORIAL	10,100	14,600	21,600	17,509
VEHICLE/TRAVEL/EQUIP'T USAGE	14,000	12,000	13,900	11,271
CORP SUPPORT/SHARED SVCS	86,000	60,000	65,000	71,480
RENT/INS/TAXES/UTILITIES	12,000	12,000	12,500	12,614
AUDIT AND LEGAL	5,000	10,000	-	422
	684,300	636,200	622,220	594,075
MUNICIPAL PLANNING SUPPORT/PLANNING RELATED STUDIES				
GENERAL LEVY	66,180	66,180	66,180	74,000
CW~GS LEVY	54,400	51,000	51,000	51,000
MUNICIPAL	-	-	1,500	-
PROVINCIAL GRANTS	61,763	61,963	68,000	87,062
OTHER GRANTS/USER FEES/RECOVERIES	90,000	94,000	90,000	90,140
	272,343	267,143	276,680	302,202
WAGES	241,500	240,200	248,787	257,237
CONSULTING	500	500	1,000	280
SUPPLIES/OFFICE/JANITORIAL	-	1,100	1,300	2,329
VEHICLE/TRAVEL/EQUIP'T USAGE	350	1,000	700	968
CORP SUPPORT/SHARED SVCS	33,000	27,500	30,000	34,240
RENT/INS/TAXES/UTILITIES	4,000	4,000	4,000	3,440
DUES/MEMBERSHIPS	900	-	1,000	61
SMALL MISC	-	-	-	3,619
	280,250	274,300	286,787	302,174
WATER RESOURCES ENGINEERING				
FLOOD FORECASTING & FLOOD/EROSION ASSESST				
GENERAL LEVY	128,500	112,300	120,000	120,921
MUNICIPAL	-	3,000	-	-
PROVINCIAL GRANTS	128,500	114,300	120,000	120,921
	257,000	229,600	240,000	241,842
WAGES	173,500	145,000	161,100	159,262
CONSTRUCTION	-	6,000	-	-
WEATHER STN/INFO'N/DATA SVCS	31,300	32,000	32,000	29,628
SUPPLIES/OFFICE/JANITORIAL	7,550	9,600	10,900	11,813
VEHICLE/TRAVEL/EQUIP'T USAGE	6,650	7,000	4,250	6,568
CORP SUPPORT/SHARED SVCS	30,000	24,000	22,750	27,691
RENT/INS/TAXES/UTILITIES	8,000	6,000	7,000	6,880
	257,000	229,600	238,000	241,842



ESSEX REGION CONSERVATION AUTHORITY				
	2019	2018	2018	2017
2019 DRAFT BUDGET	DRAFT	BUDGET	PROJECTION	AUDITED
TECHNICAL STUDIES COORDINATION & ASSESSMENTS(STORMWATER,DRAINAGE,IDF)/ FLOOD HAZARDS MODELLING				
GENERAL LEVY	-	46,000	46,000	21,000
CW~GS LEVY	60,000	63,400	63,400	17,000
MUNICIPAL/OTHER	-	5,000	-	17,517
PROVINCIAL GRANTS	12,000	5,000	11,263	9,322
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	(33,200)	(6,934)
	72,000	119,400	87,463	57,905
WAGES	85,000	100,000	67,938	36,561
CONSTRUCTION	-	10,000	3,914	16,094
CONSULTING	1,650	500	2,058	329
VEHICLE/TRAVEL/EQUIP'T USAGE	1,000	1,000	1,500	764
CORP SUPPORT/SHARED SVCS	8,790	9,600	10,750	3,700
DUES/MEMBERSHIPS/SUPPLIES	560	500	560	560
	97,000	121,600	86,720	58,007
WECI (WATER AND EROSION CONTROL INFRASTRUCTURE PROJECTS)				
MUNICIPAL	300,000	915,000	2,266,744	927,173
PROVINCIAL GRANTS	-	30,000	24,000	87,139
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	43,000	73,529	162,897
	300,000	988,000	2,364,273	1,177,210
PROJECT MANAGEMENT WAGES	5,000	10,000	13,131	32,496
CONSULTING/OUTSIDE ENGINEERING	-	32,375	37,438	111,765
CONSTRUCTION	293,000	940,000	2,306,325	1,015,806
TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	2,000	5,625	7,221	17,329
	300,000	988,000	2,364,115	1,177,396
WATERSHED MANAGEMENT SERVICES				
REVENUES				
GENERAL LEVY	404,680	388,480	396,180	358,700
CW~GS LEVY	114,400	114,400	114,400	68,000
MUNICIPAL	300,000	926,000	2,268,244	944,391
PROVINCIAL GRANTS	202,263	211,263	223,263	304,444
FEDERAL GRANTS	-	-	-	-
OTHER GRANTS/USER FEES	540,000	566,800	535,500	541,671
IN-KIND	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	-	43,000	40,329	155,963
	1,561,343	2,249,943	3,577,916	2,373,169
EXPENSES	1,618,550	2,249,700	3,597,842	2,373,494
SURPLUS/(DEFICIT)	(57,207)	243	(19,926)	(325)



ESSEX REGION CONSERVATION AUTHORITY	2019	2018	2018	2017
2019 DRAFT BUDGET	DRAFT	BUDGET	PROJECTION	AUDITED
CONSERVATION SERVICES				
GENERAL PROGRAM/LAND MANAGEMENT, OPERATIONS, AND DEVELOPMENT				
OPERATIONS AND DEVELOPMENT				
GENERAL LEVY	141,000	141,000	133,300	131,000
OTHER GRANTS/USER FEES	-	-	-	(12,589)
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-
	141,000	141,000	133,300	118,411
WAGES	127,600	138,100	127,635	88,544
SUPPLIES/OFFICE/JANITORIAL	2,700	6,400	4,450	9,588
VEHICLE/TRAVEL/EQUIP'T USAGE	1,500	2,400	1,650	2,806
CORP SUPPORT/SHARED SVCS	20,000	14,000	17,000	14,000
	151,800	160,900	269,235	114,939
LAND ACQUISITION AND ACQUISITION PLANNING				
CW~GS LEVY	589,600	458,600	458,600	171,600
FEDERAL OR PROVINCIAL GRANTS	-	500,000	-	359,600
TRANSFERS (TO)/FROM DEFERRED REVENUES	(567,600)	67,900	(405,850)	944,418
	22,000	1,026,500	52,750	1,475,618
WAGES	7,500	12,500	15,250	11,303
PROPERTY	-	1,000,000	-	3,562
LEGAL, SURVEYING,CONSULTING	12,500	12,000	35,500	14,607
CORP SUPPORT	2,000	2,000	2,000	4,500
	22,000	1,026,500	52,750	33,972
CONSERVATION SERVICES				
TREE PLANTING AND RESTORATION				
CW~GS LEVY	160,000	110,000	110,000	100,000
PROVINCIAL GRANTS	35,000	40,000	36,945	40,000
FEDERAL GRANTS	560,000	900,000	1,030,645	418,940
OTHER GRANTS/USER FEES	611,163	513,500	713,031	722,840
IN-KIND	3,500	20,000	3,444	4,039
TRANSFERS (TO)/FROM DEFERRED REVENUES	120,000	120,000	(129,150)	202,150
	1,489,663	1,703,500	1,764,914	1,487,969
WAGES	428,000	406,000	509,991	480,070
CONSTRUCTION/ENGINEERING/CONSULTING	581,500	604,800	544,200	327,040
SUPPLIES/OFFICE/JANITORIAL	39,000	86,300	66,800	58,963
VEHICLE/TRAVEL/EQUIP'T USAGE	73,700	92,000	100,200	99,737
PLANT MAT/LANDOWNER GRANTS	275,750	404,000	405,750	433,764
CORP SUPPORT/SHARED SVCS	80,000	82,000	100,558	82,750
RENT/INS/TAXES/UTILITIES	6,000	6,000	7,500	8,202
IN KIND SVCS SUPPLIES	3,500	20,000	3,444	4,039
CAP MAINT/LOW VALUE ASSETS	2,000	-	2,400	1,695
SMALL MISC	-	-	-	-
	1,489,450	1,701,100	1,740,843	1,496,260



ESSEX REGION CONSERVATION AUTHORITY	2019	2018	2018	2017
2019 DRAFT BUDGET	DRAFT	BUDGET	PROJECTION	AUDITED
WATER, SOIL & OR SEPTIC IMPROVEMENTS (Landowner Incentive Programs)				
CW~GS LEVY		37,000	37,000	37,000
IN-KIND		-	28,000	37,196
TRANSFERS (TO)/FROM DEFERRED REVENUES		22,000	7,500	24,283
		<u>59,000</u>	<u>72,500</u>	<u>98,479</u>
	Moved to			
WAGES	Water Quality	30,000	16,500	25,679
VEHICLE/TRAVEL/EQUIP'T USAGE		800	1,200	1,010
PLANT MAT/LANDOWNER GRANTS		23,400	23,000	28,594
CORP SUPPORT/SHARED SVCS		4,500	3,800	5,000
IN KIND SVCS SUPPLIES		-	28,000	37,196
		<u>59,000</u>	<u>72,500</u>	<u>98,479</u>
CONSERVATION AREAS - OPERATIONS, MAINTENANCE, ENHANCEMENT				
CONSERVATION AREAS - ALL (EXCL. HBCA/JRPH)				
GENERAL LEVY	461,742	416,019	416,019	394,000
FEDERAL GRANTS	36,600	40,500	37,300	52,783
OTHER GRANTS/USER FEES	125,100	111,350	108,580	151,204
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	8,884
TRANSFERS TO/FROM RESERVES	(7,000)	(7,000)	(7,000)	(10,000)
	<u>616,442</u>	<u>560,869</u>	<u>554,899</u>	<u>596,871</u>
WAGES	272,150	246,050	227,678	192,251
CONSTRUCTION	-	6,100	-	26,929
ENGINEERING/CONSULTING	1,000	4,000	600	5,993
SUPPLIES/OFFICE/JANITORIAL	50,850	51,850	52,500	60,699
VEHICLE/TRAVEL/EQUIP'T USAGE	95,000	83,750	68,960	102,594
PLANT MAT/LANDOWNER GRANTS	35,000	7,500	10,000	24,202
CORP SUPPORT/SHARED SVCS	70,050	47,300	63,700	60,120
RENT/INS/TAXES/UTILITIES	88,350	109,950	93,025	102,790
CAP MAINT/LOW VALUE ASSETS	25,500	23,500	22,100	21,641
	<u>637,900</u>	<u>580,000</u>	<u>538,563</u>	<u>597,220</u>
HOLIDAY BEACH				
GENERAL LEVY	96,680	96,680	96,680	96,680
OTHER GRANTS/USER FEES	228,850	208,900	229,300	181,020
PROJECT TRANSFERS	2,450	2,500	2,100	42,150
TRANSFERS (TO)/FROM RESERVES	(12,000)	(11,000)	(12,000)	(12,000)
	<u>315,980</u>	<u>297,080</u>	<u>316,080</u>	<u>307,850</u>
WAGES	144,200	132,000	137,900	128,992
CONSULTING/ENGINEERING	2,800	4,500	3,740	5,314
SUPPLIES/OFFICE/JANITORIAL	39,200	45,600	46,800	55,469
VEHICLE/TRAVEL/EQUIP'T USAGE	22,500	17,000	17,200	22,949
CORP SUPPORT/SHARED SVCS	30,000	22,000	22,000	18,000
RENT/INS/TAXES/UTILITIES	31,500	44,000	30,000	44,158
MAJOR MAINT/ROADS/VEGETATION MGMT	26,500	30,000	29,970	26,995
	<u>296,700</u>	<u>295,600</u>	<u>287,610</u>	<u>301,878</u>



ESSEX REGION CONSERVATION AUTHORITY	2019	2018	2018	2017
2019 DRAFT BUDGET	DRAFT	BUDGET	PROJECTION	AUDITED
JOHN R PARK HOMESTEAD				
GENERAL LEVY	160,000	160,000	160,000	142,000
PROVINCIAL GRANTS	23,688	23,700	23,688	23,688
OTHER GRANTS/USER FEES	91,400	96,500	81,500	109,707
TRANSFERS (TO)/FROM RESERVES	-	(10,000)	-	(2,000)
	275,088	270,200	265,188	273,395
WAGES	194,600	195,000	176,500	184,077
CONSULTING/ENGINEERING	17,500	2,500	16,500	546
SUPPLIES/OFFICE/JANITORIAL	25,150	21,500	26,270	28,717
VEHICLE/TRAVEL/EQUIP'T USAGE	1,550	3,850	3,575	4,322
CORP SUPPORT/SHARED SVCS	25,000	20,000	20,000	10,000
RENT/INS/TAXES/UTILITIES	19,300	14,700	19,300	17,997
CAP MAINT/LOW VALUE ASSETS	500	11,700	5,100	18,474
	283,600	269,250	267,245	264,133
CONSERVATION AREAS CAPITAL OR MAJOR MAINTENANCE				
GENERAL LEVY	-	-	-	-
CW~GS LEVY	-	60,000	60,000	20,000
MUNICIPAL	-	-	-	-
PROVINCIAL GRANTS	-	-	-	-
FEDERAL GRANTS	-	-	63,000	-
OTHER GRANTS/ERCF	140,885	155,000	214,945	493,133
TRANSFERS (TO)/FROM RESERVES	434,115	55,000	168,650	554,386
	575,000	270,000	506,595	1,067,519
WAGES	35,000	15,000	51,397	21,189
CONSTRUCTION	511,000	190,000	310,101	24,887
ENGINEERING/CONSULTING	25,000	65,000	29,352	3,831
SUPPLIES/OFFICE/JANITORIAL	-	-	71,231	9,887
VEHICLE/TRAVEL/EQUIP'T USAGE	-	-	26,610	814
CORP SUPPORT/SHARED SVCS	4,000	-	16,700	16,310
	575,000	270,000	505,391	76,917
FLEET & EQUIPMENT				
OTHER GRANTS/USER FEES/RECOVERIES	199,000	210,000	198,166	232,099
TRANSFERS (TO)/FROM RESERVES	-	-	15,000	70,000
	199,000	210,000	213,166	302,099
MAINTENANCE/REPAIRS	65,700	60,500	63,000	83,902
FUEL	36,500	36,000	40,500	38,426
LICENCES/MISC	19,150	14,150	21,000	14,655
AMORTIZATION	83,000	85,000	85,000	84,316
	204,350	195,650	209,500	221,299
RESEARCH & MONITORING				
DRINKING WATER SOURCE PROTECTION PROGRAM (MOECC)				
PROVINCIAL GRANTS	103,350	112,500	103,103	91,835
TRANSFERS (TO)/FROM DEFERRED REVENUES	18,000	3,000	-	9,823
	121,350	115,500	103,103	101,659
WAGES	103,000	100,500	80,203	76,548
SUPPLIES/OFFICE/JANITORIAL	3,950	6,600	6,350	11,764
VEHICLE/TRAVEL/EQUIP'T USAGE	1,800	1,100	2,050	1,647
CORP SUPPORT/SHARED SVCS	9,000	5,100	10,000	9,600
RENT/INS/TAXES/UTILITIES	1,100	1,200	-	1,100
PER DIEMS/MISC	2,500	1,000	4,500	1,000
	121,350	115,500	103,103	101,659



ESSEX REGION CONSERVATION AUTHORITY		2019	2018	2018	2017
2019 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
WATER QUALITY RELATED ACTIVITIES AND STUDIES (Quality/Quantity Research & Monitoring, Greenhouse Studies, Nutrient Loading Stud					
GENERAL LEVY		47,000	47,000	47,000	47,000
CW~GS LEVY		126,000	100,000	100,000	63,000
MUNICIPAL		65,750	13,300	23,000	58,113
PROVINCIAL GRANTS		-	166,000	121,550	290,900
FEDERAL GRANTS		105,181	10,000	355,622	214,113
OTHER		31,700	21,800	30,800	17,841
TRANSFERS (TO)/FROM DEFERRED REVENUES		164,150	72,500	(30,374)	19,457
		539,781	430,600	647,598	710,424
WAGES		293,295	232,000	305,554	305,832
CONSULTING		17,000	56,450	69,500	60,763
SUPPLIES/LAB		15,850	25,350	37,902	42,611
VEHICLE/TRAVEL/EQUIP'T USAGE		12,200	10,000	23,902	28,207
PLANT MAT/LANDOWNER GRANTS		129,886	71,000	74,600	133,279
CORP SUPPORT/SHARED SVCS		52,400	35,500	48,369	47,120
RENT/INS/TAXES/UTILITIES		2,800	1,300	-	3,143
PROJECT EQUIPMENT		-	1,500	82,740	89,718
		523,431	433,100	642,567	710,672
SPECIAL LONG TERM INITIATIVES (CLIMATE CHANGE/DETROIT RIVER CLEANUP)					
PROVINCIAL GRANTS		72,500	85,000	72,500	100,500
FEDERAL GRANTS		72,500	95,000	119,375	118,750
OTHER GRANTS/USER FEES		-	-	-	29,646
TRANSFERS (TO)/FROM DEFERRED REVENUES		73,500	108,000	4,125	14,103
		218,500	288,000	196,000	262,999
WAGES		208,000	204,500	138,000	188,167
ENGINEERING/CONSULTING		-	2,400	500	2,601
SUPPLIES/OFFICE/JANITORIAL		15,000	31,600	22,900	32,537
VEHICLE/TRAVEL/EQUIP'T USAGE		2,500	4,900	3,600	6,025
PLANT MAT/LANDOWNER GRANTS		10,000	14,600	10,000	21,669
CORP SUPPORT/SHARED SVCS		33,000	30,000	21,000	12,000
		268,500	288,000	196,000	262,999
CONSERVATION SERVICES					
REVENUES					
GENERAL LEVY		906,422	860,699	852,999	810,680
CW~GS LEVY		875,600	765,600	765,600	391,600
MUNICIPAL		65,750	13,300	23,000	58,113
PROVINCIAL GRANTS		234,538	427,200	357,786	546,923
FEDERAL GRANTS		774,281	1,545,500	1,605,942	1,090,472
OTHER GRANTS/USER FEES		1,412,098	1,317,050	1,576,322	1,998,613
IN-KIND		19,500	20,000	31,444	41,235
TRANSFER TO/FROM DEF REVENUES		(191,950)	393,400	(553,749)	1,223,118
		4,096,239	5,342,749	4,659,343	6,160,755
EXPENSES (INCLUDES FLEET/EQUIP'T AMORTIZATION)		4,590,681	5,394,600	4,765,707	4,280,425
SURPLUS/(DEFICIT)		(494,442)	(51,851)	(106,363)	1,880,330
TRANSFER (TO)/FROM RESERVES		415,115	27,000	164,650	600,386



ESSEX REGION CONSERVATION AUTHORITY	2019	2018	2018	2017
2019 DRAFT BUDGET	DRAFT	BUDGET	PROJECTION	AUDITED
COMMUNITY SERVICES				
AWARENESS, ENVIRONMENTAL EDUCATION, COMMUNICATIONS AND SPECIAL EVENTS				
COMMUNICATIONS, PUBLIC OUTREACH & PROGRAM AWARENESS				
GENERAL LEVY	265,900	265,900	265,900	306,930
CW~GS LEVY	35,000	25,000	25,000	-
PROVINCIAL GRANTS	-	7,000	-	999
OTHER GRANTS/USER FEES	3,000	3,000	23,180	11,444
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	2,700	-
	303,900	300,900	316,780	319,373
WAGES	284,000	272,000	271,565	169,267
SUPPLIES/OFFICE/WEBSITE	17,950	16,400	13,750	28,239
VEHICLE/TRAVEL/EQUIP'T USAGE	4,900	2,500	4,800	1,953
CORP SUPPORT/SHARED SVCS	17,000	10,000	12,000	8,300
PLANT MAT/LANDOWNER GRANTS	-	-	10,000	2,025
	323,850	300,900	312,115	209,783
STUDENT EDUCATION PROGRAM				
GENERAL LEVY	18,000	18,000	18,000	23,000
OTHER GRANTS/USER FEES	52,000	55,000	52,500	47,758
	70,000	73,000	70,500	70,758
WAGES	63,000	58,000	59,000	54,621
SUPPLIES/OFFICE/JANITORIAL	5,290	5,000	7,400	4,846
VEHICLE/TRAVEL/EQUIP'T USAGE	2,450	1,500	1,220	1,133
CORP SUPPORT/SHARED SVCS	9,500	7,500	7,500	8,000
RENT/INS/TAXES/UTILITIES	-	1,000	-	500
	80,240	73,000	75,120	69,100
SPECIAL GRANT PROJECTS & EVENTS				
PROVINCIAL GRANTS	-	-	-	25,000
FEDERAL GRANTS	-	-	7,200	73
OTHER GRANTS/USER FEES	76,500	82,000	74,683	85,478
TRANSFERS (TO)/FROM DEFERRED REVENUES	(1,000)	3,500	(4,550)	2,194
	75,500	85,500	77,333	112,745
WAGES	10,850	10,800	17,912	28,906
TREES/SUPPLIES	64,650	74,700	59,435	83,207
	75,500	85,500	77,347	112,114
COMMUNITY SERVICES				
REVENUES				
GENERAL LEVY	283,900	283,900	283,900	329,930
CW~GS LEVY	35,000	25,000	25,000	-
PROVINCIAL GRANTS	-	7,000	-	25,999
FEDERAL GRANTS	-	-	7,200	73
OTHER GRANTS/USER FEES	131,500	140,000	150,363	144,679
IN-KIND	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	(1,000)	3,500	(1,850)	2,194
	449,400	459,400	464,613	502,875
EXPENSES	479,590	459,400	464,582	390,996
SURPLUS/(DEFICIT)	(30,190)	-	31	111,879



ESSEX REGION CONSERVATION AUTHORITY		2019	2018	2018	2017
2019 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
CORPORATE SERVICES					
ADMIN/FINANCE/IT/IS/HR					
GENERAL ADMINISTRATION					
GENERAL LEVY		303,750	365,673	365,673	348,423
CW~GS LEVY		25,000	25,000	25,000	69,400
PROVINCIAL GRANTS		-	14,000	3,000	5,920
OTHER GRANTS/USER FEES/RECOVERIES		610,000	455,000	533,800	504,967
TRANSFERS (TO)/FROM DEFERRED REVENUES		10,000	-	-	-
TRANSFERS TO/FROM RESERVES		(1,000)	-	(13,000)	(55,937)
		947,750	859,673	914,473	872,773
WAGES		587,000	580,000	598,700	508,442
ERCF SUPPORT		50,000	54,500	49,086	55,851
MEMBER EXPENSES/CO DUES		54,000	53,000	53,000	51,561
AUDIT/LEGAL/CONSULTING		30,000	28,000	52,000	24,143
SUPPLIES/EQUIPT/NETWORK		73,250	63,650	55,450	62,648
OCCUPANCY/PHONE		132,000	130,500	131,800	125,030
TRAVEL & BD/STAFF MEETINGS		7,500	7,250	7,600	7,491
RETIREE BENEFITS		13,000	16,000	12,000	12,550
		946,750	876,500	959,636	847,714
CORPORATE SERVICES					
REVENUES					
GENERAL LEVY		303,750	365,673	365,673	348,423
CW~GS LEVY		25,000	25,000	25,000	69,400
PROVINCIAL GRANTS		-	14,000	3,000	5,920
INTERNAL RECOVERIES/GRANTS		656,000	455,000	533,800	504,967
TRANSFER TO/FROM DEF REVENUES		10,000	-	-	-
		994,750	859,673	927,473	928,710
EXPENSES		992,750	932,900	959,636	847,714
SURPLUS/(DEFICIT)		2,000	(73,227)	(32,163)	80,995
TRANSFER (TO)/FROM RESERVES		(1,000)	-	(13,000)	(55,937)



ESSEX REGION CONSERVATION AUTHORITY				
	2019	2018	2018	2017
2019 DRAFT BUDGET	DRAFT	BUDGET	PROJECTION	AUDITED
OTHER				
TANGIBLE ASSET REPLACEMENT FUNDING. RESERVE TRANSFERS AND DEFICIT MITIGATION				
GENERAL LEVY	200,000	200,000	200,000	150,000
CWGS	-	120,000	120,000	521,000
TRANSFER TO/FROM RESERVES	(200,000)	(320,000)	(320,000)	(828,000)
GAIN ON DISPOSAL OF ASSETS	-	-	-	228,000
DECREASE IN ACCUMULATED DEFICIT	-	-	-	71,000
CORPORATE TOTAL				
TOTAL REVENUES	7,297,682	9,231,265	9,951,445	10,908,664
TOTAL EXPENSES	7,893,071	9,238,600	9,999,267	8,089,102
SURPLUS/(DEFICIT)	(595,389)	(7,335)	(47,821)	2,819,563
TOTAL GENERAL LEVY	2,098,752	2,098,752	2,098,752	1,997,733
TOTAL CWGS LEVY	1,050,000	1,050,000	1,050,000	1,050,000
TOTAL LEVY	3,148,752	3,148,752	3,148,752	3,047,733
MUNICIPAL PROJECT CONTRIBUTIONS	365,750	936,300	2,291,244	1,002,504
PROVINCIAL GRANTS	436,801	659,463	584,049	883,286
FEDERAL GRANTS	774,281	1,545,500	1,613,142	1,092,550
DONATIONS (ERCF AND OTHER)	689,785	506,600	591,425	835,456
OTHER INCL FEE FOR SVC	1,321,763	1,364,750	1,540,160	1,850,287
IN KIND DONATIONS	19,500	20,000	31,444	118,335
INTERNAL RECOVERIES	704,000	610,000	650,000	654,204
TRANSFERS (TO)/FROM DEFERRED REVENUES	(162,950)	439,900	(498,770)	1,424,309
	7,297,682	9,231,265	9,951,445	10,908,664
FUNCTIONAL EXPENSES				
WAGES/BENEFITS	3,902,095	3,730,350	3,796,727	3,505,200
CONSTRUCTION	1,275,500	1,712,100	3,102,896	1,291,422
ALLOCATED CORP SUPPORT/SHARED SVCS	708,190	632,075	683,144	700,408
PLANT MATERIALS/LANDOWNER GRANTS	462,086	530,000	545,020	654,399
TCA AMORTIZATION	294,500	287,000	296,500	280,788
OFFICE/PROGRAM & CA SUPPLIES	282,940	376,600	401,867	382,382
RENT//TAXES/UTILITIES/SECURITY	245,800	275,000	255,200	283,516
ENGINEERING/CONSULTING/OUTSIDE TECHNICAL	193,050	239,525	279,594	344,932
VEHICLE/TRAVEL/EQUIP'T USAGE & RENTALS	157,550	121,850	188,132	174,026
IT/SOFTWARE/DATA SERVICES	104,700	72,200	98,148	107,235
INSURANCE, AUDIT AND LEGAL	103,250	105,950	109,175	94,103
MAINTENANCE/REPAIRS	74,500	61,200	138,930	149,410
DUES/MEMBERSHIPS	43,810	42,050	43,980	41,837
IN KIND SVCS SUPPLIES	19,500	20,000	31,444	41,235
BOARD/MEMBER EXPENSES	16,500	15,000	18,500	14,270
BANK/CREDIT CARD CHGS/INTEREST	9,100	17,700	10,010	23,937
LAND ACQUISITION	TBD	1,000,000	-	-
TOTAL EXPENSES	7,893,071	9,238,600	9,999,267	8,089,102







ESSEX REGION CONSERVATION AUTHORITY	2019	2018	2018	2017
2019 DRAFT BUDGET	DRAFT	BUDGET	PROJECTION	AUDITED
TOTAL REVENUES (ACCRUAL BASIS)	7,297,682	9,231,265	9,951,445	10,908,664
TOTAL EXPENSES (ACCRUAL BASIS)	7,893,071	9,238,600	9,999,267	8,089,102
SURPLUS/(DEFICIT) (ACCRUAL BASIS)	(595,389)	(7,335)	(47,821)	2,819,563
ADD/SUBTRACT: NON CASH ITEMS				
DONATION OF LAND TO ERCA	-	-	-	(77,100)
GAIN/LOSS ON SALE/TRADE-IN VEH/EQUIPMENT	-	-	-	(23,798)
AMORTIZATION	294,500	287,000	296,500	280,788
DEDUCT: CAPITAL ITEMS				
LAND ACQUISITION (NET OF SALES/EXPROPRIATIONS)		-	-	(1,364,547)
CAPITAL - FLEET & EQUIPMENT	(110,000)	(100,000)	(111,350)	(160,840)
CAPITAL - INFRASTRUCTURE		-	-	(989,394)
(DECREASE)/INCREASE IN NET SURPLUS	(410,889)	179,665	137,329	484,671
TOTAL REVENUES (CASH BASIS)	7,297,682	9,231,265	9,951,445	10,807,766
TOTAL EXPENSES (CASH BASIS)	7,708,571	9,051,600	9,814,117	10,323,095
SURPLUS/(DEFICIT) (CASH BASIS)	(410,889)	179,665	137,329	484,671
NET TRANSFER (TO)/FROM RESERVES	220,615	(293,000)	(168,350)	(283,551)
UNRESTRICTED SURPLUS/(DEFICIT)	(190,274)	(113,335)	(31,021)	201,120
(DECREASES)/(INCREASES) OPERATING FUND DEFICIT				
TARGETED DEFICIT MITIGATION (SUSTAINABILITY PLAN) 5 YEARS @\$96k				\$ 480,000
2012 ACTUAL UNRESTRICTED SURPLUS				41,000
2013 ACTUAL UNRESTRICTED SURPLUS				120,335
2014 ACTUAL UNRESTRICTED SURPLUS				66,428
2015 ACTUAL UNRESTRICTED SURPLUS				121,185
2016 ACTUAL UNRESTRICTED SURPLUS				61,312
2017 ACTUAL UNRESTRICTED SURPLUS				201,120
2018 PROJECTED UNRESTRICTED SURPLUS				(31,021)
ACTUAL/PROJECTED TOTAL DEFICIT MITIGATION (2013-2017)				\$ 580,359
SURPLUS IN EXCESS OF TARGET				100,359
2019 BUDGET DEFICIT				(190,274)
PROPOSED 2019 ADDITIONAL OPERATING LEVY				89,915
PHASED-IN LEVY FOR CAPITAL ASSET REPLACEMENT				-
PROPOSED TOTAL LEVY INCREASE 2019				\$ 89,915

NOTE: The actual numbers shown for capital items, for 2018 and 2019 will change once the assets under construction are removed from the operating accounts and capitalized as tangible assets. Those accounting entries will not impact the estimated changes in the reserve funds or the unrestricted surplus.

WHERE DOES YOUR \$10 GO?



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**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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Affaires municipales
et du Logement**

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DEC 05 2018

RE: Municipal Reporting Burden

Dear Heads of Council,

As you have heard me say, reducing the provincial reporting burden affecting the municipal sector is a priority for the government. I addressed municipal concerns about the reporting burden at the Association of Municipalities of Ontario (AMO) conference in Ottawa this past summer. I have heard from municipalities that the province asks for too many reports, which impacts the ability of municipalities to focus on local priorities.

I have struck a team in my ministry to lead the reduction of the municipal reporting burden across government. In addition to reducing the number of reports, we must make sure any remaining information collected is necessary for the province's work. We must confirm the information requested is not duplicative, and that the reporting requirements for small municipalities are appropriate.

To address these goals, my ministry will be convening a cross-government working group to bring together ministries with municipal reporting requirements. This group will be tasked with reducing reporting and undertaking the work to meet the aforementioned commitments.

In addition to our cross-government working group, in 2018, my team will be convening a stakeholder working group of various municipal associations with a shared common interest in municipal reporting requirements.

I invite you to share your thoughts on what changes can be made to municipal reporting directly to my office, as well.

Thank you for your support.

A handwritten signature in black ink, appearing to read 'Steve Clark'.

Steve Clark
Minister, Ministry of Municipal Affairs and Housing

c: Laurie LeBlanc, Deputy Minister, MMAH

Schedule of Reports for Council January 8, 2018

Council Resolution or Member Question	Subject	Department	Report to Council	Comments
Councillor Akpata	Information on the use of firearms for hunting on the water's edge in the Town of LaSalle	Police	January, 2019	Requested at the September 11, 2018 Regular Meeting of Council
Councillor Renaud	Ownership of fences outlining the Ojibway Oaks section.	Public Works	January, 2019	Requested at the November 13, 2018 Regular Meeting of Council
Deputy Mayor Meloche	Crosswalk between Sandwich West High School parking lot and Sandwich soccer fields	Public Works	January, 2019	Requested at the November 27, 2018 Regular Meeting of Council
Deputy Mayor Meloche	Update on cat voucher program	Clerks	January 8, 2019	Requested at the December 11, 2018 Regular Meeting of Council <i>See Report CL-01-2019 on today's agenda.</i>

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NO. 8260

A By-Law to authorize the borrowing of \$23,550,000 for current expenditures under Section 407 of the *Municipal Act* and to authorize the temporary borrowing for works under Section 405 of the *Municipal Act* for the 2019 fiscal year.

Whereas the Council of the Town of LaSalle (hereinafter called the "Municipality") deems it necessary to borrow the sum of \$23,550,000 to meet, until the taxes are collected, the current expenditures of the Municipality for the year;

And Whereas the total of amounts heretofore borrowed for the purposes mentioned in Section 407 of the *Municipal Act* which have not been repaid at December 31, 2018 is nil;

And Whereas the Council of the Municipality has authorized or will authorize the issuance of debentures for works;

And Whereas the total amount heretofore borrowed for the purposes mentioned in Section 405 of the *Municipal Act* which have not been repaid at December 31, 2018 is nil;

Now therefore the Council of the Corporation of the Town of LaSalle hereby enacts as follows:

1. The Treasurer are hereby authorized, on behalf of the Municipality to borrow from time to time by way of promissory note from the Windsor Family Credit Union a sum or sums not exceeding in the aggregate \$23,550,000 to meet, until the taxes are collected, the current expenditures of the Municipality for the year, including the amounts required for the purposes mentioned in Section 407 of the *Municipal Act*, and to give on behalf of the Municipality to the Financial Institution a promissory note or notes, sealed with the Corporate Seal and signed by the Treasurer, for the monies so borrowed with interest at such rate as may be agreed upon from time to time with the bank.
2. The amount of \$23,550,000 referred to in paragraph 1 of this By-Law is applicable from January 1, 2019 to September 30, 2019. This amount shall be reduced to \$11,775,000 from October 1, 2019 to December 31, 2019. The amounts contained within this paragraph and paragraph 1 have been calculated in accordance with Section 407(2) of the *Municipal Act*

Revenue Source	Estimated 2019 Municipal Revenues	50% of the total estimated municipal revenues for the period January 1 to September 30, 2019	25% of the total estimated municipal revenues for the period October 1 to December 31, 2019
Property Taxation	34,000,000		
Other Revenues	4,000,000		
Water Rate Revenues	5,400,000		
Sanitary Surcharge Revenues	3,700,000		
Total	47,100,000	23,550,000	11,775,000

3. All sums borrowed pursuant to the authority of this By-Law, as well as all other sums borrowed in this year and in previous years from the said Bank for any or all of the purposes mentioned in the said Section 407, shall, with interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years as and when such revenues are received.
4. The Treasurer is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received either on account or realized in respect of taxes levied for the current year and preceding years or from any other source which may lawfully be applied for such purposes.
5. The Treasurer is hereby authorized, on behalf of the Municipality to borrow from time to time by way of promissory note or other financial instrument from the Windsor Family Credit Union a sum or sums to meet the temporary borrowings required for the funding of capital works until such time that debentures are issued and temporary borrowings are repaid, and to give on behalf of the Municipality to the financial institution a promissory note or other financial instrument, sealed with the Corporate Seal and signed by Treasurer, for the monies so borrowed with interest at such rate as may be agreed upon from time to time with the financial institution.
6. The Treasurer is hereby authorized, on behalf of the Municipality to borrow from time to time, to a maximum of \$10,000,000 by way of promissory note or other financial instrument from either the Windsor Family Credit Union and/or Infrastructure Ontario a sum or sums to meet the temporary borrowings associated the Town of LaSalle – Capital Projects. The Treasurer is authorized to give on behalf of the Municipality to the financial institution a promissory note or other financial instrument, sealed with the Corporate Seal and signed by Treasurer, for the monies so borrowed with interest at such rate as may be agreed upon from time to time with the financial institution.
7. The Treasurer is authorized to furnish to Windsor Family Credit Union a statement showing the nature and amount of the estimated revenues of the Municipality not yet collected and also showing the total of any amounts borrowed that have not been repaid.

Read a first and second time and finally passed this 8th day of January, 2019.

1st Reading – January 8, 2019

Mayor

2nd Reading – January 8, 2019

3rd Reading – January 8, 2019

Clerk

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NUMBER 8261

A By-Law to levy and collect a portion of the taxes for the year 2019

Whereas Section 317 of *The Municipal Act, 2001, S.O. 2001, c. 25*, provides that the Council of a local municipality may, before the adoption of the estimate for the year, pass a By-Law to levy on the whole of the assessment for real property according to the last revised assessment roll, a sum not to exceed that which would be produced by applying the prescribed percentage (or 50 percent if no percentage is otherwise prescribed) of the total 2018 tax raised to all classes.

Now therefore the Council of the Corporation of the Town of LaSalle hereby enacts as follows:

1. The interim tax levies are hereby imposed and levied on the whole assessment for real property, according to the last revised assessment roll.
2. The interim tax levy for those properties within the commercial, industrial, large industrial, multi residential and shopping centre classes be adjusted for capping considerations.
3. The taxes levied under this bylaw shall be payable in two (2) installments:
Due Date of 1st installment: February 22, 2019
Due Date of 2nd installment: April 26, 2019
Non-payment of the amount on the due dates stated in accordance with this section shall constitute default.
4. Under the provisions of Section 345 of the *Municipal Act 2001* a percentage charge of one and one-quarter per centum (1 1/4%) shall be imposed as a penalty for non-payment of and shall be added to every tax installment or part thereof remaining unpaid on the first day of the month following the date when it falls due and thereafter an additional charge of one and one-quarter percent (1 1/4%) shall be imposed and shall be added to every such tax installment or part thereof remaining unpaid on the first day of each calendar month in which default continues up to and including December of this year.
5. The Treasurer-Tax Collector, not later than twenty-one (21) days prior to the date that the first installment is due, shall mail or cause to be mailed to the address of the residence or place of business of each person, a notice setting out the tax payments required to be made pursuant to this By-Law, the respective dates by which they are to be paid to avoid penalty and the particulars of the penalties imposed by this By-Law for late payment.
6. Taxes shall be payable to the Corporation of the Town of LaSalle and shall be paid to the Treasurer-Tax Collector at the Municipal Offices.

7. The Treasurer-Tax Collector shall be and he is hereby authorized to accept part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectible under paragraph 7 in respect to non-payment of taxes or any installments thereof.
8. This By-Law shall remain in force from year to year until it is repealed.
9. All By-Laws inconsistent with this By-Law are hereby repealed.

Read a first and second time and finally passed this 8th day of January, 2019.

1st Reading – January 8, 2019

Mayor

2nd Reading – January 8, 2019

3rd Reading – January 8, 2019

Clerk

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NUMBER 8262

By-Law to authorize the execution of an agreement with Windsor/Essex County Humane Society

Whereas The Corporation of the Town of LaSalle (“Town”) recognizes that its citizens deliver stray cats to the Windsor/Essex County Humane Society (“Humane Society”) for the purpose of disposition;

And Whereas the Humane Society acknowledges receipt of said cats;

And Whereas the Society has agreed to provide the Town with cat intake services from and after the 1st day of January, 2019, up to and including the 31st day of December, 2019 for a fee as is hereinafter provided for;

Now therefore the Council of the Corporation of the Town of LaSalle hereby enacts as follows:

1. That the Corporation of the Town of LaSalle enter into an Agreement with Windsor/Essex County Humane Society regarding cat intake services, a copy of which Agreement is attached hereto and forms a part of this By-law.
2. That The Mayor and the Deputy-Clerk be and the same are hereby authorized to execute the said Agreement on behalf of the Corporation and affix the corporate seal thereto, as well as any and all other documents that may be necessary to give effect to the terms of the said Agreement.
3. This By-law shall come into force on the final passing thereof.

Read a first and second time and finally passed this 8th day of January, 2019.

1st Reading – January 8, 2019

Mayor

2nd Reading – January 8, 2019

3rd Reading – January 8, 2019

Clerk

THE CORPORATION OF THE TOWN OF LASALLE

BY-LAW NUMBER 8263

By-Law to authorize the execution of an agreement between The Corporation of the Town of LaSalle and Local Authority Services Limited (LAS), as Agent, and Eligible Investors with respect to “ONE – The Public Sector Group of Funds” and to authorize the Treasurer to execute the necessary documents for that purpose

Whereas the *Municipal Act* provides that the power of a municipality to invest money includes the power to enter into an agreement with any other municipality, and with any school board, college, university, hospital or such other person or classes of them as may be prescribed by regulation for the joint investment of money by those parties or their agents;

And Whereas The Corporation of the Town of LaSalle (the “Corporation”) entered into an Agency Agreement on May 31, 1999 (the "Original Agency Agreement") between CHUMS Financing Corporation and Local Authority Services Limited (LAS), to permit the Corporation to be an investor, through "ONE-The Public Sector Group of Funds" investment funds for joint investments as set out in schedules to the Agency Agreement (the "Funds");

And Whereas the Corporation and CHUMS and LAS agree that the Original Agreement is amended and restated as set out in the amended agreement;

Now therefore the Council of the Corporation of the Town of LaSalle hereby enacts as follows:

1. That the Corporation of the Town of LaSalle enter into an Agreement with CHUMS Financing Corporation and Local Authority Services Limited, a copy of which Agreement is attached hereto and forms a part of this By-law.
2. That the Treasurer is hereby authorized and directed to enter into and execute, as the sole signing officer of the Corporation, the amended Agency Agreement and any other necessary documents, including without limitation enrolment documents and documents in connection with payment services for the Fund, and to do anything necessary or desirable, on behalf of the Corporation, to give effect to the purpose, and the Treasurer is hereby authorized to affix the corporate seal of the Corporation to the amended Agency Agreement and to any other documents which are necessary or desirable to give effect to the amended Agency Agreement or to the purpose.
3. This By-law shall come into force on the final passing thereof.

Read a first and second time and finally passed this 8th day of January, 2019.

1st Reading – January 8, 2019

Mayor

2nd Reading – January 8, 2019

3rd Reading – January 8, 2019

Clerk